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## COMPLIANCE AND ENFORCEMENT

Operational Policy 2016-8

Agricultural Operation Practices Act

*Updated, August 25, 2016*

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## 1. Introduction

When the Compliance and Enforcement Policy was published in June 2006, the Natural Resources Conservation Board (NRCB) made a commitment to ensure the policy would remain current and relevant. Since 2006, expectations of compliance and accountability have continued to evolve among the public, government, and the confined feeding industry. In response, the NRCB updated the policy in 2010, in consultation with the Policy Advisory Group, to reflect a greater emphasis on environmental performance, including the use of proactive risk assessments and collaborative problem solving with the confined feeding industry.

Administrative updates made to this policy in 2016 address changes in department names and contacts, and the status of programs. The 2006 and 2010 policies emphasized education and prevention as the first steps in an escalating series of enforcement activities. The policy retains this emphasis on education and prevention, with the objective of achieving voluntary compliance with the *Agricultural Operation Practices Act* (AOPA), its regulations, and individual permit conditions.

The NRCB's compliance policy is founded on the following four pillars:

1. *Collaborative problem solving* – A central goal of the NRCB is to build collaborative approaches with both operators and the public, and to consult with the confined feeding industry and other stakeholders to achieve the desired outcomes of the NRCB's compliance and enforcement program. The NRCB's updated Compliance and Enforcement Policy continues to focus on problem solving with operators as a first step in responding to complaints, compliance and enforcement issues, along with education and awareness.
2. *Environmental performance* – Social awareness of environmental issues has given rise to new expectations of performance. Both regulators and industry are being looked to for improved environmental protection—and are being held accountable for their performance. Industry associations are taking a leading role in developing prevention and education programs to promote awareness and manage environmental risk in their sectors, and are partnering with government to promote an ethic of environmental stewardship among their membership.
3. *Risk based compliance* – Risk to the environment has always been a significant consideration for inspectors who are responding to complaints or addressing compliance issues. The updated policy formally incorporates a proactive risk based process into the NRCB's approach to compliance and enforcement.
4. *Complaint response* – Under the updated policy, the NRCB will continue to respond to complaints from the public. If warranted, operations may be inspected if they are brought to the NRCB's attention through a complaint. Some complaints can and will be resolved without an inspection.

The NRCB receives complaints concerning approximately 250 operations each year. There are approximately 2,500 confined feeding operations in Alberta. Information about the complaints (complaint identification, the operation involved, the nature of the complaint, any remedial action taken, etc.) is stored on the NRCB's CFO database. Information from the database is analyzed by the NRCB on a regular basis. The results of the reviews are used to inform changes to compliance policy.

## 2. Compliance and Enforcement Policy

The NRCB's Compliance and Enforcement Policy supports and should be read together with the *Agricultural Operation Practices Act* (AOPA) and its regulations. It is intended to give inspectors,

operators, other agencies, and the public a clear and shared understanding of the compliance process, and to provide clear direction to enhance consistency in the way enforcement actions are handled.

### 2.1 Agricultural Operation Practices Act

The purpose of the *Agricultural Operation Practices Act* (AOPA) is set out in the 2006 Memorandum of Understanding signed by Agriculture and Rural Development, Sustainable Resource Development, and the NRCB:

*“To ensure that the province's livestock industry can grow to meet the opportunities presented by local and world markets in an environmentally sustainable manner.”*

### 2.2 Grandfathered operations

All confined feeding operations and manure storage facilities that existed before January 1, 2002, whether or not they held a municipal development permit, are considered to be grandfathered and to hold an AOPA permit. Conditions associated with any permit for grandfathered operations continue unless amended.

Grandfathered operations are required to follow the conditions included in their permit, and AOPA requirements for manure application and nutrient loading, but their existing facilities are not required to meet AOPA construction standards. If a grandfathered facility has been determined to pose a risk to the environment, the operator is required by AOPA to take appropriate steps to mitigate the risk.

### 2.3 Definitions of “compliance” and “enforcement”

The terms "compliance" and "enforcement" are used many times throughout this policy.

