



Prepared for:

Prepared by:

Date:

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Step 1. Project Description

Step 1.1 Project Overview

Project Title:	
Project Description:	
Site Size	

Legal Land Description:	
Municipal Address:	
Project Start Date:	
Project Completion Date:	
Notes:	

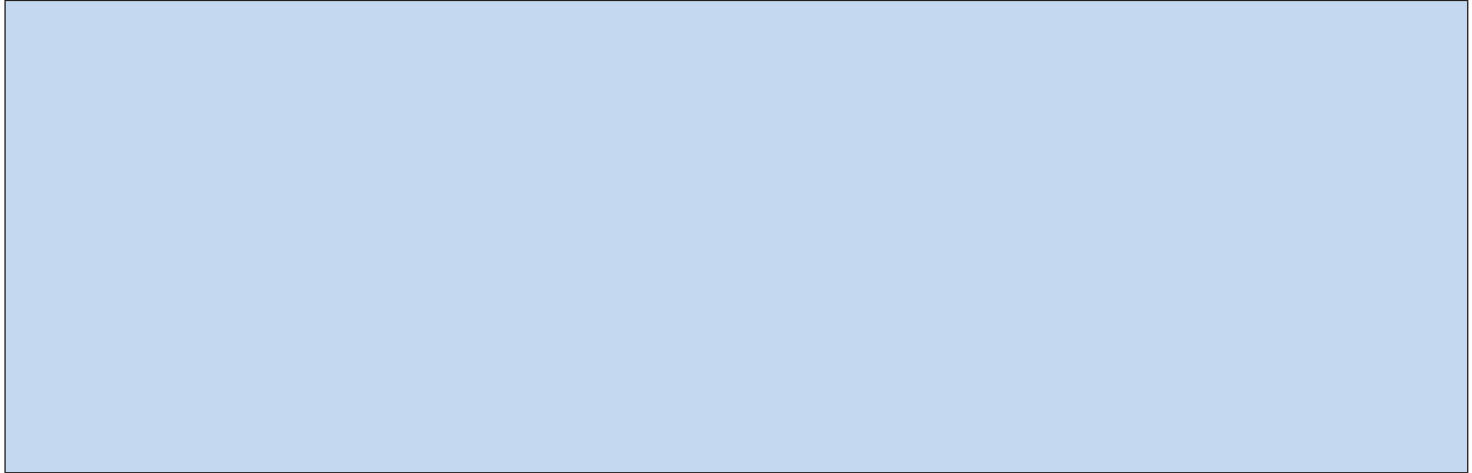
The completed and signed ECO Plan Checklist is attached in Appendix A.

Step 1.2 Site Activities

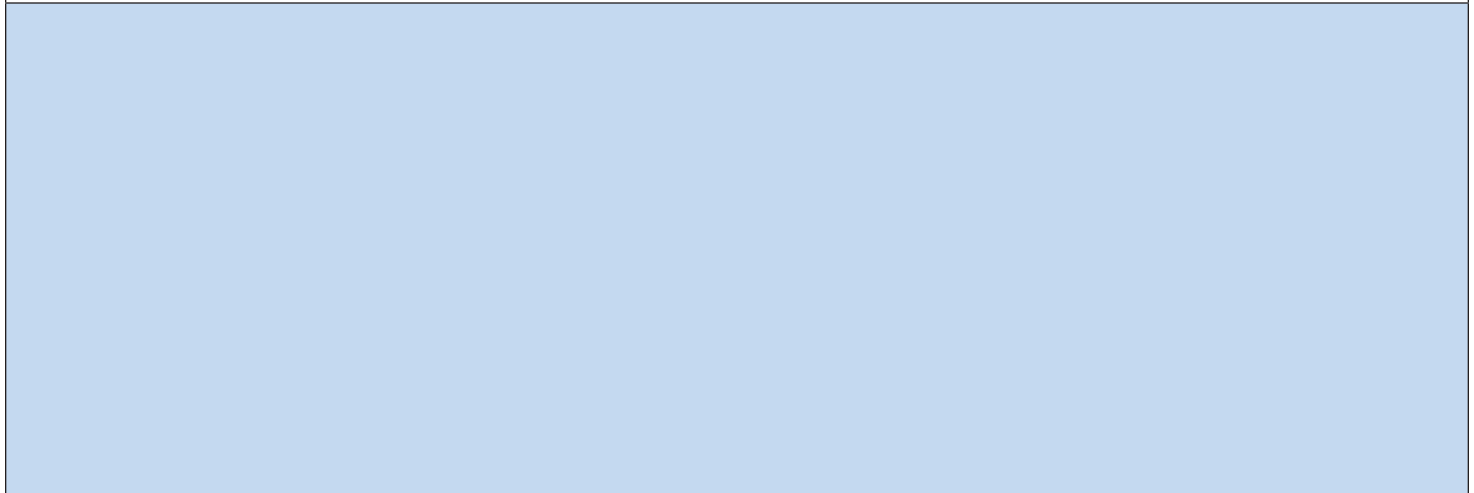
Scope of Work:

Scope of Work continued:	

Scope of Work continued:



Scope of Work continued:



Scope of Work continued:	
Site Access:	
Staging Area(s):	

Staging Area(s) continued:	
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Step 1.3 Project Schedule

Table 1-1 Construction Project Schedule Summary

Date	Construction Activity
	Project start

Table 1-1 continued	
Date	Construction Activity
	Final project completion
Notes on Table 1-1:	

Figure 1-1 Construction Project Schedule



Figure 1-2 Construction Project Schedule - IF NEEDED



Step 2. Project Setting & Site Drawing(s)

Step 2.1 Site Characteristics

Site Topography:	
Site Drainage:	

Site Drainage:	
Storm Water Infrastructure:	
Notes:	

Figure 2-1 Site Photograph 1 -- North View



Figure 2-2 Site Photograph 2 -- East View



Figure 2-3 Site Photograph 3 -- South View



Figure 2-4 Site Photograph 4 -- West View



Step 2.2 Environmental Sensitivities

Terrestrial Wildlife & Their Habitat:	
Aquatic Wildlife & Their Habitat:	

Distance from Project Site to Closest Waterbody:	
Waterbodies:	

Groundwater:	

Vegetation:

Soil:

Archaeological Resources:	
Paleontological Resources:	
Parks, Protected Areas and Natural Areas:	

Other Designated Lands:	
Site Contamination:	

Underground Infrastructure:	
Notes:	

The Site Drawing (Step 2.3) shows all environmental sensitivities and protected features summarized in this section.

Step 2.3 Site Drawing(s)

