

# 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> I acknowledge that I have been made aware of and will follow The City of Calgary's Environmental Policy. The policy includes the following obligations: <b>Comply</b> with applicable legislation. <b>Conserve</b> resources and prevent pollution. <b>Continually</b> improve our environmental performance.</p>
Initial	<p><b>Compliance</b> 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> 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.  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> 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 Report or Plan will be followed. Any required erosion and sediment control devices will be frequently inspected and maintained during the project, will be removed once the area has been stabilized against erosion and will be disposed of appropriately.</p>
Initial	<p><b>Dewatering</b> 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 and coring</b> When undertaking saw cutting or coring activities, slurry will not be allowed to enter the stormwater system or waterbody.</p>
Initial	<p><b>Soil conservation and stockpiles</b> 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> Adequate protection will be taken to not damage City-owned or controlled trees on-site and on adjacent properties. Urban Forestry will be contacted through 311 to inquire about tree protection requirements.</p>
Initial	<p><b>Site management</b> 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.  Appropriate non-hazardous and hazardous materials management procedures will be implemented. Chemical, fuel and lubricant storage areas will be suitably located and protected to minimize releases.  Site specific hazardous materials management procedures will be communicated to all contractor and subcontractor personnel. Spill kits will be available on-site.</p>
Initial	<p><b>Waste management</b> All waste materials generated from activities will be removed and disposed of in accordance with regulatory requirements and facility procedures.</p>
Initial	<p><b>Recycling</b> Generation of waste will be avoided or minimized.  At a minimum, the recycling of cardboard, wood, concrete and metal will be considered and assessed. Construction materials with recycled content will be used where reasonably practical and safe.</p>
Initial	<p><b>Fuelling</b> Contractor and subcontractor personnel will be present during fuelling operations for the duration of the fuelling process.  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. Spill kits will be present on-site.</p>
Initial	<p><b>Spill prevention</b> Measures will be taken to prevent pollution of land or waterways, including the storm water system. Spill kits will be available on-site.</p>

Initial	<p><b>Release reporting and cleanup</b> Spills and releases will be reported to the appropriate regulatory agencies as required by law. Spills and releases will be reported immediately to The City of Calgary Project Designate* and any other regulatory authority with jurisdiction must also be contacted if it is known to be a reportable release. 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. If a spill or release into the environment occurs, the affected area will be cleaned up and remediated to the satisfaction of The City of Calgary and appropriate regulatory agency.</p>
Initial	<p><b>Contamination discovery</b> 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. The contractor must also notify Alberta Environment and Sustainable Resource Development, and any other regulatory authority with jurisdiction if it is known to be a reportable release. Any suspected or potentially hazardous building materials exposed during the work will be reported to The City of Calgary Project Designate* immediately.</p>
Initial	<p><b>Off-site disposal of excavated soil or material</b> Excavated soil or material that is not required for fill or other purposes will be properly disposed of.</p>
Initial	<p><b>Imported fill material</b> 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> Idling of vehicles not essential for performance of work will be minimized.</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

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	_____ Contractor Signature