- *Compliance* means conformity with AOPA, the regulations, conditions in operating permits, and generally accepted operating practices.
- *Enforcement* means actions taken by the NRCB to ensure a confined feeding operation is in compliance.

The NRCB promotes compliance by working with operators to provide information and education about prevention and compliance, communicating with representatives of various livestock sectors, publishing information, and consulting with other stakeholders and agencies.

### 2.4 Compliance philosophy

All regulatory systems require both education and an effective enforcement component. It must be clear that enforcement action will be taken when necessary.

Voluntary compliance with legislation, regulations and permit conditions is expected and encouraged. The NRCB assumes that individual operators are responsible, law abiding citizens who share an interest in and a commitment to the agricultural community and society in general. For those individuals who choose not to be in this group, the NRCB will use appropriate enforcement action.

The enforcement model used by the NRCB to achieve compliance is based on a series of escalating steps, beginning with education and voluntary compliance. If compliance is not achieved through education and voluntary compliance, the enforcement model progresses

to verbal directives, compliance directives, enforcement orders, court orders, and prosecution. These steps are described in more detail in section 5.

### 2.5 Guiding principles of the Compliance and Enforcement Policy

The following general principles govern the application of AOPA:

- a. Compliance with AOPA and its regulations is mandatory.
- b. Education is the NRCB's preferred strategy for achieving voluntary compliance.
- c. Inspectors throughout Alberta will apply the act in a manner that is fair, predictable, and consistent.
- d. Inspectors will administer the act with an emphasis on minimizing risk to the environment.
- e. Inspectors will take action that is consistent with the *Compliance and Enforcement Policy* when responding to violations. (See Complaint Driven Compliance, section 4 of this policy, below.)
- f. The NRCB encourages the reporting of suspected violations of the act by the public, confined feeding operators, or other agencies. Self-reporting by operators is especially encouraged.

## 3. Communicating with Operators and Complainants

The NRCB gives high priority to open, timely, accessible and courteous communication with operators and complainants.

- a. Where appropriate, the NRCB encourages personal dialogue and interaction with operators and complainants to build communication and provide opportunities for education and awareness.
- b. Complainants will receive a call back within one business day of receiving their complaint, unless they do not wish to leave their contact information or ask not to be called back.
- c. Unless the complainant asks not to be contacted, inspectors will provide the complainant with a summary of the response to the complaint, either by phone or in writing, within one week of the file closure.
- d. Inspectors will ensure that the operator is advised of the reason for the inspection or complaint follow up, and will ensure that the operator is provided with clear information about the process, including potential results and options for follow up.
- e. Inspectors will maintain regular communication with the operator throughout the course of the inspection or response to the complaint.
- f. Where compliance action is required the NRCB will provide the operator with the findings of the inspection and the required actions either verbally or in writing.
- g. Upon completion of the required action, notice will be provided verbally or in writing to the operator when the file is closed.
- h. Inspection results, all actions taken and all contact with the operator or the complainant will be documented in the NRCB's CFO database in a timely manner.
- i. All database entries will be made in accordance with the NRCB *Water Data Management Process for Confined Feeding Operations Internal Directive* and the NRCB *Implementation Plan for Surface Water Data Collection*.

## 4. Complaint Driven Compliance

The NRCB becomes aware of potential non-compliance issues through:

- calls from the public to NRCB offices or the NRCB response line (call centre)
- compulsory reporting as required by AOPA, the regulations or permits
- referrals from other government agencies or municipalities
- non-compliance observations made by inspectors while on route to conducting inspections at other operations

When information is received, a decision is made about what actions are warranted in response to the report. This decision, the operator's response, and any additional follow up actions are entered into the NRCB's CFO database.

### 4.1 Serious situations

Serious situations are given a high priority by the NRCB and are addressed immediately. These situations typically involve a release of manure that has caused or is causing a risk to surface water or groundwater, or situations in which such a release is imminent.

The NRCB works closely with Environment and Parks, Agriculture and Forestry, Environment Canada, Alberta Health, and municipal authorities when responding to serious situations. The call centre operator notifies Environment and Parks and the NRCB's senior field services officer at the same time.