Figure 2-5 Site Drawing

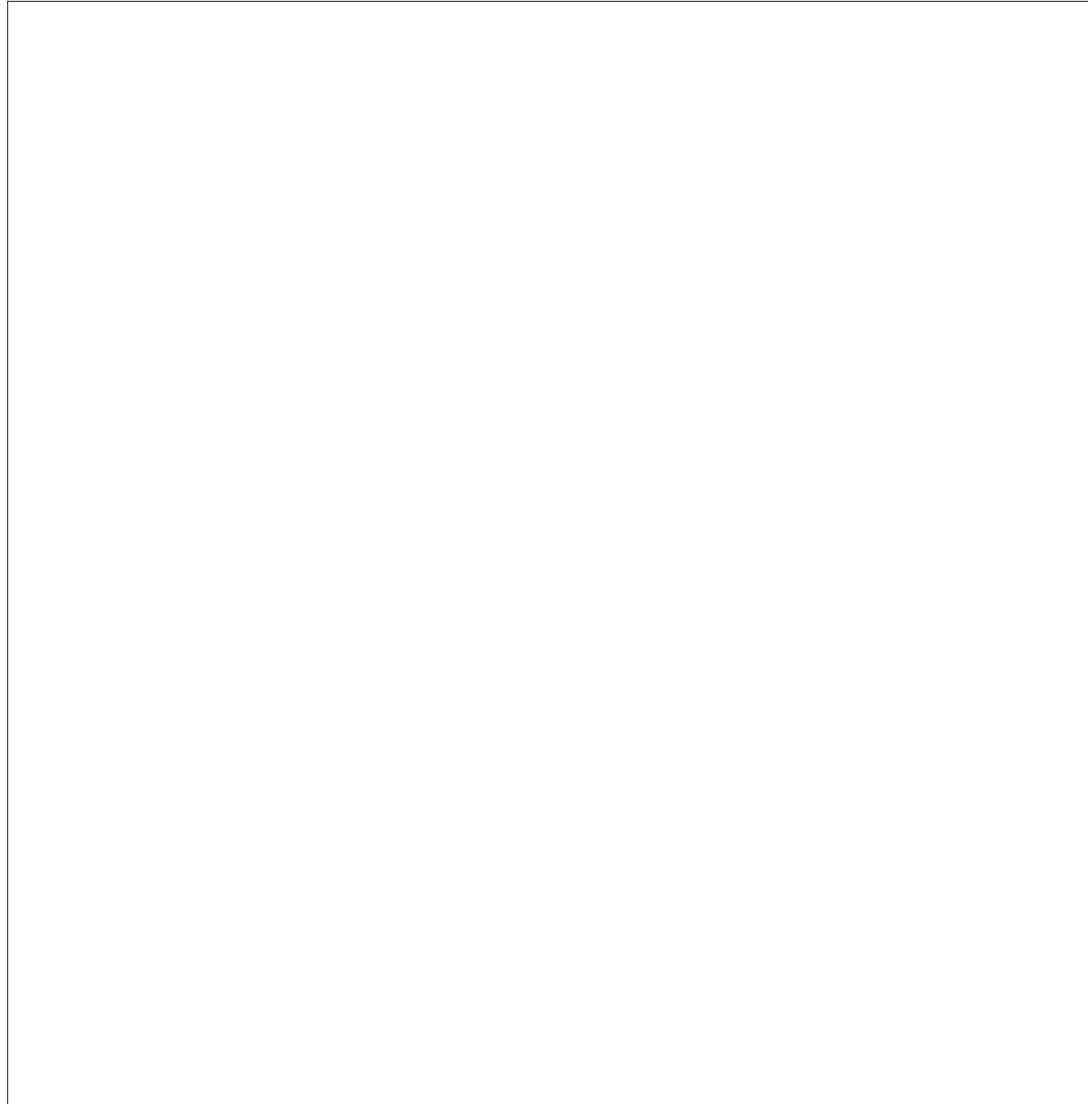
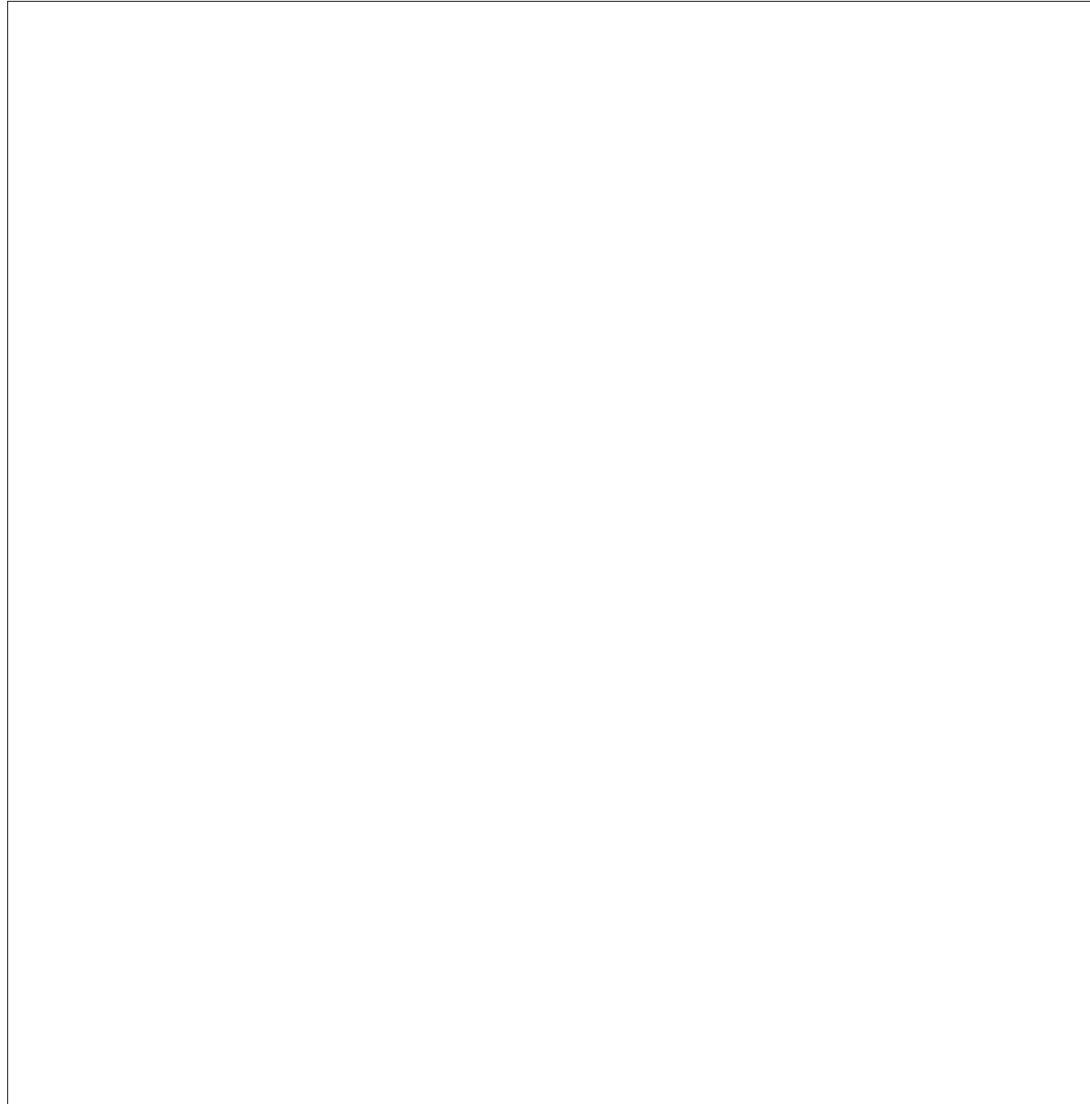


