



# Contractor Environmental Responsibilities Package (CERP)

February 2019

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## In this package:

- Environmental responsibilities information for contractors working with The City of Calgary
- The City of Calgary's Environmental Policy
- Contractor Environmental Acknowledgement Form X-502

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## Useful City of Calgary sources of information

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The following City of Calgary websites can be accessed for municipal requirements referenced in the Contractor Environmental Responsibilities Package:

- **For contractor environmental requirements and corporate environmental programs:**  
The City of Calgary – Contractor environmental regulations or [calgary.ca/UEP/ESM/Pages/Contractor-environmental-responsibilities/Working-with-The-City-of-Calgary.aspx](http://calgary.ca/UEP/ESM/Pages/Contractor-environmental-responsibilities/Working-with-The-City-of-Calgary.aspx)
- **For information on City bylaw:**  
The City of Calgary – Bylaws or [calgary.ca/CA/City-Clerks/Pages/Legislative-services/Bylaws.aspx](http://calgary.ca/CA/City-Clerks/Pages/Legislative-services/Bylaws.aspx)
- **For wastewater erosion and sediment control information:**  
The City of Calgary – Erosion and sediment control or [calgary.ca/UEP/Water/Pages/Watersheds-and-rivers/Erosion-and-sediment-control/Erosion-and-Sediment-Control.aspx](http://calgary.ca/UEP/Water/Pages/Watersheds-and-rivers/Erosion-and-sediment-control/Erosion-and-Sediment-Control.aspx)

# Introduction

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The City of Calgary has a significant influence on the local and surrounding environment; therefore it is essential to ensure environmental considerations are part of all City activities and operations. As a contractor for The City of Calgary, your environmental performance is critical to meeting our commitment to protect the environment and comply with all environmental laws and regulations.

The purpose of this package is to inform you of your environmental responsibilities as a contractor. It will provide you with the current Environmental Policy, outline the regulations and expectations placed upon contractors and includes Form X-502, the Contractor Environmental Acknowledgement Form, which must be **acknowledged, signed and dated** prior to commencement of any work.

It is your responsibility to communicate this information to all on-site personnel engaged in carrying out the work or providing material to the job site, including subcontractors. It is possible that during the course of the work, The City of Calgary may review the information in this document with you and your personnel.

# Definitions

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**Construction** – Work involving ground disturbance, construction of new infrastructure, improvement of existing infrastructure and upgrades to a site. More specifically, construction includes, but is not limited to:

- Earthworks
- Roadworks
- Utility installation, construction and repair
- Landscaping
- Building construction
- Bridge construction, repair and rehabilitation
- Landfill construction
- Tree removal
- Storm water pond construction and maintenance
- Concrete and asphalt saw cutting

**Contractor** – For the purposes of this package, a contractor is defined as one who contracts with The City of Calgary on predetermined terms to provide labour and materials and to be responsible for the performance of a construction job in accordance with the specifications and plans for the project.

**Project Designate** – The City of Calgary contact for a specific construction job. This could be a project manager, contract manager, site supervisor, project engineer, foreman, safety specialist or environmental specialist.



# The City of Calgary's Environmental Policy

The City of Calgary has an Environmental Policy that demonstrates its commitment to protecting the environment. It includes:

- Complying with applicable legislation.
- Conserving resources and preventing pollution.
- Continually improving our environmental performance.

**Please review the full policy included in this package.**



## Compliance

There are many laws and regulations relating to the protection of the environment. In these laws and regulations, all persons share responsibility for the environment. It's your responsibility as a contractor to know which laws, regulations, approvals or permits relate to the work you are doing for The City of Calgary. It is also your responsibility as a contractor to comply with all applicable laws and regulations, and ensure all requirements imposed by them are met. Failure to comply with applicable laws and regulations can result in prosecution and imprisonment by the appropriate regulator.



## Awareness and competence

Contractors working on behalf of The City of Calgary are expected to be competent to perform their work and must be aware of applicable environmental requirements. Awareness and competence can be achieved through proper education, training or experience. Contractors must also ensure subcontractors are aware of their environmental responsibilities and are competent to perform their work.