### 4.2 Public complaints

The public is encouraged to report concerns, emergencies, and possible non-compliance issues by phoning either the nearest NRCB field office during working hours, or the call centre, using the toll-free, 24 hour response line (1-866-383-6722).

The call centre operator who receives the report asks whether the complainant wishes to be personally contacted by the NRCB. The call is referred to the senior field services officer if the call is after hours or a serious incident. All other calls are referred to the appropriate NRCB field office.

The NRCB makes every effort to ensure that complainants who wish to be contacted are contacted within one business day. In the case of an emergency, the on-call inspector will contact the complainant as soon as possible after their call is received.

The inspector will also follow up with the complainant to inform them how the complaint was resolved, unless the complainant advises the inspector that he or she does not wish to be contacted.

The NRCB prioritizes its responses to complaints. Higher priority is given to complaints from individuals who identify themselves than to complaints from individuals who wish to remain anonymous. Complaints that allege imminent risk to the environment are given top priority whether or not the complainant identifies him or herself.

Complaints are addressed in the manner the inspector determines to be the most efficient and appropriate. Not all complaints require an onsite inspection. Some complaints may be successfully handled via a telephone conversation or written correspondence with the operator.

### 4.3 Confidentiality

The NRCB endeavours to treat the identity of a public complainant as confidential, unless the complainant indicates that his or her identity may be disclosed. However, anonymity cannot always be guaranteed. See Appendix E for more information.

Often, complainants to the NRCB are the operator's neighbours. The NRCB's experience is that good communication between the operator and neighbours helps build understanding and resolve complaints. Unless the complainant requests anonymity, the NRCB will encourage communication between the operator and complainant.

### 4.4 Nuisance complaints

Most nuisance complaints that arise from agricultural operations involve odour. To investigate an odour complaint, inspectors will use FIDO criteria (*frequency, intensity, duration*, and how *objectionable* the odour is) to determine whether the disturbance is inappropriate. Inspectors use an odour report form for this purpose (see Appendix A).

If the inspector determines that a disturbance results from a generally accepted agricultural practice, and the operator is not contravening the regulations or the conditions in his or her permit, no enforcement action will be taken.

At certain points in the operation of a facility, for example construction or decommissioning, some nuisance may be unavoidable. Complaints that involve a concern about health issues related to odour are referred to Alberta Health. The NRCB does not have jurisdiction under AOPA to deal with health issues associated with odours.

The odour assessment process followed by NRCB inspectors is set out in Appendix B.

### 4.5 Agricultural practice review

Complainants, individual operators, or the NRCB can apply in writing to the Minister, Agriculture and Forestry, requesting consideration of whether the disturbance results from a generally accepted agricultural practice. The minister may appoint an Agricultural Practice Review Committee to consider the application.

## 5. Inspections

Inspectors appointed under AOPA conduct inspections to determine compliance at a facility and an appropriate response, where required.

The purpose of an inspection is to:

- a. gather information to confirm and document compliance issues
- b. identify environmental and operational concerns
- c. advise of non-compliance and potential non-compliance issues
- d. confirm that previously identified non-compliance issues have been corrected
- e. verify the quality of any reporting data submitted
- f. advise operators of their compliance status
- g. educate operators about their responsibilities under AOPA
- h. demonstrate the NRCB's commitment to compliance

Inspectors consider the following general factors to determine what enforcement action is most appropriate:

1. *Risk to the environment*—NRCB inspectors consider the severity of the risk to the environment. Specific factors that may be considered in determining severity include the immediacy of the risk to the environment, the duration of the risk, the scale (i.e., geographic extent) of the risk, and the environmental components affected (e.g., land and water).
2. *Nature of the alleged non-compliance*—NRCB inspectors also consider the stage at which the non-compliance occurred in the lifecycle of the operation (construction, operation, maintenance, decommissioning or reclamation).
3. *Remedial effect of enforcement response*—NRCB inspectors consider the way in which an enforcement response is likely to correct non-compliance and to mitigate any current and future damage, losses or risks to the environment.
4. *Consistency of enforcement*—NRCB inspectors consider how similar situations have been handled in the past at other operations, while taking into account regional or site-specific factors.
5. *Importance of contravened provision*—The NRCB gives high priority to offences that are very serious and that directly contravene the cornerstones of the regulatory system—such as not obtaining a permit before starting construction. NRCB inspectors will use the escalating enforcement tools as required to address any contravention (see section 6 of this policy).
6. *Additional factors*—NRCB inspectors will consider whether the non-compliance was identified and reported voluntarily by the operator responsible for the alleged non-compliance. The operator's compliance history and cooperation with the inspector, and other factors such as the operator's intent in committing the alleged non-compliance, will also be considered.

### 5.1 Inspection conduct and outcomes

Inspectors are expected to conduct themselves in an appropriate and professional manner. This includes being courteous, neutral and objective.

Whenever appropriate and possible, NRCB inspectors will contact the operator in advance to schedule the inspection and request the operator's presence during the inspection.

Upon arriving at the operation to be inspected, if the inspector has not previously met the operator, the inspector will identify him or herself and produce a business card. The inspector will advise the operator of the purpose of the inspection, and explain the inspection process.

If it is not possible or appropriate to schedule the inspection in advance, NRCB inspectors, pursuant to section 30 of AOPA, may, at any reasonable hour, enter and inspect any building or land, other than a private dwelling, that the inspector believes, on reasonable and probable grounds, are or will be used in connection with an agricultural operation.

If the inspector is refused entry to any building or land regulated by the act, the inspector may seek an order from the Court of Queen's Bench to enable the inspector to exercise his or her powers under section 30 of AOPA.

During an inspection, an NRCB inspector has the authority to:



- a. require that any equipment used to manage manure or compost be operated, used, set in motion, or shut down under conditions specified by the inspector
- b. take samples of anything connected with an agricultural operation
- c. conduct tests or take measurements
- d. require the production of, inspect, make copies of, take extracts from, or remove for not more than 48 hours for the purpose of making a copy, any record, approval, registration, or authorization. A receipt will be provided to the operator to document the removal of any record for the purpose of making a copy
- e. make reasonable inquiries of any person, orally or in writing
- f. take photographs, or make electronic or audio-visual records

When the inspection is concluded, the inspector will discuss the results and findings with the operator, particularly any non-compliance or potential non-compliance issues. In addition, inspectors are expected to acknowledge areas of excellent performance.

Based on the inspection findings, the inspector will take appropriate action, as follows:

- a. If there are no contraventions or concerns, the inspection file is closed.
- b. If there are no contraventions but there are issues of minor concern (i.e., issues that do not pose an immediate risk to the environment), the concerns are noted in the inspection report. The inspector will follow up on the corrective actions undertaken by the operator at a date that is agreed to by both parties and noted in the report.
- c. If there are contraventions that do not impact the environment, but have the potential to do so, the inspector will inform the operator and schedule a follow up inspection. Failure to voluntarily correct noted deficiencies generally leads to further enforcement actions as stipulated in the enforcement ladder.
- d. If there are significant contraventions (e.g., illegal construction), repeat contraventions, or problems that cause a serious risk to the environment, the inspector will conduct an investigation and may initiate further enforcement action.

The NRCB will also contact other relevant government agencies for matters within the agencies' jurisdiction.

## 5.2 Environmental risk screening tool

In 2007/08 the NRCB developed an environmental risk screening tool in consultation with Alberta Agriculture and Forestry, Environment and Parks and the confined feeding industry. The tool was endorsed by the NRCB's Policy Advisory Group and provides a qualitative assessment of risk at individual confined feeding operations. This assessment enables inspectors to conduct a transparent, consistent and science-based evaluation of the operation's environmental risk to groundwater and surface water.

Use of the environmental risk screening tool to conduct risk based inspections achieves the following results:

- The NRCB can provide operators with clear, consistent, science-based information about risk to groundwater and surface water at their site and, if relevant, the reasons why corrective action may be required, and

- The NRCB is able to document any environmental risks associated with Alberta's confined feeding operations, and provide operators and Albertans with factual information.