Figure 2-6 Site Drawing #2 - IF NEEDED



Figure 2-7 Site Drawing #3 - IF NEEDED



Step 3. Potential Environmental Impacts & Controls

Step 3.1 Permits, Approvals, Authorizations & Notifications

Table 3–1 Environmental Permits, Approvals, Authorizations and Notifications

Title and File Number of Project Permit, Approval, Authorization or Notification	Construction Activity	Environmental Conditions and Restrictions

Table 3-1 Continued

Title and File Number of Project Permit, Approval, Authorization or Notification	Construction Activity	Environmental Conditions and Restrictions

Table 3-1 Continued

Title and File Number of Project Permit, Approval, Authorization or Notification	Construction Activity	Environmental Conditions and Restrictions

Table 3-1 Continued

Title and File Number of Project Permit, Approval, Authorization or Notification	Construction Activity	Environmental Conditions and Restrictions

Table 3-1 Continued

Title and File Number of Project Permit, Approval, Authorization or Notification	Construction Activity	Environmental Conditions and Restrictions

Table 3–1 Continued

Title and File Number of Project Permit, Approval, Authorization or Notification	Construction Activity	Environmental Conditions and Restrictions

Table 3-1 Continued

Title and File Number of Project Permit, Approval, Authorization or Notification	Construction Activity	Environmental Conditions and Restrictions
Notes:		

Copies of all environmental permits, approvals, authorizations and notifications are appended in Appendix B. If the permit, approval, authorization or notification references the associated application, the application is also attached in Appendix B.

Step 3.2 Regulatory Compliance

Table 3–2 Project Regulatory Requirements (other than permits, approvals, authorizations and notifications)

Legislation, Policy or Program Name	Construction Activity	Environmental Conditions and Restrictions

Table 3–2 Continued

Legislation, Policy or Program Name	Construction Activity	Environmental Conditions and Restrictions

Table 3–2 Continued

Legislation, Policy or Program Name	Construction Activity	Environmental Conditions and Restrictions

Table 3–2 Continued

Legislation, Policy or Program Name	Construction Activity	Environmental Conditions and Restrictions

Table 3–2 Continued

Legislation, Policy or Program Name	Construction Activity	Environmental Conditions and Restrictions

Table 3–2 Continued

Legislation, Policy or Program Name	Construction Activity	Environmental Conditions and Restrictions

Table 3–2 Continued

Legislation, Policy or Program Name	Construction Activity	Environmental Conditions and Restrictions
Notes:		

Step 3.3 Potential Environmental Impacts & Mitigation Strategies

To prevent or reduce environmental issues and impacts from their construction activities, Contractors must inspect and maintain appropriate mitigations and controls on their site. Environmental inspection/monitoring forms are attached in Appendix E.

The Site Drawing (Step 2.3) shows all environmental sensitivities and protected features summarized in this section.

Table 3–3 Potential Environmental Impacts and Mitigation Measures by Site Activity

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3-3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3-3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3-3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3-3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3-3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3-3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3-3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3-3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3–3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3-3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3-3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3-3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3-3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3-3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures

Table 3–3 Continued

Construction Activity	Potential Environmental Impact(s)	Environmental Mitigation Measures
Notes:		

Step 3.4 Erosion & Sediment Control

All Contractors must implement, inspect and maintain appropriate erosion & sediment control measures for the contract term. Erosion & Sediment Control

Yes, there are two Table 3-4s in this section. **THIS IS NOT A MISTAKE.** Erosion & sediment control requirements differ by jurisdiction. The first table is for ECO Plans to be submitted to Alberta Transportation or The City of Edmonton. The second Table 3-4 is for City of Calgary ECO Plans. Fill in the Table 3-4 that is appropriate for your project and delete the other one.

Table 3–4 Erosion & Sediment Control (Alberta Transportation, The City of Edmonton)

<p>The required Erosion & Sediment Control Drawings are attached in Appendix C.</p>		<p>For Alberta Transportation projects refer to the Alberta Transportation Erosion and Sediment Control Manual (available at www.transportation.alberta.ca). For City of Edmonton projects, The City of Edmonton Erosion and Sedimentation Control Guidelines (available at www.edmonton.ca) may be a useful reference for erosion and sediment controls, methods and applications.</p>
<p>ECO Plan Site Drawing (Step 2.3) shows all erosion & sediment controls.</p>		
<p>ESC Good Housekeeping Practices:</p>		

Table 3-4 (Edmonton) Continued

ESC Good Housekeeping Practices:	

Table 3-4 (Edmonton) Continued

ESC Good Housekeeping Practices:	

