

The City of Edmonton's Environmental Management System

CONTRACTORS ENVIRONMENTAL RESPONSIBILITIES PACKAGE FOR:

- **CONSTRUCTION, OPERATION,
MAINTENANCE & SERVICE ACTIVITIES**
- **HIRED EQUIPMENT**
- **CONSULTANTS**

Version - March 2016



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APPENDIX 1

Responsibilities Acknowledgement Form

APPENDIX 2

City of Edmonton’s Environmental Policy

1.0 Purpose

The purpose of this document is to make contractors aware of their environmental responsibilities while working for the City of Edmonton.

2.0 Scope

The Contractor's Environmental Responsibilities Package applies to Contractors engaged in the following:

1. **Construction, Operation, Maintenance and Service Contractors** working on behalf of the City of Edmonton. Construction, operation, maintenance and services include but are not limited to the following:
 - Infrastructure construction, maintenance and services;
 - Building construction, maintenance and services;
 - Utility construction, maintenance and services;
 - Landscaping maintenance and services;
 - Operation / Licensees of facilities owned by the City of Edmonton;
 - General construction, maintenance and services;
 - Supplier services; and,
 - Waste management services.
2. **Hired Equipment Contractors** involved in the operation of equipment for the following activities, including, but not limited to, the following:
 - Snow and ice program;
 - Waste collection;
 - Hydro-Vac operation;
 - Backhoe, truck, heavy equipment or grader operation;
 - Pump truck operation; and,
 - Street sweeping.
3. **Consultant Contractors:**

Applies only if the consultant contractor is:

 - Directly engaged in work activities on a jobsite having the potential for a significant environmental impact on a jobsite (ie. spills);
 - Directly controls the work activities of a contractor or subcontractor having the potential for a significant environmental impact on a jobsite; and,

For the purposes of the Contractor's Environmental Responsibilities Package, a Contractor is defined as one who contracts with the City of Edmonton on predetermined terms to provide services, labour or materials and to be responsible for the performance in accordance with the project specifications and contract requirements.

3.0 Acknowledgement of Contractor's Environmental Responsibilities Package

- As a Contractor for the City of Edmonton, your review and signature on the Contractor's Environmental Acknowledgement form including initialing all the items in the checklist is necessary prior to commencement of the work. A copy of this form is included as Appendix 1;
- Not all items in the Contractor's Environmental Responsibility Package may be applicable to your scope of work. These items still require initialing on the form to demonstrate you are aware of these requirements in the event the scope of work changes. You will only be responsible for the items pertaining to your scope of work; and,
- As a Contractor for the City of Edmonton, it is your responsibility to communicate this information to all personnel that are engaged in carrying out the work or providing material to the job site, including Subcontractors. During the course of the contract work, the City may inspect / audit these requirements with you or your personnel.

4.0 The City of Edmonton's Environmental Policy and Commitments

The City of Edmonton has a significant influence on the local and surrounding environment. Therefore, ensuring that environmental considerations are part of all City activities and operations is essential.

The City of Edmonton has an Environmental Policy (Policy C512) that establishes a commitment to exercise environmental stewardship in all operations, products and services, based on its commitments to:

- Prevent pollution;
- Continually improve its environmental performance by setting and reviewing environmental objectives and targets; and,
- Meet or exceed applicable environmental legal requirements and other requirements to which it subscribes.

As a City of Edmonton Contractor, your performance during all contractual obligations is critical to our commitment to protect the environment, continually improve our environmental performance and comply with all environmental laws and regulations.

As a City of Edmonton Contractor, you must be aware of and follow the City of Edmonton's Environmental Policy and its commitments. A copy of the Policy C512 is included as Appendix 2.

5.0 Compliance

There are many laws and regulations relating to the protection of the environment. It is your responsibility as a Contractor to know which laws, regulations, approvals, or permits relate to the work that you are doing for the City of Edmonton. Also, it is your responsibility as a Contractor to comply with all applicable laws, approvals, licenses, permits or restrictions and ensure that all requirements imposed by these are met for all the activities within the scope of the work. The contractor is responsible to ensure all personal performing work on the contractor's behalf (including employees, sub-contractors, consultants, etc.) are aware of their responsibilities under these laws.