## 6. Achieving Compliance

A successful compliance strategy involves both education and an effective enforcement model. The NRCB believes that both components are required to ensure ongoing compliance with AOPA and operational permit requirements. This policy establishes many options in an escalating series of steps that inspectors may employ to respond to violations and to achieve compliance.

Education and voluntary compliance are the NRCB's preferred approach to achieving compliance. Inspectors will, where warranted, work with operators to achieve voluntary compliance before taking more formal enforcement action.

Where the risk to the environment is low and the cost of compliance is high, inspectors will be particularly flexible in considering what timelines and procedures are appropriate to achieve compliance.

### 6.1 Verbal directive

When an operation is in non-compliance and the operator is willing to take the necessary steps required to achieve compliance, the first enforcement response will be a verbal directive. The inspector will work with the operator to identify options. After reaching an agreement with the operator on a corrective course of action, the inspector will summarize the corrective actions and allow the operator sufficient time to implement them. When compliance is achieved, the inspector will advise the operator either verbally or in writing.

### 6.2 Compliance directive

An inspector will issue a compliance directive or an inspection report when the complexity of the required action merits the clarity provided by a compliance directive, or if an operator fails to comply with the inspector's verbal directive. The compliance directive may require the operator to develop a plan and timetable to come into compliance, or it may clearly state the required corrective actions and necessary timelines.

The operator will be allowed a reasonable time to comply. When compliance is achieved, the inspector will advise the operator in writing.

All compliance directives relating to unauthorized construction are posted on the NRCB website in accordance with Operational Policy 2012-1: *Unauthorized Construction*. The local municipality where the unauthorized construction occurred is informed that a compliance directive has been issued and will receive a copy of the compliance directive. When the directive is complied with, it is closed and archived on the NRCB website.

### 6.3 Enforcement order

Under section 39 of AOPA, the NRCB may issue an enforcement order to any operator whose operation is "creating a risk to the environment or an inappropriate disturbance, or is contravening or has contravened" AOPA, the regulations, or a permit issued under AOPA. An inspector will generally issue an enforcement order only when verbal or written directives have already been issued but the problem has not been remedied. An enforcement order will typically compel an operator to remedy or develop a plan to remedy a non-compliance issue, and, as appropriate, to take actions to prevent future non-compliance. The order may specify particular actions that need to be taken, and is posted

on the NRCB website until its requirements are met. Once an enforcement order has been complied with, the order is closed and archived on the NRCB website.

The municipality where the non-compliance event occurred will be informed that an enforcement order has been issued and will receive a copy of the enforcement order.

### **6.4 Emergency order**

Emergency orders are issued under section 42.1 of AOPA, when a release of manure, composting materials or compost into the environment may occur, is occurring or has occurred, and the release is causing or has caused an immediate and significant risk to the environment.

Approvals, authorizations or registrations issued under AOPA may contain clauses that authorize controlled releases to the environment. *However, an emergency order may still be issued if the authorized release is posing an immediate and significant risk to the environment.*

An emergency order directs the performance of emergency measures the inspector considers necessary in the circumstances. If an emergency order is not complied with, the NRCB may take whatever action it considers necessary to carry out the terms of the emergency order.

Emergency orders are posted on the NRCB website until the order is complied with. Once an emergency order has been complied with, the order is closed and archived on the NRCB website.

The municipality where the emergency event occurred will be informed that an emergency order has been issued and will receive a copy of the emergency order.

### **6.5 Compliance with an enforcement or emergency order**

If a person to whom an enforcement order or an emergency order is directed complies with all of the requirements of that order, the enforcement order or emergency order is closed and archived on the NRCB website. In addition, the NRCB will send a written verification of compliance to the operator and municipality. In accordance with AOPA, the NRCB will not prosecute an operator who has complied with an enforcement order.