Table 3-4 (Edmonton) Continued

ESC Good Housekeeping Practices:	

Table 3-4 (Edmonton) Continued

ESC Good Housekeeping Practices:	
ESC Best Management Practices:	

Table 3-4 (Edmonton) Continued

ESC Best Management Practices:	

Table 3-4 (Edmonton) Continued

ESC Best Management Practices:	

Table 3–4 (Edmonton) Continued

ESC Best Management Practices:		
Location		Erosion & Sediment Control Measures

Table 3-4 (Edmonton) Continued

Location	Erosion & Sediment Control Measures

Table 3-4 (Edmonton) Continued

Location	Erosion & Sediment Control Measures

Table 3-4 (Edmonton) Continued

Location	Erosion & Sediment Control Measures
Notes on Erosion & Sediment Control	

Table 3–4 Erosion & Sediment Control (The City of Calgary)

<p>Was an Erosion & Sediment Control Plan and/or Drawing developed for this project?</p>		<p>For more information, refer to the current edition of The City of Calgary Guidelines for Erosion and Sediment Control (available at www.calgary.ca) or contact Water Resources - Erosion Control by phone at 3-1-1 (local Calgary calls only) or (403) 268-CITY (for callers outside Calgary). If desired, include ESC Drawing(s) in Appendix C.</p>
<p>The Erosion & Sediment Control Drawing(s) is attached in Appendix C.</p>		<p>For more information, refer to the current edition of The City of Calgary Guidelines for Erosion and Sediment Control (available at www.calgary.ca) or contact Water Resources - Erosion Control by phone at 3-1-1 (local Calgary calls only) or (403) 268-CITY (for callers outside Calgary). If desired, include ESC Drawing(s) in Appendix C.</p>
<p>Provide the complete citation for the project’s Erosion & Sediment Control Plan and/or Drawing</p>	<p>Author(s) and Company:</p>	
	<p>Publication Title:</p>	
	<p>Publication Date:</p>	
	<p>Submission Date:</p>	
	<p>Submission Mode:</p>	
	<p>City of Calgary Project Manager & Business Unit:</p>	
<p>ESC Good Housekeeping Practices:</p>		

Table 3-4 (Calgary) Continued

ESC Good Housekeeping Practices:	

Table 3-4 (Calgary) Continued

ESC Good Housekeeping Practices:	

Table 3-4 (Calgary) Continued

ESC Good Housekeeping Practices:	

Table 3-4 (Calgary) Continued

ESC Good Housekeeping Practices:	
ESC Best Management Practices:	

Table 3-4 (Calgary) Continued

ESC Best Management Practices:	

Table 3-4 (Calgary) Continued

ESC Best Management Practices:	

Table 3-4 (Calgary) Continued

ESC Best Management Practices:	

Table 3-4 (Calgary) Continued

ESC Best Management Practices:	
Location	Erosion & Sediment Control Measures

Table 3-4 (Calgary) Continued

Location	Erosion & Sediment Control Measures

Table 3-4 (Calgary) Continued

Location	Erosion & Sediment Control Measures
<p>Notes on Erosion & Sediment Control</p>	

Table 3-4 (Calgary) Continued

Notes on Erosion & Sediment Control	
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Step 3.5 Municipal Tree Protection

Tree protection plans are required for any project that involves the following: excavation, storage of construction materials, or access routes for people and/or equipment within five meters (City of Edmonton) or six meters (City of Calgary) of a City-owned tree.

1. For City of Edmonton Projects—Is any of your construction work planned to come within five (5) meters of a City-owned tree?		If the answer is Yes, attach your project’s City of Edmonton Tree Protection Plan in Appendix D of this ECO Plan. Summarize the tree protection measures in Table 3-5 below. Show the location of all City-owned trees and associated tree protection measures in detail on the Site Drawing (Step 2.3).
2. For City of Calgary Projects—Is any of your construction work planned to come within six (6) meters of a City-owned tree?		If the answer is Yes, attach your project’s City of Calgary Tree Protection Plan and Tree Protection Agreement in Appendix D of this ECO Plan. Summarize the tree protection measures in Table 3-5 below. Show the location of all City-owned trees and associated tree protection measures in detail on the Site Drawing (Step 2.3).

Table 3–5 Municipal Tree Protection (The City of Edmonton and The City of Calgary only)

Location	Tree Species	Specific Protection Measures

Table 3-5 (Edmonton and Calgary only) Continued

Location	Tree Species	Specific Protection Measures

Table 3–5 (Edmonton and Calgary only) Continued

Location	Tree Species	Specific Protection Measures

Table 3–5 (Edmonton and Calgary only) Continued

Location	Tree Species	Specific Protection Measures
<p>Notes on Municipal Tree Protection</p>		

Step 4. Hazardous Materials & Waste Management

Step 4.1 Hazardous Materials

The Contractor has ensured that all hazardous materials storage locations are marked on the site drawing (Step 2.3).