6.0 Awareness and Competence

Contractors working on behalf of the City of Edmonton are expected to be competent to perform their work and must be aware of applicable environmental requirements and responsibilities. The contractor is responsible to ensure all personal performing work on the contractor's behalf (including employees, sub-contractors, consultants, etc.) are competent to perform their work. Awareness and competence can be achieved through appropriate training, education or work experience. The City reserves the right to require the Contractor to provide evidence of employee competency.

Contractors are to ensure their employees and subcontractors on the project are trained in their environmental responsibilities. This training must be conducted via contractor site orientations, tailgate talks or other means. This training must be recorded and these records be maintained and made available for inspections or audits. At a minimum the training should include the City of Edmonton's Environmental Policy, reporting of spills and releases, anti-idling policy and other applicable City / legislative requirements and environmental risks identified in this document or within the scope of the project.

7.0 Environmental Considerations/Impacts

As a City of Edmonton Contractor, it is critical that you understand that many of your activities during the course of the contracted work have the potential to impact the environment. Prior to commencement of the work, you must identify and understand the potential environmental impact(s) of your work.

Environmental considerations include, but are not limited to:

- Spills and Releases;
- Contamination Discovery;
- Air Emissions and Air Pollution;
- Noise;
- Erosion and Sedimentation;
- Water Management / Conservation;
- Tree Protection;
- Pesticide Use;
- Fuel Storage / Dispensing Tank Management;
- Hazardous Waste / Material Management;
- Waste Recycling;
- Imported Fill Material;
- Concrete Based Products;
- Prohibited Noxious and Noxious Weeds Management;
- Site storm water runoff;
- Site Layout; and,
- Site Dewatering Management.

These considerations are explained in the following sections.

7.1 *Spills and Releases*

Spills and releases can cause adverse effect on the environmental.

Examples of commonly used substances that may cause an adverse effect on the environment include, but are not limited to:

- Hydraulic fluid;
- Gasoline / diesel fuel;
- Antifreeze / glycol;
- Lubricating oil;
- Ozone-depleting substances / CFCs;
- Industrial wastes;
- Paint;
- Solvents;
- Cleaning chemicals; and,
- Acids or caustics.

As a City of Edmonton Contractor, you are responsible for reporting, preventing, controlling and cleaning up a spill or release that you have caused.

7.1.1 Reporting of Spills and Releases

There are specific legal requirements related to the reporting of spills and releases. As a City of Edmonton Contractor, you must ensure spills, releases or discovered contamination are immediately reported to:

1. The appropriate regulatory agencies as required by law;
2. The City of Edmonton's spill reporting hotline @ **780-496-6666**. This is a 24 hours a day, 7 days a week operation; and,
3. The City of Edmonton's Project Representative.

Please note, spills and releases also include:

- An underground pipeline contact causing a release or spill;
- PCB's spill i.e. ballast oil;
- Large quantity of chlorinated water released into a storm drain or waterway;
- R22 Refrigerant release; and,
- Contamination discovery.

Alberta Environment and Sustainable Resource Development may require a formal written spill report within 7 days of the release / spill. This report shall also be provided to the City of Edmonton's Project Representative within 7 days.

7.1.2 Control and Clean Up of a Spill or Release

All contractors having the potential for spills and releases must have adequate spill kits readily available in the event of a spill. The size and type of spill kit will be dictated by the type of substance and the potential volume that could be released.

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

7.2 Contamination Discovery

It is important to report any suspected contamination discovery, even if you did not cause it, to the City of Edmonton's project representative and the City of Edmonton's spill reporting hotline @ 780-496-6666.

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

- Stained or discoloured earth in contrast with adjoining soil;
- Industrial waste debris;
- Non-earthly odours which emanate when the earth is disturbed;
- Oily residue intermixed with earth;
- Sheen on surface water or groundwater; and,
- Underground storage tanks, barrels and containers.

7.3 *Outdoor Air Emissions and Air Pollution*

Air pollution can be broadly defined as the presence in the air of any substance that can affect our health or the health of plants and animals or causes damages to property and to our environment. Contractors must reduce air pollution in their operations to acceptable levels and be within all laws, permits and regulations.

