

CONTRACTOR'S ENVIRONMENTAL RESPONSIBILITY ACKNOWLEDGEMENT FORM



PART 1: COMPANY INFORMATION	
NAME:	
ADDRESS:	
PHONE:	EMAIL ADDRESS:
PART 2: DESCRIPTION OF WORK	
NATURE OF WORK:	
CONTRACT / PO #:	
WORK PERFORMED FOR (NAME OF BRANCH/DEPARTMENT):	

PART 3: CHECKLIST OF CONSULTANT'S ENVIRONMENTAL RESPONSIBILITIES	
<p>As a Contractor for the City of St. Albert, your review and signature of this document is necessary prior to commencement of the work. The items in this checklist are in addition to any specific environmental requirements that are identified in the Contract.</p> <p>Please complete this form by reading and initialing each item in the checklist and then by signing the acknowledgement at the bottom of the document.</p>	
INITIAL	The City of St. Albert's Environmental Sustainability Policy and Commitments – The Contractor acknowledges that they are aware of and will follow the City of St. Albert's Environmental Sustainability Policy (C-EUS-01) and its commitments.
INITIAL	Compliance – The Contractor is aware of and will comply with the legislation that relates to the contracted work.
INITIAL	Awareness and Competence – The Contractor is responsible to ensure that all personnel are aware of applicable environmental requirements and responsibilities, and that all personnel are competent to perform their work.
INITIAL	Environmental Considerations/Impacts – The Contractor must identify and understand the potential environmental impact(s) of my work prior to commencement of the work.
INITIAL	Spills and Releases – The Contractor is aware of their responsibilities that are associated with the reporting, prevention, control, and clean-up of spills or releases that I may cause or discover.
INITIAL	Contamination Discovery – The Contractor is aware that contamination that may be discovered must be reported to the City of St. Albert's Environment Branch.

INITIAL	Outdoor Air Emissions and Air Pollution – Idling of vehicles that is not essential for the performance of work will be minimized (Idle Free Bylaw 16/2007).
INITIAL	Noise – The Contractor will comply with requirements that are specified in the City of St. Albert's Noise Bylaw 31/2006.
INITIAL	Erosion and Sedimentation – The Contractor is aware that they are responsible for erosion and sedimentation control. The City of St. Albert's Erosion and Sedimentation Guidelines are available to assist me in complying with all regulatory requirements.
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INITIAL	Water Management – Water management practices will be implemented to ensure water conservation and proper handling of wastewater.
INITIAL	Tree Protection – Adequate measures shall be implemented to protect public trees in accordance with municipal policies and bylaws.
INITIAL	Pesticide Use – Pesticide applications are to be conducted by qualified individuals under a Pesticide Service Approval from Alberta Environment. Pre-notification and a chemical use summary are to be provided to the Public Works representative for any herbicide use on City property.
INITIAL	Site Management – The site will be managed to prevent adverse impact on the environment.
INITIAL	Waste Management and Recycling – Waste will be managed in accordance with all legislation that governs handling, storage, transportation and disposal of hazardous and non-hazardous wastes. Applicable waste shall be diverted from landfills through recycling.
INITIAL	Imported Fill Material – All fill material must be approved by the City of St. Albert's project representative. Contractors will test the materials if requested by the City.
INITIAL	Ground Disturbance – The Contractor will follow all legislation and make all reasonable efforts to locate all underground facilities prior to any disturbance.
INITIAL	Chemical Management – The Contractor will transport, handle, store and use chemicals in accordance with TDG and WHMIS 2015 legislation and systems.
INITIAL	Fueling and Fuel Storage – Fueling activities will take place a minimum of 100 m from any waterbody and away from drains. Fuel will be stored in proper containers and tanks protected from incidental contacts.
INITIAL	Noxious and Invasive Vegetation – The Contractor will control all weeds at the work site. All equipment and vehicles will be cleaned prior to arriving on site.
INITIAL	Wildlife Impacts – The Contractor will ensure that wildlife and habitats are not adversely affected or disturbed during their work.
INITIAL	Restricted Activity Periods – The Contractor is aware of mandated restricted activity periods for work around the Sturgeon River. The City of St. Albert may impose additional requirements.

I have received and understand the information in the Contractor's Environmental Responsibilities Package, and I understand that it is my responsibility to comply with these requirements and communicate this information to all onsite personnel that are engaged in carrying out the work or providing material to the site.

AUTHORIZED COMPANY REPRESENTATIVE (SIGNATURE)

NAME OF COMPANY REPRESENTATIVE (PLEASE PRINT)

DATE OF ACKNOWLEDGEMENT

PART 4: DISTRIBUTION OF FORM

Forward a copy of the signed Contractor's Environmental Responsibilities Acknowledgement Form to the EMS Coordinator. Retain original of the Form with contract documents.

The personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used for the purpose of the administration of the Contractor's Environmental Responsibilities Acknowledgement Form as required by the Environmental Management System. The information on this form will not be disclosed outside of the City of St. Albert organization. All personal information gathered is protected by the privacy protection provisions of Part 2 of the FOIP Act. If you have any questions about the collection, use or disclosure of this personal information, please contact the Supervisor – Environmental Management at the Infrastructure & Development Services.