The Contractor must keep all hazardous waste disposal receipts and manifests and maintain copies on site.

The Cities of Calgary and Edmonton have additional waste disposal, diversion and recycle requirements; these are discussed in Step 4.2.

Table 4–1 Hazardous Materials and Associated Handling Procedures

Hazardous Material	User	Storage Location	Containment	Handling Procedure	Reuse, Recycling and/or Disposal Method

Table 4-1 Continued

Hazardous Material	User	Storage Location	Containment	Handling Procedure	Reuse, Recycling and/or Disposal Method
Notes on Hazardous Materials					

Table 4-1 Continued

Notes on Hazardous Materials	
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Step 4.2 Waste Management

The Contractor has ensured that the storage location(s) of all waste materials is marked on the site drawing (Step 2.3).

The Contractor must keep all hazardous and non-hazardous waste disposal receipts and manifests and maintain copies on site.

When working for The City of Edmonton, the Contractor must identify all waste streams and disposal methods (i.e., diverted from the landfill, recycled or land-filled). Contractors shall document/recycle/divert materials as per their contractual agreement.

When working for the City of Calgary, the Contractor must identify how waste will be reduced and diverted from the landfill or recycled. The Contractor must recycle cardboard, paper, wood, asphalt, concrete, metal and plastics OR explain in writing why they are not diverting these waste streams. Contractors must retain and submit copies of all waste disposal and recycling records within two weeks of disposal or diversion to ecoplan.waste@calgary.ca.

Table 4–2 Waste Material Handling and Disposal Procedures

Waste Material	Handling Procedure	Reuse, Recycling and/or Disposal Method
Non-Hazardous Waste Materials		

Table 4–2 Continued

Waste Material	Handling Procedure	Reuse, Recycling and/or Disposal Method
Non-Hazardous Waste Materials		
Hazardous Waste Materials		

Table 4-2 Continued

Waste Material	Handling Procedure	Reuse, Recycling and/or Disposal Method
Hazardous Waste Materials		
Notes on Waste Handling & Disposal		

Step 5. ECO Plan Implementation

Step 5.1 Contractor's On-Site Representative(s)

Table 5-1 Contractor's On-Site Representative(s)

Name & Title	Responsibilities	Contact Details	
		Phone: ()	
		Cell: ()	
		Email:	
		Phone: ()	
		Cell: ()	
		Email:	
		Phone: ()	
		Cell: ()	
		Email:	
		Phone: ()	
		Cell: ()	
		Email:	

Step 5.2 Training and Communication

Table 5-2 ECO Plan Training and Awareness Topics

ECO Plan Training and Awareness Topics

Table 5-3 ECO Plan Training and Communication

Training or Communication Method	Attendees	Frequency and/or Timing	Topics	Follow-up

Table 5-3 Continued

Notes on Training and Communication:	
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Step 5.3 Monitoring and Reporting

To prevent or reduce environmental issues and impacts from their construction activities, Contractors must inspect and maintain appropriate mitigations and controls on their site. Environmental inspection/monitoring forms are attached in Appendix E.

The Contractor has developed monitoring and inspection procedures that satisfy the contract terms and conditions and all regulatory requirements.

The Contractor has developed monitoring and inspection procedures that are appropriate for the project's nature and scale, as well as the project's site characteristics, work activities and associated environmental risks.

The Contractor is responsible for understanding and complying with the reporting requirements, and ensuring that all of the environmental controls are working.

Who is Responsible for Conducting ECO Plan Inspections?	
Who will receive ECO Plan Inspection forms and reports?	
Locations and Items to be Inspected:	
Monitoring Frequency:	
Monitoring during Scheduled Shut-downs:	

Table 5-3 Continued

Reporting Requirements related to Permits, Approvals, Authorizations and Notifications:	
Procedure(s) for Addressing Deficiencies and Non-conformities:	

Step 5.4 Documentation

The Contractor must keep a master hard copy of environmental information and ECO Plan records on the project site. These documents must be kept up-to-date. They also must always be available to staff and inspectors.

<p>Location of the master hard copy of environmental information and ECO Plan records on the project site.</p>	
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Table 5-4 ECO Plan Documentation

ECO Plan-related Hard Copy Documentation to be Retained on the Project Site
Current ECO Plan

Step 5.5 ECO Plan Update

Table 5-5 Circulation List for Updated ECO Plan

Name & Title	Company or Agency	Contact Details	
		Phone: ()	
		Email:	
		Phone: ()	
		Email:	
		Phone: ()	
		Email:	
		Phone: ()	
		Email:	
		Phone: ()	
		Email:	
		Phone: ()	
		Email:	
		Phone: ()	
		Email:	
		Phone: ()	
		Email:	

<p>Procedure for ECO Plan Review and Continuous Improvement:</p>	
<p>Procedure for ECO Plan Update(s):</p>	

<p>Procedure(s) for Communicating ECO Plan Updates:</p>	

Updated ECO Plans must have a revision summary table completed and attached to all subsequent versions of the document. The Revision Summary table is located in the Table of Contents at the beginning of the ECO Plan.

