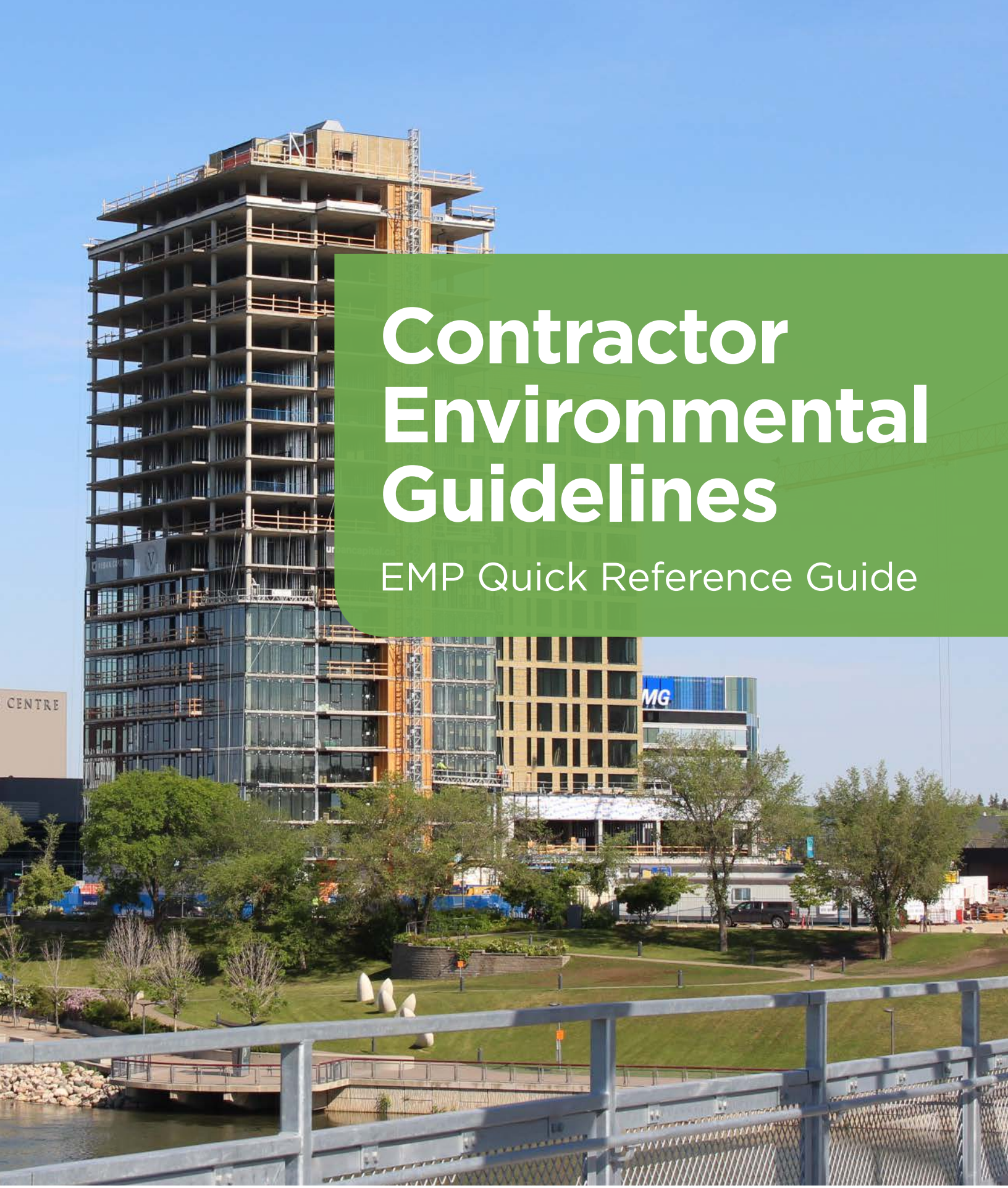


Contractor Environmental Guidelines

EMP Quick Reference Guide

City of Saskatoon

February 2019 (Version 1)

How to use this document

When a contractor completes a successful tender with the City of Saskatoon, they may be asked to create an Environmental Management Plan (EMP) prior to starting work as part of the contract conditions. The purpose of this document is to provide guidance for contractors in developing an EMP.

What is an EMP?

The EMP is a project-specific plan with written procedures to identify and mitigate potential environmental impacts of a construction project. It also demonstrates how the contractor will comply with all applicable legislation, regulations and approvals during the project.