### **6.6 Court order**

A court order may be obtained if an operator fails to comply with an enforcement order, refuses to allow an inspector entry, or hinders an inspector in his or her duties. The court order will direct the operator to comply with the order or to refrain from obstructing an inspector.

### **6.7 Prosecution**

The NRCB may initiate prosecution for violations that are committed knowingly or that pose a significant risk to the environment. The NRCB may also initiate prosecution in other circumstances. Repeated violations or non-permitted construction are considered serious offences.

All actions taken in these circumstances, and the results of the inspections, are documented in the NRCB's CFO database.


## 7. Risk Based Compliance Program

The risk based compliance program proactively identifies operations in higher priority groundwater vulnerability areas, and ensures that appropriate measures are in place to mitigate environmental risks. Risk based inspections also address both education and prevention, and give the NRCB the opportunity to work with operators to ensure they understand their roles in protecting the environment and complying with AOPA.

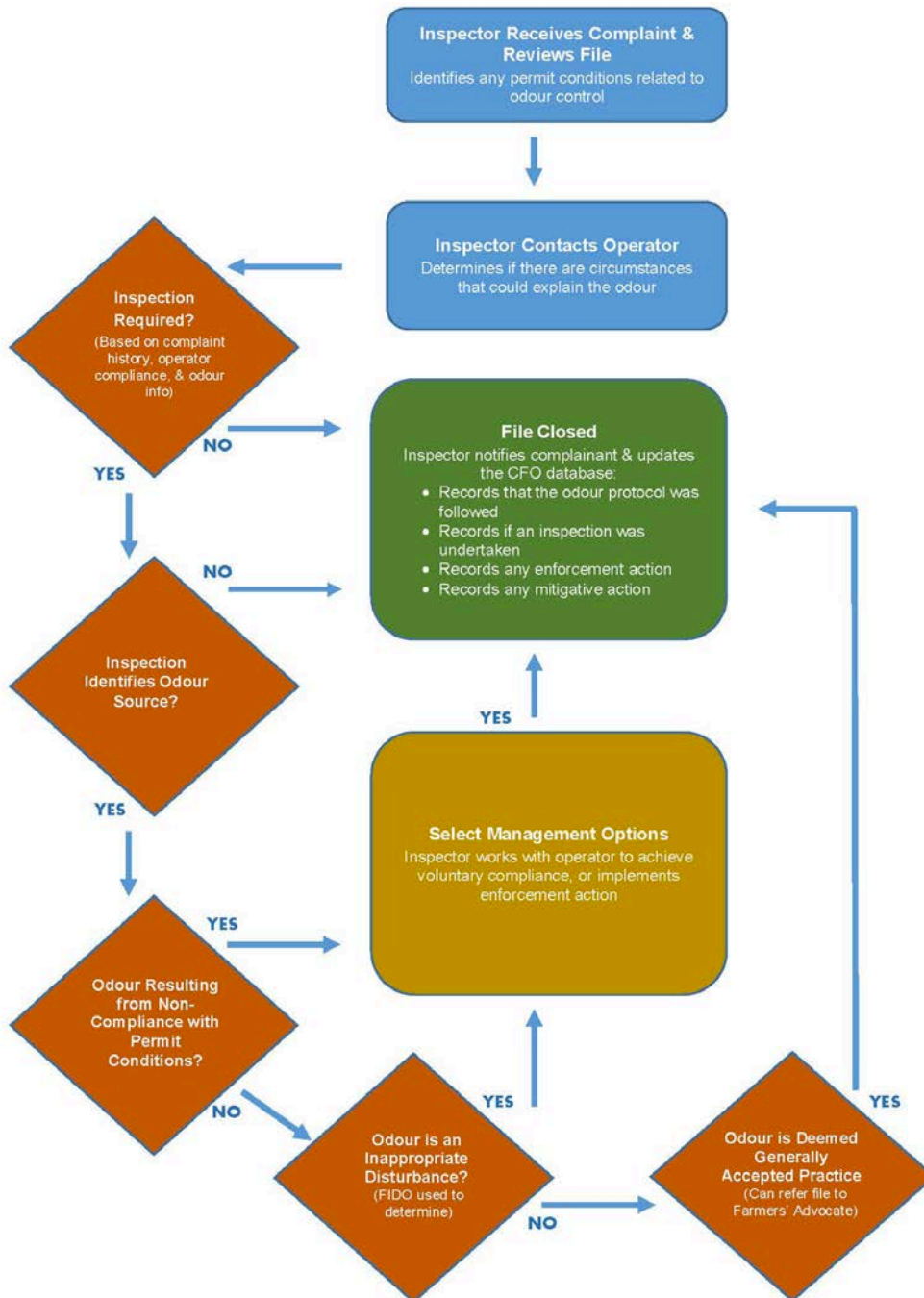
All risk based compliance inspections are conducted according to the *Risk Based Compliance Program Process* document (May 1, 2013).

