

**APPENDIX B – WASTEWATER SERVICES CONTRACTOR ENVIRONMENTAL PRESERVATION
AND COMPLIANCE PACKAGE**

Document #	OSB-EM-CMT-0001
Revision #	03
Effective Date	10/27/2021
Prepared by:	Operational Systems Branch
Approved by	Materials Management

WASTEWATER SERVICES CONTRACTOR ENVIRONMENTAL PRESERVATION AND COMPLIANCE
PACKAGE

Contractor:

Company:	
Contract Name:	
Contractor's Ref No:	
Project ID:	
Tender/RFP No:	

PACKAGE CONTENTS

Introduction

B1 Scope

B2 Environmental Compliance

B3 Environmental Specifications

- B3.1 Environmental Protection
- B3.2 Fuel, Chemical and Pesticide Handling
- B3.3 Materials Handling and Storage
- B3.4 Waste Handling and Disposal
- B3.5 Dangerous Good/Hazardous Waste Handling
- B3.6 Fish
- B3.7 Wildlife
- B3.8 Vegetation



Introduction

The purpose of this package is to convey the requirements of the City of Winnipeg (COW), Wastewater Services Division's (WWSD) Environmental Management System (EMS) to Contractors. This package is applicable to all wastewater treatment facilities and pump stations as their operations are committed to environmental protection, pollution prevention, regulatory compliance and continuous improvement.

The WWSD is committed to environmental stewardship and sustainability. This commitment is achieved by reducing the environmental impacts of potential environmental aspects. Environmental impacts can be positive or negative depending on the effect of the environmental aspect.

As a Contractor for the WWSD, you have a responsibility to comply with all provisions that are identified in this document regarding environmental protection.

Scope

The Contractor's environmental stewardship applies to all contractors that are engaged in construction and/or maintenance activities such as the construction of new infrastructure, improvement of existing infrastructure and upgrades to a site.

B1. Wastewater Services Division Environmental Policy and Commitments

- B1.1 The WWSD Environmental Policy commits to the following pillars that drive the environmental aspects, impacts, risk analysis and programs:
- a) Compliance to all relevant environmental legislation and regulations as well as other voluntary requirements;
 - b) Protection of the environment and prevention of pollution; and
 - c) Continual improvement to implement best practices.

B2. Environmental Compliance

- B2.1 The Contractor shall plan and implement the Project in compliance with detailed site-specific or job specific environmental protection plans as specified in the Tender/RFP.
- B2.2 The City of Winnipeg designs, constructs and operates its facilities in a manner which is protective of the environment. Upon request of the Contract Administrator, you may be required to provide documentation for ensuring that all environmental requirements imposed by law are met, including the emergency contact numbers for reporting incidents that occur at the Work site. This documentation must be made available to workers at the site and the workers must be appropriately trained on the documentation.



B2.3 Provide proof of EMS awareness training and other required training for the employees who will be working on projects for the WWSD on request.

B3. Environmental Specifications

The Contractor shall abide by the following environmental specifications while working on SITE as applicable.

B3.1 Environmental Protection

The Contractor shall;

- a) Take measures to mitigate potential environmental impacts of the project in conjunction with the Contract Administrator.
- b) Take measures to prevent the pollution of land or waterways including the storm water retention basins.
- c) be responsible for reporting, preventing, controlling and cleaning up a spill or discharge that you have caused. Reports shall be submitted within 24 hours of spill. Reports related to the technical aspects of this Project, shall be endorsed by the Contractor's Representative in a manner acceptable to the City. The report shall include sufficient report documentation, including but not limited to:
 - i. Background Information
 - ii. Review of Options
 - iii. Condition Assessments
 - iv. Inspection reports
 - v. Recommendations
 - vi. Conclusions
 - vii. Schedules (as required)
- d) Immediately notify the Contract Administrator or Project Manager of a spill or release.

B3.2 Fuel Handling and storage

Fuels, lubricants, and other potentially hazardous materials as defined in [The Dangerous Goods Handling and Transportation Act](#) shall be stored and handled within approved storage areas.

The Contractor shall:

- i) Be responsible for the supply, safe storage and handling of all materials set forth in this Specification.

- ii) Be responsible for maintaining the fence in a proper working condition. No measurement for payment shall be made for this work.
- iii) Ensure that all fuel storage containers are inspected daily for leaks and spillage.
- iv) Be responsible for washing, refueling and servicing machinery and store fuel and other materials for the machinery in such a way as to prevent any deleterious substances from entering the water.

Environmental impacts associated with the work may include but are not limited to contamination and pollution due to spills, leakage and releases (direct or indirect to surface water, soil and ground water).

B3.3 Materials Handling and Storage

- (i) Construction materials shall not be deposited or stored on or near watercourses without advance written approval from the Contract Administrator.
- (ii) Construction materials and debris shall be tied down or secured if severe weather and high wind velocities are forecasted. Work shall be suspended during extreme high wind conditions.
- (iii) Construction materials and debris shall be prevented from entering watercourses. In the event that materials and/or debris inadvertently enter the land drainage system, the Contractor shall remove the material to an appropriate landfill or storage facility and restore the watercourse to its original condition.

Environmental impacts associated with this activity may include but are not limited to contamination and pollution due to spills, leakage and releases (direct or indirect to surface water, soil and ground water).

