

PROCEDURE TITLE		NEW CONSTRUCTION SIGN-OFF FORM			
PROCEDURE No.		MUN-WW-MS-900F	REVIEW FREQUENCY		Annually
EFFECTIVE DATE	June 1, 2009	REVISION No.	1.1	REVISION DATE	July 15, 2025
APPROVAL BY	Manager of Development & Compliance				
APPLICABLE TO THE FOLLOWING WASTEWATER SYSTEM(S):					
☒ Stormwater Management ☒ Pollution Control ☒ Sanitary Collection					

GENERAL REQUIREMENTS

Contractors, their employees, subcontractors, agents and suppliers involved in construction projects on the wastewater systems operated by the City of St. Thomas Environmental and Infrastructure Services must work in accordance with the *Ontario Water Resources Act*, *Environmental Protection Act*, the Environmental Compliance Approval for the Water Pollution Control Plant, the Consolidated Linear Infrastructure – Environmental Compliance Approvals (CLI-ECA's) for the Collection and Stormwater Management systems, as well as the *Occupational Health and Safety Act*, as well as City of St. Thomas Wastewater Management System (WWMS) requirements while on site.

OPERATION OF SEWAGE WORKS AND PROCESS EQUIPMENT

No contractor shall perform the duties of an "Operator" as defined by O. Reg.129/04 which states: *"operator" means a person who adjusts, inspects or evaluates a process that controls the effectiveness or efficiency of a facility, and includes a person who adjusts or directs the flow, pressure or quality of the wastewater within a wastewater collection facility*; Unless that person holds a valid operator's certificate and has received written permission from the ORO.

ENVIRONMENTAL PROTECTION MEASURES

Releases of Sanitary Sewage

All releases of Sanitary Sewage from the Collection System MUST be reported to the Pollution Control Environmental Coordinator (PCEC), and/or your site contact immediately upon discovery. Efforts should be made to dam around nearby catchbasins and manholes, such as to decrease the possibility of the release to reach the natural environment.

Spills

Any situation that may be an indicator of a spill or other environmental impact observed MUST be reported immediately to your site contact, or the Pollution Control Environmental Coordinator (PCEC). If a fuel spill or other spill occurs, if it is safe to do so, contain the spilled material (dam around any nearby manholes or catchbasins) such that it will not reach the natural environment and contact WPCP staff immediately. If you are responsible for a spill, you must ensure it is cleaned up before you leave and properly reported, if necessary.

Erosion and Sediment Control

All ESC measures must be installed in advance of the work; shall be properly installed, inspected and maintained throughout the entirety of the project, as outlined in an approved Erosion and Sediment Control Plan.

Inspections of ESC measures are to be conducted at the following minimum frequencies, or as otherwise specified in the project specific ESC Plan.

- Daily during extended rain or snowmelt periods
- Once per week during dry weather periods (active and inactive construction phases),
- Once per month during dry weather periods (inactive construction / winter period)
- After Significant* Storm Events and Significant Snowmelt Events, and
- After any extreme weather events.

All ESC inspections and any actions taken to maintain the protective measures MUST be recorded at the time of the inspection and submitted to the Cities Contract Administrator, upon request and upon project completion.

Wastes

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 PCEC 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 Hauling

All contractors involved directly in the handling of hazardous waste shall be trained in the Transportation of Dangerous Goods (TDG). Appropriate Environmental Compliance Approvals for Haulage and/or Treatment shall be provided to the PCEC.

Chemical Handling and Storage

All chemicals stored, consumed or used on-site must be accompanied by an 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 your site contact and/or the PCEC.

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 work. All spills must be reported to your site contact, and/or the PCEC.

Project Name: _____

Project Number: _____

Consultant Project Manager: _____

City Project Manager: _____

CONTRACTOR ACKNOWLEDGEMENT

In signing this form, I acknowledge that I have the authority on behalf of my company and am accepting corporate responsibility for ensuring that I and all employees from your company, including any subcontractors, agents, and suppliers that may have reason to work on construction projects that involve the drinking water systems operated by the City of St. Thomas Environmental and Infrastructure Services Department have reviewed and have an adequate understanding the requirements presented within the following documents:

- The City of St. Thomas Health and Safety Policy,
- The applicable system Environmental Compliance Approval (ECA) or Consolidated Linear Infrastructure – Environmental Compliance Approval (CLI-ECA),
- The *Ontario Water Resources Act, 2002* and its associated regulations.

Further, I acknowledge that 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, in accordance with industry best practice and submit all requested records to demonstrate such, to the City upon request and/or upon completion of the project.

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 cities Pollution Control Environmental Coordinator.

Contractor Signature

Print Name

Company Name

Date

CC: Environmental Compliance Coordinator, Pollution Control Environmental Coordinator and Project Manager (if applicable)