7.3.1 *Vehicle/ / Equipment Exhaust*

Exhaust from vehicle / equipment idling is recognized as a significant contributor to air pollution. The City of Edmonton has an Anti-Idling Policy (Vehicle Idle Control Directive A1447) to restrict idling. Contractors are required to follow the Anti-Idling Policy to eliminate idling not essential for the performance of their work or within the exemptions indicated in the policy. A link to the policy is provided in section 9.

Contractors should ensure proper maintenance of equipment and select the best routing of vehicles and usage of equipment for their activities to minimize exhaust emissions.

7.4 *Noise*

Noise affects quality of life for people and can have a negative impact on the environment. Contractors must comply with requirements that are specified in the City of Edmonton's Community Standards Bylaw (Bylaw No. 14600). A link to the bylaw is provided in section 9.

If applicable to the scope of your Services, consideration shall be given to noise attenuation technology to mitigate noise created by your project or to which your project may be exposed.

Contractors must use equipment and vehicles equipped with effective muffling devices.

7.5 *Erosion and Sedimentation*

7.5.1 *Erosion and Sedimentation Control*

Construction activities can result in erosion and sedimentation, which if left uncontrolled, can harm the environment. There are a number of environmental issues related to erosion and sedimentation including: generation of dust, introduction of sediment into the storm/sanitary sewer systems, increased sedimentation of watercourses, adverse effect on fish habitat and loss of valuable top soil.

There are a number of federal, provincial and municipal laws or bylaws governing erosion and sediment control.

If your project has potential erosion and sedimentation impacting the environment, the City's Erosion and Sedimentation Guidelines and Field Manual are available to assist you in complying with all regulatory requirements. A link is provided in section 9.

7.5.2 *Control of Stockpiles*

Storage and stockpiling of soil is common to City operations. There are a number of environmental issues related to the stockpiling of 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 the following:

- Stabilizing soils and stockpiles with a vegetation cover;
- Locating stockpiles away from catch basins and water bodies;
- Controlling weed propagation;
- Not storing soil on steep slopes; and,
- Protecting soil from wind and rain.

7.5.3 *Mud Tracking*

Mud tracking from construction sites onto streets contributes to sedimentation loading of watercourses. Traffic Bylaw # 5590 prohibits roadway mud tracking. It is the contractor's responsibility to control and regularly clean up the roadway if mud tracking occurs. A link to the bylaw is provided in section 9.

7.6 Water Conservation Management

Water is a precious natural resource. As a City of Edmonton Contractor, you are required to consider water conservation, improve water use efficiency, and explore opportunities for re-use of water in keeping with the City of Edmonton's initiatives, such as:

- Requirements to meet LEED certification; and,
- City of Edmonton's Water Efficient Fixtures Bylaw (Bylaw No. 14571). A link to the bylaw is provided in section 9.0.

7.7 Tree / Vegetation Protection

Public trees are City of Edmonton property and their protection is mandated by municipal policies and bylaws (Policy C456A Corporate Tree Management Policy and Bylaw No. 14600 Community Standards Bylaw). A link to the policy is provided in section 9.

The Corporate Tree Management Policy (C456A) references the City of Edmonton's "Guidelines for Work near Trees". These guidelines apply in all instances where construction activity will occur within 5 meters of any City-owned trees. The Forestry Policy and Contracts Unit must be contacted should work be contemplated within this 5 meter zone. The Corporate Tree Management Policy notes that trees may be inspected on City-owned property for possible damage, prior to issuing a Final Acceptance Certificate. For more information, call 3-1-1.

Additional protection and attention must include the surrounding soils of trees, shrubs and sensitive vegetation to ensure soils remain un-compacted and free from harmful waste products. Furthermore, you must be aware that the critical zone of any tree extends to the drip line of that tree. The drip line is defined as the imaginary vertical line originating from the horizontal width of the tree crown to the ground.

7.8 Pesticide Use

The City of Edmonton has implemented a restriction of herbicide use on city-owned land to minimize herbicide damage to the environment. Other pesticides, such as insecticides or fungicides, are not affected by this restriction. Any contractor working on the City's behalf must follow the herbicide restriction. Herbicides can still be used in exempted situations, such as for controlling provincially regulated weeds, to maintain golf courses or high profile sports fields. The exact wording of the herbicide restriction including all exemptions can be found on the city's web page www.edmonton.ca/herbicides.