How to create an EMP

Each section describes information that should be included in an EMP. This document may be used as a starting point by contractors that are creating an EMP. For each section the contractor must describe 'how, who and when' for applying these measures.

An EMP template is attached at the end of this document. Please note that this document is an example only.

For specific requirements refer to your Contract Documents, Environmental Protection Specification 01035 and the *Contractor Environmental Guidelines*, as well as any applicable legislation or regulations.

The information contained in this guide is intended only as a general guide. Information presented is deemed to be as accurate as possible. We recommend seeking professional advice or contacting the appropriate governing body regarding specific issues as they relate to your business.

Project Description Examples

This section includes:

- **Project Overview** – brief background to the project and why it is being undertaken
- **Scope and Timing** – description of planned activities and their timing
- **Permits** – list applicable permits and conditions
- **Other** – additional safety measures and intention to train staff on EMP requirements

Waste Management Examples

OBJECTIVES

- To prevent any construction waste/ litter from entering the environment.
- To reduce waste volume.
- To maximize recycling.

CONTROLS

- List materials (recyclable, hazardous, non-hazardous) anticipated with estimated quantities
- Indicate where the materials will be taken
- Describe how waste materials will be stored on site and transported to an acceptable facility (container types, sizes placement, etc.)

PERFORMANCE INDICATORS

- Materials are separated appropriately
- Materials all appropriately disposed
- Records kept of waste leaving site
- The work site is clear of debris and litter
- Collection containers (% full, time to next service).

REPORTING

- Incident reports of inappropriate waste disposal and corrective actions

Fill Management Examples

OBJECTIVES

To minimize the potential for spreading soil contamination.

CONTROLS

- Indicate how soil exiting and entering the site will be tracked
- Provide proof that any fill entering the site is suitable for the project and free of contaminants
- Describe procedures to identify, handle and manage potentially impacted soil and/or unsuitable fill

PERFORMANCE INDICATORS

- Fill is imported from approved locations
- Imported fill meets project requirements and specifications
- Excess construction soils are reused appropriately, or hauled to pre-approved locations
- Any excess fill not anticipated is communicated to the City Project Designate
- The City Project Designate is notified of any discovery of impacted soil
- Soil movement is tracked and communicated to the City Project Designate

REPORTING

- Soil tracking indicating
  - Truck counts with truck size
  - Quantity tracking (truck weights)
- Any soil testing results
- Incident reports of inappropriate soil movement and corrective actions

Spill Management Examples

OBJECTIVES

To minimize the potential for spills and provide adequate training and resources for a spill response.

CONTROLS

- List materials and equipment with the potential to cause a spill
- List methods, procedures and tools that will be used to prevent spills
- Describe how staff on site will respond to spills

PERFORMANCE INDICATORS

- Number of spills
- Number of near miss spills (e.g. noticing and rectifying a possible equipment leak prior to job execution)
- Number of times the spill kit was utilized
- Staff are aware of Material Safety Data Sheet and spill kit information and location

REPORTING

- Spill reporting to Saskatchewan Ministry of Environment
- Spill reporting to City Project Designate
- Incident reports of hazardous spills and corrective actions

Site Clearing Examples

OBJECTIVE

- To provide project-specific protection to trees and vegetation
- To reduce the risk of wildlife interaction and disturbance.
- To control the introduction and/or spread of invasive species.

CONTROLS

- Describe vegetation removal activities (what type, how, when)
- Describe how wildlife encounters will be prevented
- Provide procedures for wildlife and nest encounters
- Indicate how nuisance weeds will be identified and managed
- Indicate how invasive species will be identified and managed

PERFORMANCE INDICATORS

- Protected areas and buffer zones are clearly staked and maintained
- Protected vegetation is not disturbed
- Number of wildlife encounters
- Number of nest searches and encounters
- Number of invasive species and/or species at risk occurrences

REPORTING

- Incident reports for tree damage, and wildlife, migratory bird, invasive or rare species, and species at risk encounters with corrective actions

Acceptance and Revisions

If the EMP is accepted to the mutual satisfaction of the Contractor and City Project Designate, the Contractor will be notified of the intention to check general adequacy of environmental management practices throughout the project at the pre-construction meeting.

If the City Project Designate identifies deficiencies or has questions, they will follow up with the Contractor to make revisions. No work may begin until the EMP has been accepted.