The program will conclude in 2016-17. Under a follow-up program begun in 2015, each year every site with a high score is inspected. Each inspector also follows up every year on two sites rated moderate risk and one low risk site.

**APPENDIX A: Odour Report Form**

 <b>NRCB</b> Natural Resources Conservation Board		<b>ODOUR REPORT FORM</b>	
<b>TIME AND DATE REPORT RECEIVED:</b>		<b>DATE AND TIME OFFENDING ODOUR WAS NOTED:</b>	
<b>NAME AND ADDRESS OF PERSON FILING REPORT:</b>		<b>TELEPHONE (H):</b>	
<b>E-MAIL ADDRESS (if e-mail communication is preferred):</b>		<b>TELEPHONE (W):</b>	
During the NRCB processing and response to this report, can you be identified as the source of the report? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Please provide as much of the information requested below for the odour you are reporting. This information will help the NRCB to identify the source of the odour and assist in developing an appropriate response.			
<b>LOCATION OF THE ODOUR:</b>		<b>HAVE YOU COMPLAINED ABOUT AN ODOUR COMING FROM THIS LOCATION BEFORE:</b>	
<b>YOUR LOCATION IN RELATION TO THE ODOUR:</b>		Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, when):	
<b>ACTIVITY CAUSING THE ODOUR (if known):</b>			
<b>WEATHER CONDITIONS:</b> What were the weather conditions when you noticed the odour?			
<b>GENERAL CONDITIONS:</b>	<b>CLOUD COVER:</b>	<b>WIND SPEED:</b>	<b>WIND DIRECTION:</b>
<input type="checkbox"/> dry	<input type="checkbox"/> clear	<input type="checkbox"/> light	
<input type="checkbox"/> rainy	<input type="checkbox"/> light clouds	<input type="checkbox"/> steady	
<input type="checkbox"/> foggy	<input type="checkbox"/> scattered clouds	<input type="checkbox"/> strong	
<input type="checkbox"/> snowy	<input type="checkbox"/> dense clouds/ overcast	<input type="checkbox"/> gusting	
<b>EXTENT OF THE ODOUR:</b> How widespread was the odour? (Check one only)			
<input type="checkbox"/> Localized (only noticed odour within the sight of the suspected source)	<input type="checkbox"/> Widespread (noticed odour more than 500 metres away from the suspected source)		
<input type="checkbox"/> Limited Off-site Impact (noticed odour up to 500 metres from the suspected source but no further)	<input type="checkbox"/> don't know		
<b>FREQUENCY:</b> How often have you noticed this odour in the past twelve months? (Check one only)			
<input type="checkbox"/> more than once a week for several months	<input type="checkbox"/> two or three times in the past year		
<input type="checkbox"/> once or twice per month	<input type="checkbox"/> once or less in the past year		
	<input type="checkbox"/> don't know		
<b>INTENSITY:</b> How strong is this odour? (Check one only)			
<input type="checkbox"/> Faint (barely detectable, need to stand still and inhale facing into the wind to notice it)	<input type="checkbox"/> Strong (odour is pervasive and can be easily detected at all times)		
<input type="checkbox"/> Moderate (odour is easily detected while walking and breathing normally, but is not overpowering)	<input type="checkbox"/> Very Strong (odour can be detected at all times and is causing physical symptoms such as nausea, headaches, burning sensation in eyes and nose, etc.)		
	<input type="checkbox"/> don't know		
<b>DURATION:</b> How long has this odour lasted?			
<b>DATE/TIME ODOUR BEGAN:</b>		<b>DATE/TIME ODOUR ENDED:</b>	
<b>OFFENSIVENESS:</b> How unpleasant is the odour? (Check one only)			
<input type="checkbox"/> slightly unpleasant	<input type="checkbox"/> unpleasant		
<input type="checkbox"/> moderately unpleasant	<input type="checkbox"/> highly unpleasant and causing physical discomfort		
	<input type="checkbox"/> don't know		
<b>DESCRIPTION OF THE ODOUR:</b> (Check all the words that describe the odour)			
<input type="checkbox"/> acidic	<input type="checkbox"/> ammonia	<input type="checkbox"/> ashes	<input type="checkbox"/> bitter
<input type="checkbox"/> chemicals	<input type="checkbox"/> corn chips	<input type="checkbox"/> decayed matter	<input type="checkbox"/> feathers
<input type="checkbox"/> fresh cow manure	<input type="checkbox"/> garbage	<input type="checkbox"/> grain	<input type="checkbox"/> hay
<input type="checkbox"/> manure	<input type="checkbox"/> mildew/ mold	<input type="checkbox"/> moth balls	<input type="checkbox"/> pig manure
<input type="checkbox"/> rotten cabbage	<input type="checkbox"/> rotten eggs	<input type="checkbox"/> rotten leaves	<input type="checkbox"/> rotting meat
<input type="checkbox"/> skunk	<input type="checkbox"/> smoke	<input type="checkbox"/> sulfur	<input type="checkbox"/> sweet
<input type="checkbox"/> vinegar			<input type="checkbox"/> burnt
<input type="checkbox"/> Other (please describe):			<input type="checkbox"/> fishy
			<input type="checkbox"/> leaves
			<input type="checkbox"/> rancid
			<input type="checkbox"/> sewage
			<input type="checkbox"/> urine
<b>ADDITIONAL COMMENTS/ OTHER RELEVANT INFORMATION:</b>			
The person providing this information acknowledges that the information was provided under the authority of the Agricultural Operation Practices Act, and is subject to the provisions of the Freedom of Information and Protection of Privacy Act, and that disclosure in accordance with the provisions of these Acts may be required. <input type="checkbox"/>			
Date of Acknowledgement	Signature (if filing paper copy of report)	Print Name	
Would you like to receive a follow-up call or progress report? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please ensure you have provided contact information).			