# Erosion and sediment control

Construction activities can result in an increase in erosion and sedimentation, which if left uncontrolled can harm the environment. There are many erosion and sedimentation concerns that arise due to construction activities. These include, but are not limited to:

- Mud tracking from construction sites onto adjacent properties or streets.
- Introduction of sediment into the storm/sanitary sewer system.
- Increased sedimentation into the watercourses.
- Generation of windblown/fugitive dust.
- Harmful alteration or disruption of fish habitat.
- Loss of valuable topsoil

There are a number of federal, provincial and municipal laws or bylaws governing erosion and sediment control. The City of Calgary has developed Guidelines for Erosion and Sediment Control (ESC) and contractors are expected to adhere to the requirements listed in the current edition of the document.

Refer to current editions of the The City of Calgary Guidelines for Erosion and Sediment Control and Standard Specifications for Erosion and Sediment Control available at [calgary.ca/esc](http://calgary.ca/esc).

Erosion and sedimentation are significant environmental concerns on construction projects. The **contractor** must implement, inspect and maintain appropriate erosion and sediment control measures for the term of the work. All temporary erosion and sediment controls are to be removed when they are no longer required and/or at the end of the work.



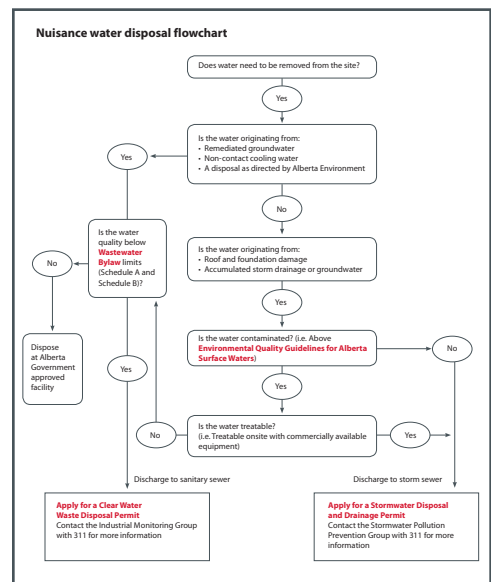
# Dewatering

Dewatering refers to physically removing accumulated water from a construction site excavation or depression, usually by pumping. Improper disposal of this water may lead to increased sedimentation in watercourses and may result in the introduction of other contaminants to receiving water bodies.

Pursuant to The City's Drainage Bylaw 37M2005, the discharge of impounded water from construction sites located within The City, a permit is legally required to directly or indirectly release water into the storm water drainage system (including roadways and swales).

Discharge of materials such as soil, sediment and contaminated water is prohibited under the drainage bylaw.

**Prior to discharging water that has accumulated due to precipitation or subsurface infiltration, call 311.** For further information on the drainage/dewatering permit application process, go to [calgary.ca/esc](http://calgary.ca/esc) and see permits section.



**Note:** Authorization is also required to discharge impounded water to the sanitary sewer system by obtaining a Clear Water Waste Disposal Permit. Contractors discharging water off-site to private land are responsible for obtaining permission from the affected private landowner. Contractors discharging water to a water body must obtain permission from Alberta Environment and Parks (AEP).

## Saw cutting, coring and concrete

Slurry generated from saw cutting and coring activities may contain several contaminants including sediment, hydrocarbons and high pH water. **If your operations involve saw cutting of asphalt and/or concrete, the slurry must not be allowed to enter the storm water system or water bodies.** Federal, provincial and municipal legislation prohibits the release of substances to the storm water system and water bodies that may result in an adverse effect on the environment or on municipal infrastructure.

Some recommended methods to prevent releases include, but are not limited to:

- Minimize the amount of water being used to cool the saw.
- Avoid performing saw cutting or coring operations in wet weather.
- Contain slurry in the immediate work area by using standard erosion and sediment control mechanisms.
- Cover/block catch basins to prevent slurry from entering them.
- Collect slurry using an appropriate-sized vacuum.
- Use saws with built-in slurry containment systems where possible.

