

Directive 5 - Work Reporting

Please refer to the Assessment Work Regulation O. Reg. 65/18, the Technical Standards for reporting assessment work for obligations and requirements. Directive 5 has been divided into the sub-sections listed on the left menu (Image 1).

5.3 Revise a report of work submission

Notice of Determination

- Geoscience Assessors review work report submissions. If an Assessor determines that certain work in the report is not eligible for assessment work credit or that the amount of assessment work credit should be changed, he/she will send a Notice of Determination letter.
- The assessor who reviewed the submission will send a Notice of Determination letter by email to you (the submitter), and if applicable, to your client.
 - Note that the assessor is using the email addresses provided in the client profiles in MLAS. Please, ensure that all email addresses are up to date before you submit an assessment work report.
- The Notice of Determination letter includes the reasons for the determination, and may request additional information or documentation from you or your client.

Responding to a Notice of Determination

- You and/or your client have 45 days to respond to the Notice of Determination letter.
 - The due date is on the upper right side of the Notice of Determination letter.
- If you have any questions or need clarifications about a Notice of Determination letter, please use the contact information provided at the end of the letter.
- All revisions to documents, and additional documents must be in Portable Document Format (PDF).
 - Each file must be under 100 MB.
 - The entire work report submission, including what was already submitted in MLAS and the revisions must be under 100 MB.
- The response to the Notice of Determination letter may be sent by:
 - Email, using the contact information provided at the end of the letter.
 - CD or DVD mailed to:
Geoscience Assessment Unit
Willet Green miller Center, Building B Level B3
933 Ramsey Lake Road
Sudbury, ON
P3E 6B5.
 - File Transfer Protocol or alternatives (e.g. Dropbox, Hightail...etc.) using the contact information provided at the end of the letter.

Proof of Payment

- The Notice of Determination letter may request a proof of payment.
- The following are acceptable proofs of payment:
 - cancelled cheque payable to the supplier, front and back (the back must be endorsed and stamped by a financial institution);
 - Credit card statement, or bank statement, showing the name of the holder of the credit card or bank account, and clearly indicating the pertinent transaction(s), and date of transaction(s);
 - Note: any other transaction and personal information may be blacked out.
 - Electronic transaction receipt.