Pesticides can cause adverse effects or ineffective results if not used:

- In accordance with the Canadian product label;
- At a suitable stage of the pest's development;
- Under appropriate weather conditions; and,
- In accordance with legislation and the City's Integrated Pest Management (IPM) Policy (C501) that respects sensitive areas and the responsible use of pesticides.

Any Contractor involved in the supervision or application of a pesticide on City property must:

- a) Provide proof of a valid Pesticide Service Registration from Alberta Environment & Parks;
- b) Carry sufficient insurance in accordance with the Pesticide Service Registration;
- c) Demonstrate appropriate class(es) of pesticide applicator certificate(s) for the type of pesticide treatment being considered;
- d) Notify the appropriate City of Edmonton Service Area by email at least 48 hours (excluding weekends and holidays) prior to the intent to use a pesticide on City property;
- e) Wait to receive written confirmation before proceeding with a pesticide application on City property. Failure to do so could cause unwanted harm in a location identified to the City of Edmonton with health and/or environmental sensitivities; and,
- f) Email or fax a copy of the pesticide application record for each treatment site to the appropriate City of Edmonton contact within 48 hours following completion of the treatment.

For further contact information and to complete and submit a *Contractor Pesticide Use Notification Form*, please refer to section 9 of this document.

7.9 Fuel Storage /Dispensing Tank Management

Fuel dispensing tanks on site must meet the requirements of the Alberta Fire Code. The Alberta Fire Code only allows certified tanks on the ground which is double walled or single walled with adequate secondary containment. Other requirements are but not limited to: documented inspection process on the tank's integrity and hose / nozzle condition, one meter separation between tanks, tank registration if volume is > 2500L and on site for more than a year, interstitial wall inspections for double walled tanks, secondary containment constructed from non-combustible material, fire extinguishers in immediate area, tank labeling, non-smoking signs, spill kits in immediate area, physical barriers and Fire Department notification.

7.10 Hazardous Waste Management

Hazardous Materials including hazardous waste shall be managed in accordance with applicable regulations such as the Alberta Fire Code, Waste Control Regulation, Transportation of Dangerous Goods Legislation and Best Management Practices. It is your responsibility to know and adhere to the regulatory requirements that apply to your work. Contractors are responsible for ensuring waste material is disposed at a facility in accordance with the law.

Hazardous waste manifest or recycle dockets must be completed and appropriate copies maintained on site or by the generator when disposing hazardous waste or hazardous recyclables.

7.11 *Waste Management and Recycling/ Landfill Diversion*

The City of Edmonton requires Contractors to reduce and divert waste from landfills through recycling. Contractors are encouraged to recycle as much as possible and shall recycle material as per their contractual agreement.

Contractors are responsible for ensuring litter is controlled and cleaned up at the worksite and proper waste containers are available and maintained.

7.12 *Imported Fill Material*

All imported fill material must be approved by the City of Edmonton's project representative.

7.13 *Concrete Wastewater and Saw Cutting Slurry*

Concrete wastewater and saw cutting slurry products are caustic with a pH greater than 12. This material is a prohibited waste and is not allowed by Federal Regulation and Drainage Bylaw to enter Edmonton's drainage water system or any waterway area.

Practices to follow:

- Ensure concrete washout water and saw cutting slurry are contained and not allowed to enter Edmonton's drainage water system or any waterway area; and,
- Ensure concrete washout water and saw cutting slurry on the roadway is collected and removed.

7.14 *Prohibited Noxious and Noxious Weeds Management*

As per the Alberta Weed Control Act:

- Noxious weeds shall be controlled to prevent their spread. Methods to prevent the spread or seeding of noxious weeds may include but are not limited to pulling, mowing, biological controls or pesticide application.
- Prohibited noxious weeds shall be destroyed. Destruction of a prohibited noxious weed means to kill all growing parts of the plant and render reproductive mechanisms nonviable. Appropriate methods should be used considering chemical control as the last resort.

A listing of noxious weeds and prohibited noxious weeds is found in the Provincial Weed Control Regulation.