Concrete washout or waste from concrete drums, chutes and tools is not to be discharged onto City owned lands. In instances where concrete washout is to occur or surplus concrete is to be stored on site, an impermeable sealed containment system is required. All excess concrete is to be removed from the site. The used of sealed form structures will be used where necessary to allow for curing cast in place concrete works.

## Soil conservation and stockpiles

Storage and stockpiling soil is common to City operations. There are a number of environmental issues related to stockpiling soil including: generation of dust, introduction of sediment into the storm/sanitary sewer systems, increased sedimentation of watercourses and loss of valuable top soil.

Appropriate soil conservation and stockpiling practices that prevent erosion and the loss of valuable topsoil include, but are not limited to:

- Stabilize soils and stockpile with a vegetation cover.
- Locate stockpiles away from catch basins and waterbodies.
- Do not store soil on steep slopes.
- Protect soil from wind and rain
- Control annual weeds on exposed soil before they can set seed to reduce the likelihood of spread.





## Municipal tree protection

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Trees are an important part of The City's urban environment. The intent of tree protection is to maintain trees as long-term assets to the community and The City in general. They cool the city, reduce water runoff and soil erosion, absorb noise and dust and provide wildlife habitat. Calgary's trees represent a significant investment and are highly valued by Calgarians.

Public trees have come under increased stress in recent years due to redevelopment and construction activities. After a tree is established, any activity that changes the soil conditions or disturbs tree branches, trunks and root systems is extremely detrimental to a tree's health. Changes can be brought on by soil compaction, excavation and altering grade.

Public trees, including trees growing in parks, natural areas, road right-of-ways and boulevards are City of Calgary property and their protection is mandated by municipal bylaws including the Tree Protection Bylaw 23M2002 and the Street Bylaw 20M88). A **Tree Protection Plan** and a Tree Protection Agreement may be required if work or construction related activities are to occur within six (6) metres of a public tree. For more information on Tree Protection Plans or inquire about tree ownership, contact The City of Calgary Parks – Urban Forestry at 311 (local calls only), 403-268-CITY (for callers outside of Calgary) or for information on **protecting trees during construction and development** go to the Tree Protection Plan Guide.



## Site management

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Inadequate setup and management of a construction site can have potential adverse impacts on the environment. It's your responsibility to implement proper site management practices. Some of the considerations that need to be taken into account include, but are not limited to:

- Suitably locating and protecting chemical, fuel and lubricant storage areas to prevent and minimize any releases or contamination on or around the worksite.
- Ensuring hazardous materials are managed properly.
- Controlling tracking of dirt, mud and generation of dust.
- Keeping the worksite free from accumulations of debris or waste.
- Ensuring spill kits and fire extinguishers are present and their location is communicated at the worksite.
- Ensure perimeter fencing or hoarding is secured to provide security against public access and that public ways are physically separated from all active construction sites with an adequate safety barrier.
- Signage with emergency contact information, as required by the jurisdiction having authority, must be prominently posted.



## Hazardous materials and waste management

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Hazardous materials such as fuel, oils, solvents and paints are common on construction sites. One must be aware of the material-specific handling, containment, storage and disposal procedures of these products. These procedures must comply with regulatory requirements. For example, materials which are flammable have specific transportation, handling and storage requirements. Fire protection and prevention measures need to be in place along with an understanding of incompatible materials and the control of ignition sources.

Construction projects generate waste materials. These materials fall into two broad categories:

- Waste generated as part of the contract deliverables (e.g. concrete and asphalt demolition waste).
- Waste generated by the contractor's activities, such as oil filters, oils, garbage, paints, solvents, spill clean-up materials and sewage.



The City of Calgary undertakes many activities that generate waste and recyclables. If improperly managed, waste can negatively impact the environment. Therefore, the contractor should provide appropriate on-site collection containers for recycling and waste. Waste and recycling will need to be removed regularly from the worksite.