B3.4 Waste Handling and Disposal

- (i) The Site shall be kept clean and orderly at all times during and at completion of construction.
- (ii) At no time during construction shall personal or construction waste be permitted to accumulate for more than one day at any location on the construction site, other than at a dedicated storage area that may be approved by the Contract Administrator.
- (iii) The Contractor shall, during and at the completion of construction, clean-up the construction area and all resulting debris shall be deposited at a Waste Disposal Ground operating under the authority of [Manitoba Regulation 150/91](#). Exceptions are liquid industrial and hazardous wastes which require special disposal methods.
- (iv) On site volumes of sewage and/or septage shall be removed on a weekly basis at a minimum.
- (v) The Contractor shall ensure sewage, septage, and other liquid wastes generated on Site are handled and disposed of by a certified disposal contractor.
- (vi) Indiscriminate dumping, littering, or abandonment shall not take place.
- (vii) No on-site burning of waste is permitted.

- (viii) Structurally unsuitable site excavation material will be removed by the Contractor.
- (ix) Waste storage areas shall not be located so as to block natural drainage.
- (x) Runoff from a waste storage area shall not be allowed to cause siltation of a watercourse.
- (xi) Waste storage areas shall be left in a neat and finished appearance and/or restored to their original condition to the satisfaction of the Contract Administrator.
- (xii) Equipment shall not be cleaned near watercourses; contaminated water from onshore cleaning operations shall not be permitted to enter watercourses.
- (xiii) Flows will be dissipated so that dewatering discharges minimize erosion at the discharge point and overland flooding.

Environmental impacts associated with this activity may include but are not limited to use of landfills space and proper waste management.

B3.5 Dangerous Goods/Hazardous Waste Handling and Disposal

- (i) Dangerous goods/hazardous waste are identified by, and shall be handled according to [The Dangerous Goods Handling and Transportation Act](#).
- (ii) The Contractor shall be familiar with *The Dangerous Goods Handling and Transportation Act*.
- (iii) Different waste streams shall not be mixed.
- (iv) Disposal of dangerous goods/hazardous wastes shall be at approved hazardous waste facilities.
- (v) Liquid hydrocarbons shall not be stored or disposed of in earthen pits on Site.
- (vi) Used oils and oil filters shall be stored in appropriate drums or tankage until shipment to waste oil recycling centres, incinerators, or secure disposal facilities approved for such wastes.
- (vii) Dangerous goods/hazardous waste storage areas shall not be located to block natural drainage.
- (viii) Runoff from a dangerous goods/hazardous waste storage area shall not be allowed to cause siltation of a watercourse.
- (ix) Dangerous goods/hazardous waste storage areas shall be left in a neat and finished appearance and/or restored to their original condition to the satisfaction of the Contract Administrator.

Environmental impacts associated with this activity may include but are not limited to use of landfills space and proper waste management.

B3.6 Fish

Further to the Fisheries Act and Regulations <https://www.dfo-mpo.gc.ca/acts-lois/index-eng.htm>;

- (i) Due to the presence of spawning fish species, instream works will occur in line with the timing periods as specified by [Fisheries and Oceans Canada](#).
- (ii) Culvert removal, instream bridge construction works, and specified underground works occurring within the riverbank shall be constructed during periods of low flow. Flowing water should be diverted around the construction area using a cofferdam and bypass pump.

Water will be diverted in a manner that avoids sediment generation to downstream areas and does not alter the volume of flow in the watercourse.

- (iii) Any fish trapped within the isolated area will be captured and returned to the watercourse unharmed. Fish includes fin fish, crayfish, and mussels (clams).
- (iv) A buffer of vegetation will be maintained when working along waterways, where possible.
- (v) Amount of disturbance to the bed and banks of the waterbody will be minimized.

Environmental impacts associated with this activity may include but are not limited to conservation management and biodiversity. Decline in conditions of water body and associated ecology in the event that environmental measures are not in place.

B3.7 Wildlife

- (i) No clearing of trees, shrubs, or vegetation is permitted unless otherwise identified by the Contract Administrator.
- (ii) No disruption, movement, or destruction shall occur to any migratory bird nests.

Environmental impacts associated with this activity may include but are not limited to conservation management and biodiversity.

B3.8 Vegetation

- (i) Vegetation shall not be disturbed without written permission from the Contract Administrator.
- (ii) The Contractor shall protect plants or trees which may be at risk of accidental damage. Such measures may include protective fencing or signage and shall be approved in advance by the Contract Administrator.
- (iii) The Contractor shall not remove trees, snags (stand dead trees), surface disturbance and vegetation clearing without prior approval of the Contract Administrator.
- (iv) Herbicides and pesticides shall not be used adjacent to any surface watercourses unless a permit is in place from the appropriate authorities.
- (v) Trees or shrubs shall not be felled into watercourses.
- (vi) Areas where vegetation is removed during clearing, construction, and decommissioning activities, shall be revegetated as soon as possible in accordance with the landscaping plans forming part of the contract, or as directed by the Contract Administrator.
- (vii) Damaged trees which are not viable shall be replaced at the expense of the Contractor.

Environmental impacts associated with this activity may include but are not limited to conservation management and biodiversity.