

Environmental Protection Plan (EPP) – Checklist

Note: This checklist was developed to assist the Contractor in determining and mitigating environmental issues at site. It is considered a generic checklist and it is in the Contractor's best interest to review the PWGSC Environmental Effects Evaluation (EEE) and/or the Fish and Fish Habitat Report as supporting documents in the completion of the site Environmental Protection Plan (EPP). Applicable provincial and federal guidelines and regulations should be reviewed prior to submission of the EPP.

EPP Framework	Content Requirements	Yes	No	N/A
Project Setting and Site Activities				
<i>Project Description</i>	A brief description of the project and its location is provided.			
<i>Environmental Sensitivities</i>	Sensitive or protected features that could be impacted as a result of the Contractor's activities are described.			
<i>Site Activities</i>	A scope of work and a list of all construction or related activities to be undertaken during the project are provided.			
Project Schedule and Site Drawings				
<i>Project Schedule</i>	A project schedule is provided, including scheduled shut-downs and restricted work periods due to environmental requirements.			
<i>Site Drawing</i>	One or more site drawings(s) are provided, indicating the site location; site set-up and layout; erosion and sediment controls; in-stream work areas; and environmental sensitivities.			
Potential Environmental Impacts and Controls				
<i>Potential Environmental Issues and Impacts</i>	The potential environmental issues and impacts that may result from the construction activities are described. Environmental Reports (Environmental Effects Evaluation, Environmental Assessments; Fish and Fish Habitat and Compensation Reports, Aquatics Effects Evaluations etc) will be provided to the contractor especially with respect to any in-stream work procedures that will be required. For example, in-stream works will impact fish and fish habitat in the surrounding ecosystem and potentially upstream and downstream of proposed works. It is the Contractor's responsibility to ensure the work is completed in a manner that causes the least impact on the ecosystem (see section on Mitigation).			
<i>Permits, Approvals, and Authorizations</i>	List required permits, approvals and authorizations. As applicable, environmental mitigation measures prescribed by regulatory agencies and included in project permits, approvals and authorizations are described. NOTE: DFO, MOE and NWPAs approvals and authorizations for in-stream works are PWGSC's responsibility however, the Contractor must be aware of the requirements of these approvals/authorizations. Permitting for water withdrawal from the water body as part of construction activities is part of the Contractor's responsibility. Scientific Collection Permits such as licences for Fish Salvage Permits are also the responsibility of the Contractor and are obtained by the Contractor's environmental monitor/consultant* who will be completing the salvage.			

Mitigation Strategies	Procedures, controls or best management practices (BMPs) to prevent or reduce adverse impacts on the environment are provided. For example, all work in BC must adhere to the BC MOE “Standards and Best Practices for Instream Works” for those works that are completed below the high water mark. DFO mitigation techniques under the Fisheries Act must also be followed. One useful document that contains information on Ministry of Environment’s ecosystems, guidelines and mitigation techniques is from the MOE Ecosystems Branch – Develop With Care 2014 – Environmental Guidelines for Urban and Rural Land Development in BC.			
Erosion and Sediment Control	Erosion and sediment controls are provided, as appropriate for the jurisdiction.			
Waste Management and Hazardous Materials				
Waste Management and Hazardous Materials	Hazardous materials that will be used and/or stored on site are listed. Expected hazardous and non-hazardous waste materials along with proper handling, containment, storage, transportation and disposal methods are listed. As appropriate for the jurisdiction, estimated waste quantities and specific handling procedures are also provided. For example, re-fuelling of equipment will be conducted at least 30m away from any active drainage courses.			
EPP Implementation				
Site Representative	Name(s) and contact details for the person(s) who will be the Contractor’s Site Representative(s) are provided.			
Training and Communication	Training and communication details are provided.			
Monitoring and Reporting	Monitoring and inspection procedures, including a schedule of monitoring activities and reporting procedures are provided. For example, this would include downstream monitoring activities for increased siltation during in-stream works.			
Documentation	Information and/or records that will be maintained relating to the EPP and end environmental matters on the project site are described.			
EPP Update	EPP review and update procedures are provided.			
Environmental Emergency Response Procedures				
Environmental Emergency Response Procedures	Potential incidents that may impact the environment are identified, and emergency response procedures to prevent and respond to incidents are provided. An environmental emergency response contact list is also provided.			

***Environmental Monitor/Qualified Professional as recognized by the province:** an applied scientist or technologist specializing in a relevant applied science or technology including, but not necessarily limited to, agrology, forestry, biology, engineering, geomorphology, geology, hydrology, hydrogeology or landscape architecture, and who is registered in British Columbia with their appropriate professional organization, and acting under that association's Code of Ethics and subject to disciplinary action by that association, and who, through demonstrated suitable education, experience, accreditation and knowledge relevant to the particular matter, may be reasonably relied on to provide advice within their area of expertise.