There are a number of federal, provincial and municipal laws or bylaws that require proper handling, storage, transportation and disposal of non-hazardous and hazardous wastes. It's your responsibility to know and adhere to the regulatory requirements that apply to the work you perform. Contractors are responsible for ensuring waste material is disposed of at an approved area or facility in accordance with the law and ensure compliance by retaining copies of all waste records for materials disposed or recycled.

The City of Calgary also encourages contractors to reduce and divert waste from landfills through recycling. At a minimum, you are expected to consider recycling cardboard, wood, asphalt, concrete, metal and plastics that are generated on-site during work. Construction materials with recycled content should be used where reasonably practical.

## Fuelling

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Fuel spills can occur during fuelling operations at construction sites. As a contractor it is your responsibility to ensure sufficient measures are in place to prevent environmental impacts from fuelling activities. Measures to ensure fuelling operations do not cause an environmental impact include, but are not limited to:

- Conducting fuelling operations a minimum of 30 metres away from waterways, including the storm sewer system or environmentally sensitive areas, unless a written standing operation procedure is developed, approved by the Project Designate and followed.
- Ensuring contractor personnel are present at the transfer point during fuelling operations and for the duration of the fuelling process. The attendant will be aware of proper fuel handling procedures to minimize the risk of a spill and will continuously scan the area adjacent to the fuelling operation for possible leaks or spills.
- Ensuring written standard operating procedures are in place for fuelling activities.
- Communicating refuelling procedures to on-site personnel.





- Keeping adequate quantities of absorbent materials readily available. When the site is within 30 metres of a waterway, the spill kit shall include absorbent boom supplies.
- No smoking will be permitted during any fuelling operations.

The transportation of dangerous goods is restricted in the central business district from 6 a.m. to 6 p.m., Monday to Saturday. The central business district is bounded by the Bow River to the north, east by the Elbow River, south by 17th Avenue and west by 14th Street S.W. (Bylaw 23M2005). This means no refuelling can occur unless approved by Hazmat and a special permit is issued.

## Spills and releases

Spills can cause environmental damage. If a substance leaks into a drain it can pollute the local water supply. If humans are exposed to a hazardous substance, serious health effects can occur. If a substance is flammable, explosive or reactive, it can also create other hazards.

As a City of Calgary contractor, you must take measures to prevent pollution of land or waterways, including the storm water system. If a spill or release occurs, you have a legal responsibility to report such an incident to the appropriate regulatory agency and The City of Calgary Project Designate or 311.

Examples of commonly used substances that may cause an adverse effect on the environment

- Gasoline/diesel fuel
- Paint
- Propane
- Antifreeze/glycol
- Solvents
- Oil containing PCBs
- Lubricating oil
- Chemicals
- Acids or caustics
- Hydraulic fluid
- Sewage
- Fertilizers
- Other petroleum products and synthetic oils
- Sediment laden water or fugitive dust
- Excessive smoke, fumes, odours
- Freon/CFCs
- Ammonia
- Chlorine
- Industrial wastes
- Hot asphalt
- Pesticides and herbicides

This list is not all-inclusive. Other substances may cause an adverse effect on the environment.



## Reporting to a regulatory agency

There are specific legal requirements related to reporting spills and releases. As a City of Calgary contractor, you must ensure spills and releases are immediately reported to the appropriate regulatory agencies as required by law.

Release reporting is a requirement under the *Alberta Environmental Protection and Enhancement Act* (AEPEA). A substance release that caused, is causing or may cause an adverse effect on the environment must be reported to Alberta Environment and Sustainable Resource Development. An adverse effect is defined in AEPEA as “impairment of or damage to the environment, human health or safety or property.” Failure to report could result in enforcement action against persons responsible, including you.

Release reporting is also a requirement of federal, provincial and municipal legislation such as the *Canadian Environmental Protection Act*, *Transportation of Dangerous Goods Act*, the Alberta Fire Code and The City of Calgary Sewer Service Bylaw.

## Reporting to The City of Calgary

Release reporting is a requirement of The City’s Environmental Policy and The City of Calgary Substance Release Reporting Procedure.

