

Environmental Construction Operations (ECO) Plan Checklist **Municipal Version**

Project Name: _____

Contractor's On- Site Representative(s) (Name, Company, Email and Phone Number): _____

ECO Plan submitted to (Name and Jurisdiction): _____

Note: All checklist items are required in the ECO Plan. Explain any deficiencies in the comments section.
Ensure that this three-page checklist is signed and submitted with the ECO Plan.

ECO Plan Framework Step		Content Requirements	YES	NO	N/A
STEP 1: Description of Site and Activities					
1.1	Site Activities	Briefly describe the location and on-site specific construction activities that will occur.	☐	☐	☐
1.2	Sensitivities	Describe site-specific sensitive features that could be impacted by the Contractor's activities.	☐	☐	☐
1.3	Site Drawing(s)	Provide site drawing(s) that detail the site location, set-up and layout; erosion and sediment controls; and, environmental sensitivities.	☐	☐	☐
1.4	Project Schedule	Provide a project schedule that includes scheduled shut downs and restricted work periods due to environmental requirements.	☐	☐	☐
STEP 2: Potential Environmental Impacts and Controls					
2.1	Permits, Approvals, Authorizations and Notifications	Append copies of all project permits, approvals, authorizations and notifications (and their associated applications, when referenced in the approval) to the ECO Plan, and list their file names, numbers and environmental conditions and/or restrictions in a table like Table 2-1.	☐	☐	☐
2.2	Impacts and Mitigations	Identify all potential project-specific environmental issues and impacts, including regulatory requirements not contained in 2.1. Describe procedures, controls or best management practices (BMPs) that will be used to prevent or reduce adverse environmental impacts.	☐	☐	☐
2.3	Erosion & Sediment Control	Provide project-specific, jurisdiction-appropriate erosion and sediment controls.	☐	☐	☐
2.4	Municipal Tree Protection	Provide project-specific, jurisdiction-appropriate municipal tree protection measures.	☐	☐	☐

STEP 3: Hazardous Materials and Waste Management					
3.1	Hazardous Materials	List every hazardous material to be used or stored on site by the Contractor and all sub-contractors, and provide appropriate handling, containment, storage and disposal methods.	☐	☐	☐
3.2	Waste Management	List all anticipated hazardous and non-hazardous waste materials along with proper handling and disposal methods. Provide all additional jurisdiction-specific handling procedures.	☐	☐	☐
STEP 4: Environmental Emergency Procedures					
4.1	Environmental Emergency Prevention and Response	Identify potential incidents that may impact the environment, and provide appropriate prevention and response procedures. In addition, provide an environmental emergency response contact list.	☐	☐	☐
STEP 5: ECO Plan Implementation					
5.1	Training	Detail the procedures that will be used to train staff and sub contractors in their ECO Plan responsibilities.	☐	☐	☐
5.2	Monitoring	Describe monitoring and inspection procedures that suit the nature and scale of the project and meet regulatory and contractual requirements.	☐	☐	☐
5.3	Documentation	Describe the environmental information and ECO Plan records that will be kept up-to-date on the project site.	☐	☐	☐
5.4	ECO Plan Update	Provide ECO Plan review and update procedures. Append a current ECO Plan Revision Summary table (e.g., Table 5-3) to all updated ECO Plans.	☐	☐	☐

Comments (include relevant special provisions and/or conditions for the project, and explain any deficiencies in the ECO Plan):

Contractor Responsibilities

All Contractors must be aware of how environmental policy, regulation and law govern their work. The Contractor is responsible, either by its own actions or through its sub contractors, for providing the resources needed to develop and implement the ECO Plan. The Contractor is responsible for ensuring sub contractors understand their roles and responsibilities and operate in compliance with the ECO Plan.

Contractors must refer to the terms and conditions contained in applicable contractual and regulatory documents to be fully aware of their responsibilities. In general, Contractors must:

- a) Identify the potential environmental issues and develop mitigation measures to prevent or minimize environmental impacts.
- b) Identify and acknowledge permits, approvals, authorizations, notifications, guidelines, standards, policies and programs applicable to the project.
- c) Prepare and update the ECO Plan in accordance with the latest version of the ECO Plan Framework.
- d) Submit copies of the ECO Plan and all other required documentation to The City Project Manager for municipal projects.
- e) Revise the ECO Plan as required based on reviewer (i.e. The City of Calgary, The City of Edmonton) comments.
- f) Identify an on site individual to be the Contractor's On-Site Representative to maintain environmental controls and address any environmental issues or questions that arise. The Contractor must identify this individual within the ECO Plan (see page A of the ECO Plan Checklist) and at the pre-construction meeting.
- g) Train staff and sub contractors to identify, address and report potential environmental problems.
- h) Review the ECO Plan requirements at orientation meetings, the pre-construction meeting, tailgate meetings etc.
- i) Implement and maintain environmental mitigation measures in accordance with the ECO Plan.
- j) Correct and record deficiencies in a timely and appropriate manner.
- k) Take corrective action (e.g., shut down work) upon recognition that an impact to the environment may occur or has occurred.
- l) Ensure that all sub contractors comply with the ECO Plan.
- m) Monitor the work site to ensure that the ECO Plan is effective for all conditions, including inclement weather and shut-down periods. Document all monitoring efforts.

This ECO Plan is complete to the best of our abilities. The undersigned acknowledges and accepts the responsibilities detailed herein.

Contractor Principal-in-Charge Signature

Name (please print)

Date