7.15 *Site Layout*

Site set up and layout area must consider the environment risks. Some considerations include, but are not limited to, the following:

- Suitable location of chemicals to prevent releases or contamination;
- Secondary containment;
- Suitable location and protection of fueling area;
- Suitable location of hazardous wastes;
- Storm drain / catch basin locations;
- Environmentally sensitive areas;
- Location of trees;
- Erosion and sedimentation;
- Stockpile locations; and,
- Site security.

7.16 *Site De-watering Management*

If improperly managed, site de-watering can have a potential adverse impact on the environment. De-watering occurs when accumulated water is physically removed from a construction site excavation or depression, usually by pumping. Improper disposal may have negative environmental impact via sedimentation in watercourses or the introduction of contaminants into receiving bodies of water, including the sanitary/storm water system.

Only non-contaminated water may be pumped into the storm water system. The discharge of contaminated water into the storm water system or water bodies is regulated by a number of federal, provincial and municipal laws or bylaws. The City of Edmonton's bylaws include Drainage Bylaw. For more information, contact Drainage Services-General information at 3-1-1.

It is your responsibility to implement adequate de-watering management practices, and comply with all regulatory requirements.

7.17 *Energy Conservation*

Many sources of energy are non-renewable resources. Today's consumption will have a direct impact on the supplies that will be available for future generations. In addition, the consumption of energy contributes to greenhouse gas emissions and local air pollution.

If applicable to the scope of your Services, you are required to implement the City of Edmonton's initiatives for energy conservation, energy efficiency of buildings and equipment, and use of renewable energy sources. Key initiatives include:

- Constructing new buildings and major renovations to the City's building standard of energy performance efficiency as set out in the Sustainable Building Policy C532.

7.18 *Natural Area protection*

The City of Edmonton has committed to protect and conserve existing natural areas within City boundaries, ensuring that these areas are managed to maintain their ecological integrity, protect and enhance regional biodiversity, and retain their natural character.

In keeping with the City's commitment to the protection of natural areas, Contractors shall consider the protection of natural areas, and comply with City and legislative requirements if their project may impact an existing natural area.

7.19 *Chemical Management – Secondary Containment / Spill Trays*

Secondary containment / spill trays are a means on containing a spill from a container / tank due to leaks, falling over, rupture, overfilling, etc. Secondary containment / spill trays are required for chemicals when the quantities and type of chemical could create an unacceptable environmental impact. Unacceptable impact would be entering a storm / floor drain, entering a water system, unacceptable vegetation damage, ground or water contamination, remediation and disposal costs.

Acceptable Practices for common situations:

- Bulk chemicals stored in a designed area having secondary containment;
- Fuel jerry cans stored in a designed area having secondary containment; and,
- Towable light generators have a spill tray placed under the unit.

8.0 Additional Requirements

Additional requirements may be provided in the Contract. These requirements will be based on site specific environmental risks, regulatory / permit requirements or applicable operating procedures and/or work instructions.

At the City's discretion, you may be required to provide the City with an Environmental Construction Operation (ECO) plan addressing the compliance, environmental mitigation and protection issues relevant to construction activities being performed on a specific project site. The ECO plan must be available to your workers and sub-contractors at the work site and these workers must be appropriately trained in the ECO Plan's content. The format and content of the ECO Plan must follow the city's ECO Plan Framework which is available on the City's website. A link to this framework is provided in section 9 of this document.

Pre construction or other meetings aimed at helping contractors to understand their environmental obligations when performing services for the City of Edmonton may be conducted prior to commencement of the work.

As a City of Edmonton contractor you may be required to conduct regular environmental inspections of the worksite to ensure environmental controls and conditions are adequate and maintained.

At the City's discretion, you may be required to provide the City with documentation and detailed information of all steps that you have taken to ensure the requirements in this Contractor's Environmental Responsibility Package are met.