**As a City of Calgary contractor**, you must immediately report all spills and releases (including sediment laden water into the storm drainage collection system and releases to the air) to the Project Designate or by calling 311. If the product enters or is likely to enter a waterway or sewer system, or assistance is needed, the contractor should call 911 and request dispatch of the Fire Department.

## Cleaning up a spill or release

The most important component of managing the hazardous materials spill or release after ensuring the health and safety of the public and responders is to initiate steps to immediately control the environmental impact of the release/spill. What substance was spilled, the quantity of the substance spilled and where spill occurred are all factors to consider when deciding what action must be taken.

If you cause a spill or release into the environment, it is your responsibility to satisfactorily clean up and, if necessary, remediate the affected area. The contractor is responsible for identifying a satisfactory level of cleanup in consultation with The City of Calgary and relevant regulatory agencies.

**Adequate quantities of absorbent material must be readily available to clean up spills.** Spill cleanup materials must be properly disposed of in accordance with federal, provincial and municipal requirements.



## Contamination discovery

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Contractors are expected to follow The City of Calgary Contamination Discovery Response Procedure.

During construction, indications of possible contamination include, but are not limited to:

- Buried drums and containers.
- Stained or discolored earth in contrast with adjoining soil.
- Fill material containing debris.
- Trash covered by earth or industrial waste debris.
- Suspect odours which emanate when the earth is disturbed.
- Oily residue intermixed with earth.
- Sheen or discoloration on groundwater.
- Cinders or other combustion products like ash.
- Structures such as asbestos cement pipe, abandoned pipes and underground storage tanks.



As a City of Calgary contractor, you **must** immediately report any suspected contamination discovery to The City of Calgary Fire Department (911 for emergency or 403-268-1022 for non-emergency) and the Project Designate, **Alberta Environment and Parks (AEP)** and any other regulatory authority with jurisdiction must also be contacted if it is known to be a reportable release. It's important to implement health and safety procedures which could include stopping work in the area of contamination discovery, securing the worksite and taking the appropriate measures to protect workers and public safety.

## Off-site disposal of excavated soil or material

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Any material excavated from a site not required or suitable for fill or other purposes must be appropriately disposed of off-site. Contractors are responsible for ensuring such material is disposed of at an approved area or facility in accordance with the law.





## Recycled and imported fill material

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When imported fill material is used at a construction site, contractors are responsible for reporting the source location of the material to The City of Calgary Project Designate. **The source location of any imported or recycled fill material must be reported to The City of Calgary Project Designate prior to material being brought on-site.** The contractor may be asked to verify the suitability of the material for its use (i.e. Provide copies of laboratory analytical testing to verify the material meets the most current AEP's Soil and Groundwater Remediation Guidelines).



## Reducing idling of vehicles and construction equipment

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Vehicle idling contributes to several environmental problems such as the deterioration of air quality and the production of unnecessary emissions of greenhouse gases like carbon dioxide (CO<sub>2</sub>). In addition to these environmental concerns, idling vehicles also waste fuel and may damage vehicle engines. Contractors working on behalf of The City are encouraged to minimize idling vehicles and equipment not essential for the performance of the work.

It is advised as a contractor not to park diesel and natural gas powered vehicles or construction equipment on the project site for more than five consecutive minutes with the engine operating, unless the operation of the engine is essential for the performance of the work or for initial warm up of the engine or during periods of cold weather below -10 degrees Celsius. Avoiding unnecessary idling is a universal approach to reduce the environmental impact of vehicles. After all, idling gets you nowhere.



## Existing monitoring wells and remediation infrastructure

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The City has agreements with many third party companies, through the Environmental Agreements Bylaw 11M2010, to allow for environmental monitoring wells and remediation infrastructure to be placed within a service corridor. As a City of Calgary contractor it is your responsibility to ensure that if an environmental monitoring well or infrastructure related to an environmental remediation system is encountered during work that your equipment is placed as not to disturb any existing monitoring wells or remediation infrastructure.

If an existing monitoring well or remediation infrastructure needs to be removed to accommodate the placement of the equipment, it is your responsibility as the contractor to work with The City and the affected third party for the removal and or relocation of the existing monitoring well or remediation infrastructure.