Once the ECO Plan is updated, the Contractor is responsible for notifying (as appropriate) Alberta Transportation, The City of Edmonton or The City of Calgary of the changes prior to implementation.

All ECO Plan modifications must provide an equal or better level of avoidance or mitigation.

Step 6. Environmental Emergency Response Procedures

Table 6-1 Emergency Contact List - TO BE POSTED AT THE PROJECT SITE

Name	Role	Company/Agency	Phone	Cell
			()	()
			()	()
			()	()
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			()	()
Location(s) where this list will be posted on site				

Step 6.1 Environmental Emergency Prevention & Response

Table 6-2 Potential Environmental Incidents

Table 6-5 Emergency Response Procedure - Other Potential Incident (If needed)

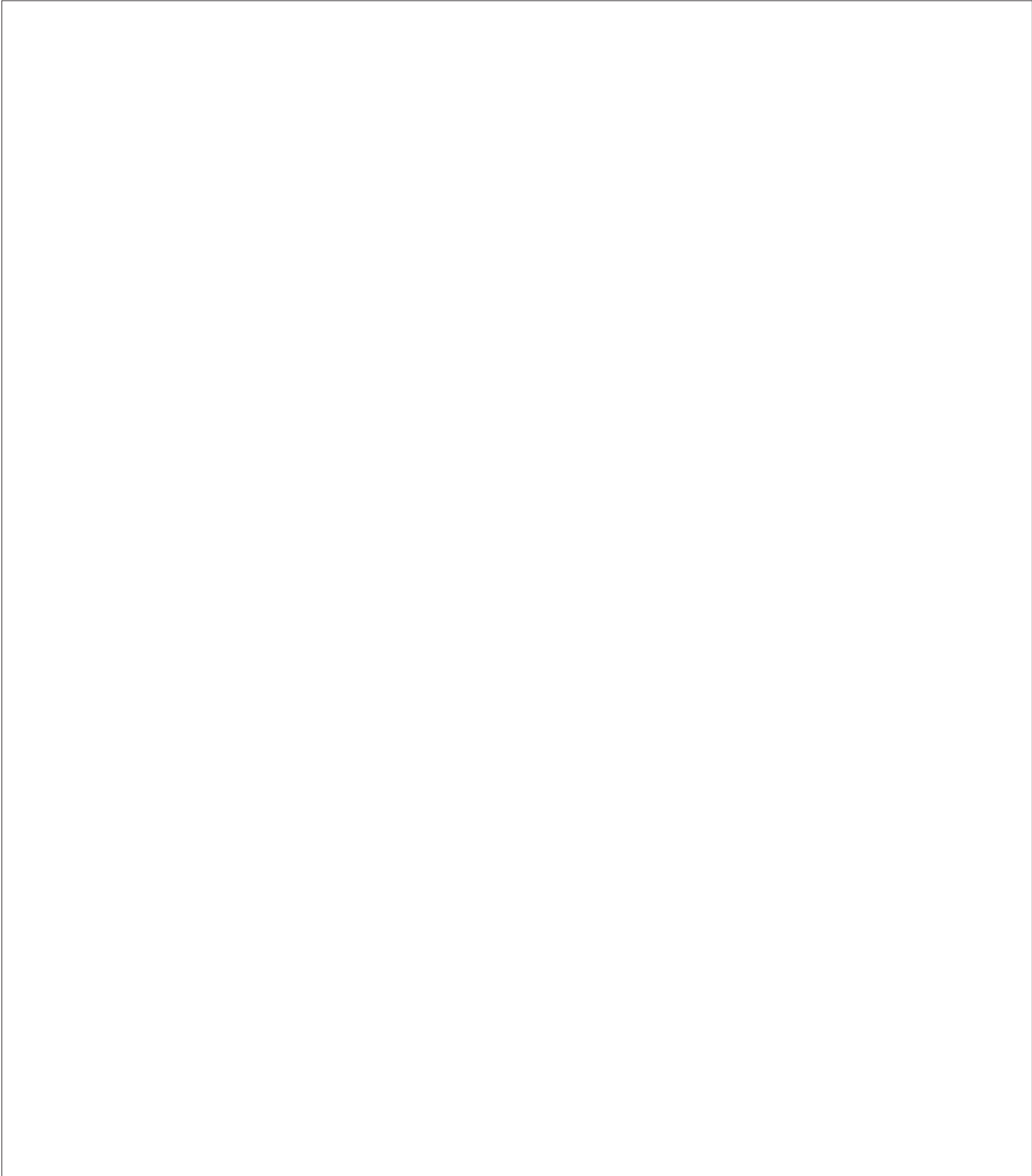
Step	Procedures
Table 6-5 Notes	

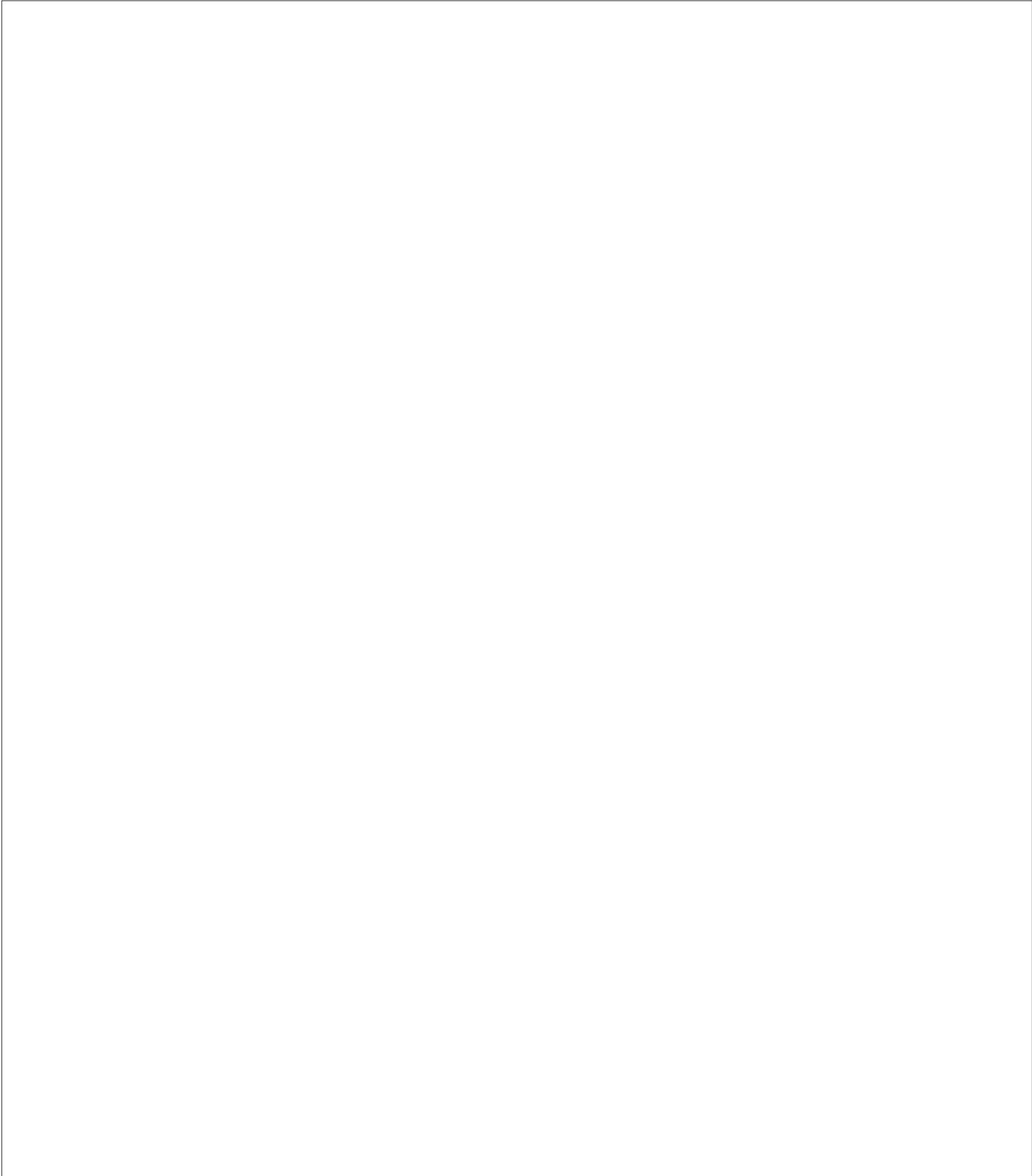
Table 6-6 Emergency Response Procedure - Other Potential Incident (If needed)

Step	Procedures
Table 6-6 Notes	

Appendix A. ECO Plan Checklist







Appendix B. Permits, Approvals, Authorizations & Notifications

In this appendix, attach copies of all project permits, approvals, authorizations and notifications. If the permit, approval, authorization or notification references the associated application, also attach the application in Appendix B. The environmental conditions and/or restrictions prescribed in these documents are summarized in Table 3-1.

Appendix C. Erosion & Sediment Control Drawings