9.0 Sources of Information

The following websites can be accessed for requirements referenced in the Contractor's Environmental Responsibilities Package:

- City of Edmonton home page: www.edmonton.ca;
- For contractor information:
http://www.edmonton.ca/city_government/environmental_stewardship/contractor-environmental-responsibilities.aspx ;
- For information on bylaws: http://www.edmonton.ca/bylaws_licences/bylaws.aspx ;
- For information on City Directives & Policies: www.edmonton.ca/policy;
- For information on the City's Anti-Idling Policy(Vehicle Idle Control Directive):
[Anti-Idling Policy](http://www.edmonton.ca/city_government/environmental_stewardship/contractor-environmental-responsibilities.aspx)
- For information on the City of Edmonton's Erosion and Sedimentation Control Guidelines and Field Manual:
http://www.edmonton.ca/city_government/utilities/erosion-and-sedimentation-control.aspx
- For information on the City of Edmonton's Environmental Construction Operation (ECO) Plan Framework:
http://www.edmonton.ca/city_government/environmental_stewardship/environmental-construction-operations-plans.aspx
- For information on Weed Control Regulation:
http://www.qp.alberta.ca/documents/Regs/2010_019.pdf
[Weed Identification Guide](http://www.edmonton.ca/city_government/environmental_stewardship/contractor-environmental-responsibilities.aspx)
- For contractor notification of pesticide use on City property:
http://www.edmonton.ca/city_government/environmental_stewardship/contractor-environmental-responsibilities.aspx

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APPENDIX 1

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**City of Edmonton
Contractor's Environmental Responsibilities
Acknowledgement Form**

PART 1: COMPANY INFORMATION

Company Name: _____

Address: _____

Phone: _____ E-mail Address: _____

PART 2: DESCRIPTION OF WORK

Nature of Work: _____

Contract / PO #: _____

Work Performed for (Name of Branch/Department): _____

PART 3: CHECKLIST OF CONTRACTOR'S ENVIRONMENTAL RESPONSIBILITIES

As a Contractor for the City of Edmonton, your review and signature of this document is necessary prior to commencement of the work. The items in this checklist are in addition to any specific environmental requirements identified in the Contract. **Not all items in the following checklist may be applicable to your scope of work.** These items still require initialing on the form to demonstrate you are aware of these requirements in the event the scope of work changes. **Please complete this form by reading and initialing each item in the checklist on behalf of your company and then by signing the acknowledgement at the bottom of the document.**

Initial	The City of Edmonton's Environmental Policy and Commitments We acknowledge that we have been made aware of and will follow the City of Edmonton's Environmental Policy and its commitments.
Initial	Compliance We are aware of and will comply with Environmental legislation that relates to the contracted work.
Initial	Awareness and Competence We acknowledge that we are responsible to ensure that all site personnel are aware of applicable environmental requirements and responsibilities and are competent to perform their work.
Initial	Environmental Considerations/Impacts We are aware that we must identify and understand the potential environmental impact(s) of the work prior to commencement of the work.
Initial	Spills and Releases We are aware of the responsibilities that are associated with the reporting, prevention, control, and clean-up of spills or releases. We will report as required to the City's spill hotline @ 780-496-6666.
Initial	Contamination Discovery Contamination discovered will be reported to the City of Edmonton's project representative and the City's spill hotline @ 780-496-6666.
Initial	Outdoor Air Emissions and Air Pollution Air pollution must be reduced to acceptable levels and be within all laws, permits and regulations.
Initial	Vehicle & Equipment Exhaust Idling of vehicles not essential for the performance of work will be restricted.
Initial	Noise We will comply with noise restrictions in the City's Community Standards Bylaw (Bylaw No. 14600).
Initial	Erosion and Sedimentation We acknowledge we are responsible for erosion and sedimentation control.
Initial	Water Conservation Management Water management practices will be implemented where applicable to ensure water conservation.
Initial	Tree Protection Adequate measures shall be implemented to protect trees in accordance with policies and bylaws.