## Underground utilities

The Alberta Occupational Health and Safety Code, the Alberta Electrical Utility Code and the Alberta Pipeline Regulation require that the locations of all buried utilities be marked before a ground disturbance begins therefore, it is essential that as a utility provider or utility provider employee that you submit your locate request online or by phone to **AlbertaOneCall.com or 1-800-242-3447** to request that buried utilities be located and marked. It is necessary that you plan ahead and submit your request at least two full working days before you start your project. A copy of the completed Alberta 1 Call utility locate request should be present on site to verify that locates have been completed within the past 14 days.

It is important to know that customer-owned lines on private property, such as water and sewer service lines, sprinkler systems and any lines connecting buildings, are not registered with Alberta 1 Call. The utility owners do not know the location of these lines, so it is your responsibility as a City of Calgary contractor to identify them.

The area within 30 metres either side of a provincially regulated pipeline is a controlled area. The area within 30 metres of the right-of-way of a federally regulated pipeline is a safety zone. The pipeline operator must be notified of any intent to disturb the ground within the controlled area or safety zone and the ground disturber must request locates.

The *Alberta Pipeline Act* and Regulation further requires that anyone proposing to undertake a ground disturbance search an area of 30 metres beyond the limits of the proposed ground disturbance for the presence of pipelines. A pipeline right-of-way has specific boundaries within which the pipeline operator has the right to construct pipelines and control activity. If the proposed ground disturbance is within the pipeline right of way, the ground disturber must obtain written permission from the pipeline operator.

Mechanical excavation equipment may not be used within 5 metres of a provincially regulated pipeline until the pipeline has been hand exposed and is clearly visible. Mechanical equipment may not be used within 600 millimetres of the exposed pipeline, except under the direct supervision of the pipeline operator. Mechanical excavation equipment may not be used within 3 metres of a federally regulated pipeline until the pipeline has been hand exposed and is visible.

The construction of haul or access roads and the movement of vehicles or equipment along or across a pipeline right-of-way, other than in the upgraded and traveled portion of a highway or public road, have the potential to damage pipelines. Advance written permission and approval for this type of activity must be obtained from the pipeline operator. Written permission from the operator of a pipeline to undertake activities near a pipeline may take the form of a crossing agreement or proximity agreement. These often impose stricter conditions on the ground disturber than the minimum regulatory requirements.

**DANGEROUS WEAPONS**  
**CALL BEFORE YOU DIG!**  
2 FULL WORKING DAYS NOTICE  
**1-800-242-3447** ALBERTA 1 CALL™  
www.alberta1call.com

**INTERNATIONAL COLOUR CODE FOR MARKING BURIED FACILITIES**

- WHITE - Proposed Excavation
- PINK - Temporary Survey Markings
- RED - Electric Power Lines, Cable Conduit and Lighting Cables
- YELLOW - Gas, Oil, Petroleum and Gaseous Materials
- ORANGE - Telephone, Cable TV, Communication, Alarm and Signal Lines
- BLUE - Potable Water
- GREEN - Sanitary Sewers, Storm Sewers and Drain Lines
- PURPLE - Reclaimed Water, Irrigation and Slurry Lines

FACILITIES MUST BE HAND EXPOSED AND VISIBLE BEFORE MECHANICAL EQUIPMENT IS USED WITHIN THE HAND EXPOSE ZONE.

1-800-242-3447  
www.alberta1call.com ALBERTA 1 CALL™  
PLEASE PROVIDE AT LEAST 2 FULL WORKING DAYS NOTICE



# The City of Calgary's Environmental Policy

## Working together to conserve, protect and enhance the environment

Three Cs you should know:

- 1 Comply with legislation.
- 2 Conserve resources and prevent pollution.
- 3 Continually improve our environmental performance.

## The City of Calgary is committed to achieving community environmental sustainability.

- The City will lead and inspire actions to conserve, protect and enhance the environment for all Calgarians and the regional community.
- The City will integrate environmental principles and performance objectives into all decision-making processes to enhance environmental sustainability for present and future generations.
- The City recognizes that environmental stewardship is a shared responsibility of government, business, communities and individual citizens.

