# ARCS: 292-30

# File: [REQUESTNUMBER]

Your File: [CUSTOMFIELD60]

# [TODAYDATE]

# Sent via email: [RQREMAIL]

[ADDRESS]

Dear [RFNAME] [RLNAME]:

# Re: Request for Access to Records

# *Freedom of Information and Protection of Privacy Act* (FOIPPA)

I am writing further to your request received by the **Ministry of Environment and Climate Change**. You requested:

*[REQUESTDESCRIPTION]*

OPTION 1: IF RECORDS WERE FOUND ON THE SITE REGISTRY

The records you have requested are outside the scope of FOIPPA pursuant to section 3(1) (j), as they are available for purchase. Your file is now closed. A complete copy of FOIPPA is available online at:

<http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00>

The records you requested are available to the public for a fee as described by the *Contaminated Sites Regulation*. You can access the records two ways. A BCOnLine client can search the Site Registry for electronic records for specific sites through this link:

<http://www.env.gov.bc.ca/epd/remediation/site_info/index.htm>

Alternatively, you can complete a Site Information Request Application:

<http://www.env.gov.bc.ca/epd/remediation/forms/pdf/sir.pdf>

For all future requests of this nature please search the Site Registry or complete the form.

OPTION 2: IF RECORDS WERE NOT FOUND ON THE SITE REGISTRY

Although a thorough search was completed, no records that were responsive to your request were found.

Please be advised that had records been found, they would be outside the scope of FOIPPA pursuant to section 3(1) (j), as this type of record is available for purchase. Your file is now closed. A complete copy of FOIPPA is available online at:

<http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00>

Such records are available to the public for a fee as described by the *Contaminated Sites Regulation*. You can access the records two ways. A BCOnLine client can search the Site Registry for electronic records for specific sites through this link:

<http://www.env.gov.bc.ca/epd/remediation/site_info/index.htm>

Alternatively, you can complete a Site Information Request Application:

<http://www.env.gov.bc.ca/epd/remediation/forms/pdf/sir.pdf>

For all future requests of this nature please search the Site Registry or complete the form.

OPTION 3: IF RECORDS WERE FOUND IN THE MINISTRY AND IN THE REGISTRY, USE COMBO OF BOTH 1 AND 2 and chose the correct publication option:

Publish:

These records will be published on the BC Government’s Open Information website a minimum of five business days after release. To find out more about Open Information, please access the Open Information website at: [www.gov.bc.ca/openinformation](http://www.gov.bc.ca/openinformation)

Do not publish:

These records will not be published on the BC Government’s Open Information website. To find out more about Open Information, please access the Open Information website at: [www.gov.bc.ca/openinformation](http://www.gov.bc.ca/openinformation)

If you have any questions regarding your request, please contact [PRIMARYUSERNAME], the analyst assigned to your request, at [PRIMARYUSERPHONE]. This number can also be reached toll-free at 1 833 283-8200.

Sincerely,

[PRIMARYUSERNAME], [PRIMARYUSERTITLE]

Information Access Operations

Enclosure

# How to Request a Review with the

# Office of the Information and Privacy Commissioner

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst’s name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

**Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:**

Information and Privacy Commissioner

PO Box 9038 Stn Prov Govt

4th Floor, 947 Fort Street

Victoria BC V8W 9A4

Telephone 250 387-5629 Fax 250 387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.