**City of Edmonton
Contractor's Environmental Responsibilities
Acknowledgement Form**

Initial	Pesticide Use Pesticide usage is restricted on City owned land but can be applied under exempted conditions. Application must be conducted by a licensed qualified individual. A Pesticide Use Notification Form will be submitted to the appropriate service area for any pesticide use on City property.
Initial	Fuel Storage / Dispensing Tanks Fuel dispensing tanks on site will meet the requirements of the Alberta Fire Code.
Initial	Hazardous Waste / Material Management Waste will be managed in accordance with all legislation that governs handling, storage, transportation and disposal of hazardous wastes.
Initial	Waste Recycling We will reduce / divert waste from landfills where applicable and will recycle / divert material as per the contractual agreement.
Initial	Imported Fill Material All imported fill material will be approved by the City of Edmonton's project representative.
Initial	Concrete based Products We will ensure cement based products will be controlled and not allowed to enter Edmonton's drainage water system or any waterway area.
Initial	Prohibited Noxious and Noxious Weeds Management Controls shall be in place to manage prohibited noxious and noxious weeds as per the requirements of the Weed Control Act.
Initial	Site Layout Site set up and layout area will consider the environment risks and impacts.
Initial	Site Dewatering We will ensure our de-watering practices comply with all regulatory requirements.
Initial	Energy Conservation We will implement the City's initiatives for energy conservation, energy efficiency of buildings and equipment and use of renewable energy sources where applicable.
Initial	Natural Area Protection We will consider the protection of natural areas, and comply with City and legislative requirements if the project impacts an existing natural area.
Initial	Chemical Management – Secondary Containment / Spill Trays We will have in place secondary containment / spill trays as required to contain potential spills from a containers / tanks due to leaks, falling over, rupture, overfilling, etc.
Initial	Additional Supplemental Information Note: Site-specific procedures / requirements may be requested by the City prior to commencement of the work.

We have received and understand the information in the Contractor's Environmental Responsibilities Package, and understand that it is our responsibility to comply with these requirements and communicate this information to all onsite personnel that are engaged in carrying out the work on the site.

Authorized Company Representative (Signature): _____

Name of Company Representative (Print): _____ **Date:** _____

PART 4: DISTRIBUTION OF FORM

The successful contractor is required to send this completed form to the City of Edmonton - Corporate Services - Corporate Procurement and Supply Services along with other required tendering documents.

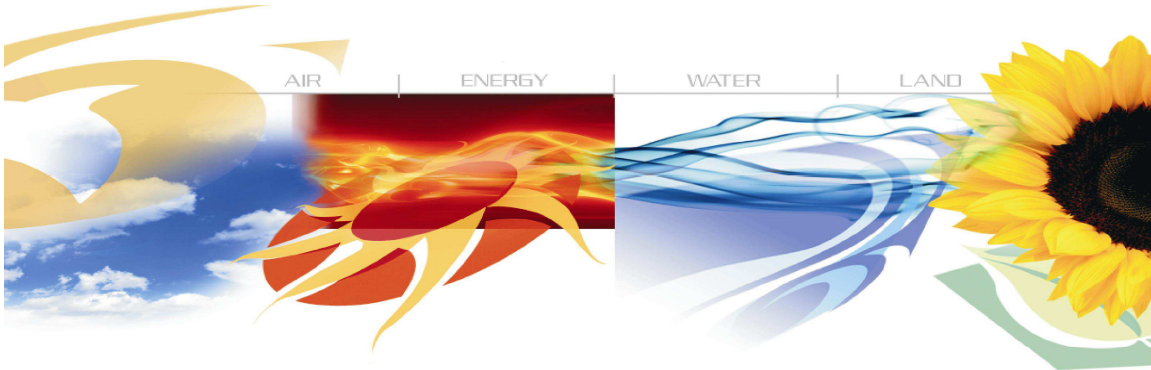
The personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used for the purpose of the administration of the Contractor's Environmental Responsibilities Acknowledgement Form as required by the Environmental Management System (Enviso). The information on this form will not be disclosed outside of the City of Edmonton organization. All personal information gathered is protected by the privacy protection provisions of Part 2 of the FOIP Act.

APPENDIX 2

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Environmental Policy



Policy Statement C512

The City of Edmonton, through its planning, decision-making processes, and leadership, will promote the development of an environmentally sustainable community that functions in harmony with the natural environment.

The City of Edmonton will exercise environmental stewardship of its operations, products and services based on its commitment to:

- (a) prevent pollution,
- (b) continually improve its environmental performance by setting and reviewing environmental objectives and targets, and
- (c) meet or exceed applicable environmental legal requirements and other requirements to which it subscribes.