## The City of Calgary will:

- Integrate environmental considerations into all decisions and approvals relating to growth, planning, infrastructure, transportation and development.
- Develop and implement strategies to mitigate impacts, promote conservation and minimize consumption of natural resources including land, energy and water.
- Develop and implement strategies to prevent pollution, protect and enhance the natural environment, reduce waste generation, and respond to climate change issues.
- Ensure City operations, including the work of contractors, comply with environmental legislation, standards and other environmental requirements.
- Enable citizens to reduce their environmental impact and contribute to the imagineCALGARY urban sustainability plan.
- Engage, innovate and partner with other organizations and orders of government on programs and legislative initiatives to improve the environment.
- Continually seek out new ways to improve environmental performance, meet environmental goals and contribute to community sustainability.

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Protecting what's precious. Land. Air. Water.

**Onward!** Protecting public health and the environment.

calgary.ca | call 3-1-1





# Contractor Environmental Acknowledgement Form

X 502 (2005-08)

As a contractor for The City of Calgary, your review and acknowledgement of this document is necessary prior to beginning work. The items in this checklist are in addition to any specific environmental requirements identified in the Tender/Contract document. Please complete this form by initialing each item in the checklist and then signing the acknowledgement at the bottom of the document. It is possible that during the course of the contract work, The City of Calgary may review the information in this document with you and your personnel.

Initial	<p><b>Environmental Policy</b></p> <p>I acknowledge that I have been made aware of The City Environmental Policy and will ensure the utility provider employees and contractors will follow the Environmental Policy. The policy includes the following obligations:</p> <ul style="list-style-type: none"> <li>• <b>Comply</b> with applicable legislation.</li> <li>• <b>Conserve</b> resources and prevent pollution.</li> <li>• <b>Continually</b> improve our environmental performance.</li> </ul>
Initial	<p><b>Compliance</b></p> <p>I am aware of the environmental regulatory requirements applicable to the project. I understand the importance of compliance with environmental legislation, approvals or permits, and the consequences of non-compliance.</p>
Initial	<p><b>Awareness and competence</b></p> <p>I acknowledge that I am responsible for ensuring that environmental responsibilities contained in the Contractor Environmental Responsibilities Package are communicated to all on-site personnel including subcontractors.</p> <p>I acknowledge that I am responsible for ensuring that all personnel working for this project are competent to perform the assigned work based on training, education and experience.</p>
Initial	<p><b>Erosion and sediment control</b></p> <p>Recognized practices will be utilized that minimize erosion and prevent the movement of sediment into watercourses and storm infrastructure. Where one has been created, the Erosion and Sediment Control Plan will be followed. Any required erosion and sediment control practices will be frequently inspected and maintained during the project. Temporary practices will be removed once the area has been stabilized against erosion and will be disposed of appropriately. Please refer to <a href="http://calgary.ca/esc">calgary.ca/esc</a> for further information.</p>
Initial	<p><b>Dewatering</b></p> <p>Discharges of surface and subsurface water resulting from dewatering activities will be conducted following City of Calgary procedures. Written authorization will be obtained from Water Resources to dispose of water that has accumulated on construction sites by precipitation or groundwater infiltration into the storm/sanitary system.</p>
Initial	<p><b>Saw cutting, coring and concrete</b></p> <p>When undertaking saw cutting or coring activities, concrete and/or asphalt slurry will be fully contained and not be allowed to enter the stormwater system or waterbody.</p>
Initial	<p><b>Soil conservation and stockpiles</b></p> <p>Appropriate soil conservation and stockpiling practices will be implemented to prevent erosion, the loss of topsoil and spread of weeds.</p>
Initial	<p><b>Tree protection</b></p> <p>Adequate protection, as per the Tree Protection Bylaw 23M2002, will be taken to not damage The City-owned or controlled trees at the work site and on adjacent properties. The City Urban Forestry division will be contacted, through 311, to inquire about tree protection requirements for the work.</p>
Initial	<p><b>Site management</b></p> <p>The work-site will be maintained free from accumulations of debris or waste. The effects of noise, odour, light, dust emissions, and tracking of dirt and mud will be minimized.</p>