**APPENDIX B: Odour Assessment Process**



Contact the Natural Resources Conservation Board at the following offices. Dial 310.0000 to be connected toll free.

**Edmonton Office**

4<sup>th</sup> Floor, Sterling Place  
9940 - 106 Street  
Edmonton AB T5K 2N2  
T 780.422.1977 F 780.427.0607

**Calgary Office**

19<sup>th</sup> Floor, Centennial Place  
250 - 5 Street SW  
Calgary AB T2P 0R4  
T 403.297.8269 F 403.662.3994

**Lethbridge Office**

Agriculture Centre  
100, 5401 - 1 Avenue S  
Lethbridge AB T1J 4V6  
T 403.381.5166 F 403.381.5806

**Morinville Office**

Provincial Building  
201, 10008 - 107 Street  
Morinville AB T8R 1L3  
T 780.939.1212 F 780.939.3194

**Red Deer Office**

Provincial Building  
303, 4920 - 51 Street  
Red Deer AB T4N 6K8  
T 403.340.5241 F 403.340.5599

NRCB Response Line: 1.866.383.6722

Email: [info@nrcb.ca](mailto:info@nrcb.ca)

Web address: [www.nrcb.ca](http://www.nrcb.ca)

Copies of the *Agricultural Operation Practices Act* can be obtained from the Queen's Printer at [www.qp.gov.ab.ca](http://www.qp.gov.ab.ca) or through the NRCB website.

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