


PROCEDURE TITLE: NEW CONSTRUCTION SIGN-OFF FORM				PROCEDURE NO.: DWF-ADMIN-800			
EFFECTIVE DATE: JANUARY 1, 2020				DWQMS REFERENCE: 11			
REVISION #: 2.1				REVIEW FREQUENCY: ANNUALLY			
APPROVED BY: MANAGER OF DEVELOPMENT AND COMPLIANCE							
ST. THOMAS SECONDARY	X	ST. THOMAS DISTRIBUTION	X	SOUTHWOLD DISTRIBUTION	X	CENTRAL ELGIN DISTRIBUTION	X

Contractors, their employees, subcontractors, agents and suppliers involved in construction projects on the drinking water systems operated by the City of St. Thomas Environmental Services must work in accordance with the Safe Drinking Water Act and Drinking Water Quality Management System (DWQMS) requirements while on site.

1. Water Quality

- All equipment coming into contact with drinking water must be ANSI/NSF 61 certified.
- All chemicals coming into contact with drinking water must be ANSI/NSF 60 certified.
- Any situation that may be an indicator of diminished or diminishing water quality is observed shall be reported immediately to the Quality Coordinator (QC).

2. Chemical Handling and Storage

- All chemicals stored, consumed or used on the project site during the construction project must be accompanied by up-to-date SDS sheets.
- All chemicals must be properly handled, used, stored, cleaned-up and disposed of according to applicable legislation and/or industry best practices.
- All spills must be reported to the Quality Coordinator (QC).

2. Fuel Handling and Storage

- Fuel storage and spill containment must meet applicable regulations.
- Mitigation measures for spills (broken hydraulic hoses, dispensing fuel, etc.) must be in place prior to initiation of the project.
- Spills must be reported to the QC.

3. Waste

- All waste materials generated shall be collected in compatible containers, suitably labeled, properly stored, and disposed of as required by legislation or best practices.
- The QC shall be informed of any hazardous materials and/or wastes on-site.
- General garbage/waste must not litter the site and shall be disposed of in designated containers.
- No waste materials shall be disposed of or buried on-site.
- Septage haulage and disposal by appropriate means.

4. Work around Watercourses

- The contractor is responsible for contacting Conservation Authorities regarding permits for work around watercourses.
- Proper erosion and sedimentation control measures must be in place at all times.
- Construction that may affect navigable waters must be given prior approval according to applicable legislation.
- Releases of water must follow MECP and/or applicable industry standards.

5. Other

- The contractor must abide by noise abatement by-laws and any other applicable municipal by-laws
- This form must be completed prior to, and handed in at the pre-construction meeting. Failure to do so may result in a delay in starting the project at the contractor's sole expense.

Project Name: _____

Project Number: _____

Consultant Project Manager: _____

City Project Manager: _____

Contractor

In signing this form, you acknowledge that you have the authority on behalf of your company and are accepting corporate responsibility for ensuring that you and all employees from your company, including subcontractors, agents, and suppliers that may have reason to work on construction projects on the water systems operated by the City of St. Thomas Environmental Services Department.

I have reviewed the City of St. Thomas DWQMS Policy, Municipal Drinking Water Licence(s), Drinking Water Works Permit, and the Safe Drinking Water Act of Ontario. I have received all relevant procedures to the work being conducted and agree to ensure that all work is conducted in compliance with all applicable legislation and in accordance with best practice. Where there is uncertainty with any requirement, or a situation presents itself that needs to be reported to the City, I understand I am to contact the QC.

Contractor Signature

Print Name

Company Name

Date

Quality Coordinator

Signature

Print Name

Date

CC: Compliance Coordinator and Project Manager (if applicable)