Contact Us

Direct any feedback, comments or questions to the Project Designate assigned to your project.

Environmental Management Plan Template

Contractor Name _____ Company _____

Date (YYYY-MM-DD) _____

Description of Project _____

_____

_____

_____

Waste Management

Objectives _____

_____

Controls _____

Performance Indicators _____

Reporting _____

Fill Management

Objectives _____

_____

Controls _____

Performance Indicators _____

Reporting _____

Spill Response and Prevention

Objectives _____

_____

Controls _____

Performance Indicators _____

Reporting _____

Site Clearing

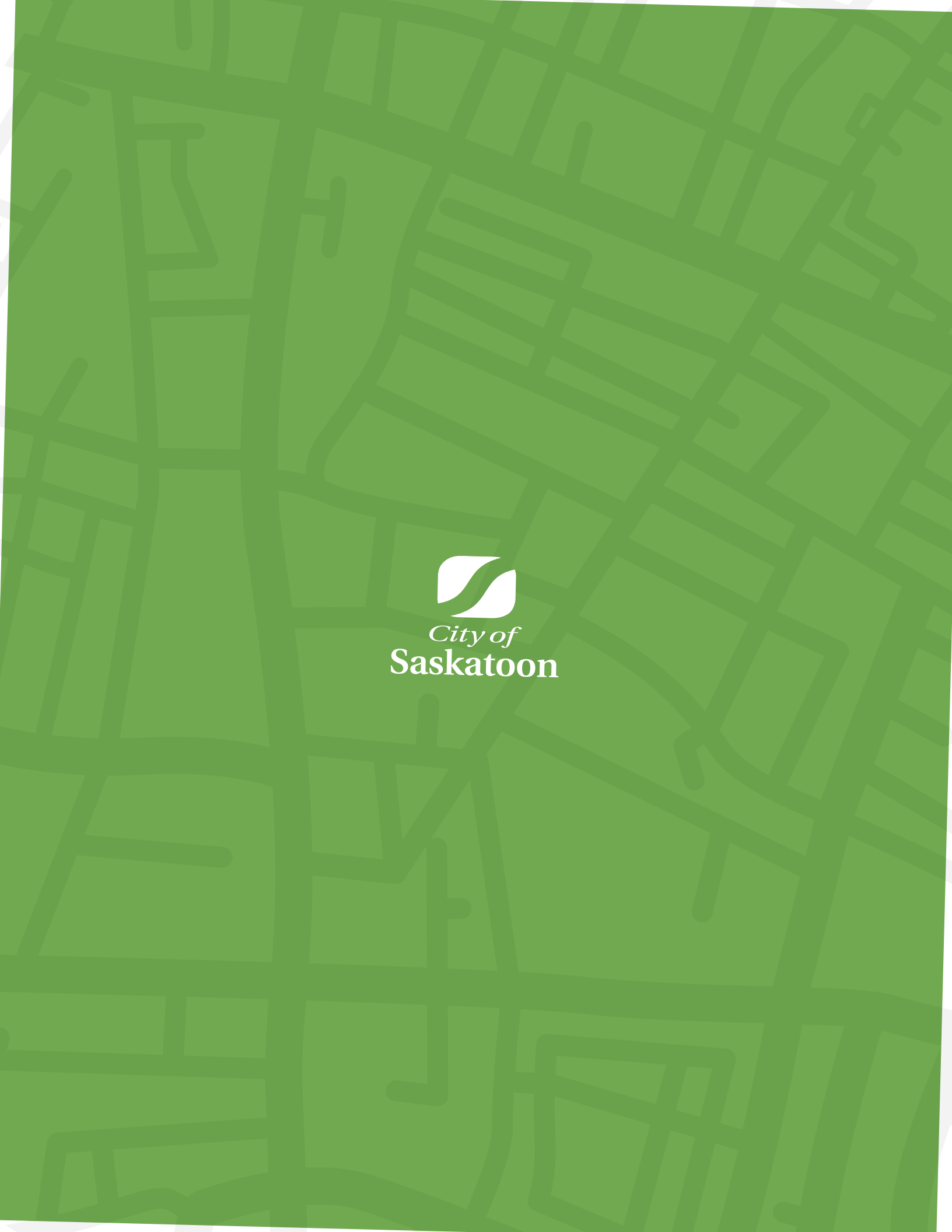
Objectives _____

_____

Controls _____

Performance Indicators _____

Reporting _____


City of
Saskatoon