Initial	<p><b>Hazardous materials and waste management</b></p> <p>Appropriate non-hazardous and hazardous materials management procedures will be implemented at the work site. Chemical, fuel and lubricant storage areas will be suitably located and protected to minimize releases. Work site specific hazardous materials management procedures will be communicated to all Contractors and subcontractors. Spill kits and fire extinguishers will be available at the work site.</p> <p>All waste materials generated from work site activities will be removed and disposed of in accordance with regulatory requirements and facility procedures. Generation of waste will be avoided or minimized. At a minimum, the recycling of cardboard, wood, concrete, asphalt and metal will be considered and assessed.</p>
Initial	<p><b>Fuelling</b></p> <p>Contractor and subcontractor personnel will be present during fuelling operations for the duration of the fuelling process.</p> <p>Fuelling or maintenance of equipment will not take place within 30 metres of waterways, including the storm water system or environmentally sensitive areas unless a written standard operating procedure is developed, approved by The City and followed. Spill kits will be present at the work site.</p>
Initial	<p><b>Spills and releases</b></p> <p>Measures will be taken to prevent pollution of land or waterways, including the storm water system. Spill kits will be available on-site.</p> <p>Spills and releases will be reported to the appropriate regulatory agencies by law and will be reported immediately to The City. If the product enters or is likely to enter a waterway or storm system, or assistance is needed, the Contractor should call 9-1-1 and request dispatch of the Fire Department. If a spill or release into the environment occurs, I acknowledge that the affected area will be cleaned up and remediated to the satisfaction of The City and appropriate regulatory agency</p>
Initial	<p><b>Contamination discovery</b></p> <p>The contractor must immediately notify The City of Calgary Fire Department (911 for emergencies or 403-264-1022 for non-emergencies) and the Project Designate of any unexpected contamination encountered during the work.</p> <p>Any suspected or potentially hazardous building materials exposed during the work will be reported to The City of Calgary Project Designate* immediately to The City and handled and disposed of in accordance with appropriate regulatory requirements.</p>
Initial	<p><b>Off-site disposal of excavated soil or material</b></p> <p>Excavated soil or material that is not required for fill or other purposes will be properly disposed of in accordance with the law.</p>
Initial	<p><b>Recycled and imported fill material</b></p> <p>The source location of any imported fill material will be reported to The City of Calgary Project Designate* prior to material being brought on-site. If requested, the suitability of the material will be verified.</p>
Initial	<p><b>Vehicle idling</b></p> <p>Idling of vehicles not essential for performance of work will be minimized.</p>
Initial	<p><b>Existing monitoring wells and remediation infrastructure</b></p> <p>If existing monitoring wells or environmental remediation infrastructure is encountered during the work, the contractor will be directed to work around this existing infrastructure or consult with The City to have the infrastructure removed or relocated</p>
Initial	<p><b>Underground utilities</b></p> <p>All reasonable measures will be undertaken to locate all underground utilities prior to commencing any construction activities at the work site. This would include all requirements related to provincial or federal regulated pipelines are adhered to.</p>

\* The Project Designate is The City of Calgary contact for a specific construction job. This could be a Project Manager, Contract Manager, Site Supervisor, Project Engineer, Foreman or Safety/Environmental Specialist.

I, \_\_\_\_\_, acknowledge that I have been made aware of these expectations, and I understand it is my responsibility to comply with them and communicate this information to all on-site personnel that are engaged in carrying out the work or providing material to the job site.

\_\_\_\_\_  
Contractor signature                      Title                      Company                      Date (YYYY-MM-DD)

Supplemental information (optional) – To be completed by the Project Designate and contractor if required.

Special instructions were provided to the contractor:     Yes     No

<b>Description of information:</b>		
_____ _____		
_____ Project Designate name	_____ City of Calgary Business Unit	_____ Contractor name
_____ Project Designate signature	_____ Date (YYYY-MM-DD)	_____ Contractor signature