

Annex A

Statement of Work

1. Project description

Library and Archives Canada (LAC) preserves the documentary heritage of Canada and is a source of enduring knowledge accessible to all, contributing to the advancement of Canada as a free and democratic society. LAC facilitates cooperation among communities involved in the acquisition, preservation and diffusion of knowledge and serves as the continuing memory of the Government of Canada and its institutions.

LAC is currently in the final stages of constructing a state of the art high-density collection storage facility at 635 Blvd. du Carrefour in Gatineau, Québec. This new facility will allow LAC to centralize much of its holdings of archival material, primarily textual material and Motion Picture Film, out of two of its buildings into this new, preservation facility.

LAC requires a contractor for the physical move of archival material from two (2) of LAC's existing facilities; Renfrew Archives Centre (RAC), located in Renfrew, Ontario, and the Preservation Centre (PC), located in Gatineau, Québec, to its new location in the new facility in Gatineau, Québec as well as internal moves of collections within the preservation centre (PC).

| Building | Address |
|-------------------------------|---|
| New Facility | 635 Du Carrefour Boulevard, Gatineau, Québec, J8T 8L8 |
| Preservation Centre (PC) | 625 Du Carrefour Boulevard, Gatineau, Québec, J8T 8L8 |
| Renfrew Archives Centre (RAC) | 770 Gibbons Road, Renfrew, ON K7V 0B7 |

The contract will be in effect from date of contract award until May 2024. The relocation is estimated to take approximately 24 months to complete and is currently targeted to begin in July 2022.

2. Requirements and information for the moving company

2.1 General Information

- 2.1.1 The contractor's mandate is to provide labor, transportation, and materials to support the physical relocation of the archival materials. A description of the containers to be moved can be found in Appendix B. Due to various constraints, the move at the Preservation Centre is to start well before the move of material currently located in Renfrew. The project timeline can be found in Appendix A.
- 2.1.2 LAC will maintain full ownership of the system ingest process into the new facility's vaults, at the PC and at RAC. This includes staff planning and preparation as well as

daily support to maintain a consistent routine for ingest of the materials into the vaults and in the other facilities.

- 2.1.3 As containers are removed from the shelves and placed onto transportation devices to be moved, or removed from the transportation devices to be ingested into the new facility, LAC employees will scan the boxes to the transportation devices, to the different rooms and at ingest throughout the process. This is an essential step in the workflow to ensure the tracking of the collections at all times throughout the move -and might slow down the packing and unpacking steps.
- 2.1.4 Internal documents will follow the collection items on their transportation devices throughout their move, these documents will be delivered to the receiver at delivery.
- 2.1.5 It is expected that standard equipment will be provided and used by the contractor to unload plastic skids from the truck. Equipment includes electric and manual pallet jacks. Proper loading requirements to ensure security and overall safety are expected of the contractor.
- 2.1.6 Each building dock is different, as is access to the secure envelopes of the building (where it's safe to temporarily store the transportation devices containing collections). Upon removal from the truck, each plastic skid barcode will be scanned by LAC staff, as well as crosschecked against the Bill of Lading and Upload Results. Plastic skids will be moved to the designated holding area.
- 2.1.7 From the Holding Area, material will then be moved to the collection storage areas (vaults, rooms, stacks) by the mover. Where required, movers will take apart plastic skids and place the collection material on smaller carts and move them into the collection storage area and place them on a shelf, where LAC staff will scan container barcodes.

2.2 Truck Transportation Requirements

- 2.2.1 Climate controlled conventional tractor semi-trailer (trucks) with barn doors will be used to transport the archival materials from Renfrew to Gatineau. LAC will check the interior temperature of each truck before loading (must be kept climate controlled year-round)
- 2.2.2 All trucks to be used must be clean and free of debris. LAC will inspect each truck prior to the commencement of any loading and reserves the right to reject a truck based on lack of cleanliness or poor maintenance.
- 2.2.3 The maximum capacity for a semi-trailer unit is estimated at 24 plastic skids. No double stacking is allowed.
- 2.2.4 The move will be carried out through all four seasons. Regulations regarding spring thaw period are to be taken into consideration when planning resources.
- 2.2.5 All items must be secured, ensuring minimal movement to all containers, transportation devices, etc. If move blankets or pad wraps are to be used, they must be free of dirt, dust, and other debris at all times throughout the move. LAC recommends new blankets be purchased and used for this project.

- 2.2.6 The Contractor will inform LAC immediately should any incident occur during shipment. In the event of a mechanical failure rendering the vehicle inoperative, or any other Emergency situation, the Contractor must notify the LAC Project Manager immediately, who will initiate assistance. The LAC contact list must be posted in the cab of each truck. If service to the vehicle is necessary, before the truck is towed to a service centre for repair, another truck will be dispatched to the scene to transfer the load and complete the run. The LAC Project Manager will dispatch the appropriate personnel to the scene to oversee and if required, assist with the transfer. The truck and its contents cannot be left unattended and the cargo cannot be accessed unless the truck is located in an approved and secure location and LAC staff are on hand. The Contractor will be able to provide a back up truck in the event of a breakdown.
- 2.2.7 The Contractor will follow a trucking route approved by LAC. Both a primary route (to be followed and a secondary route (in case it is required) will be developed and approved by LAC ahead of time
- 2.2.8 The Contractor may not transport non-LAC Material on the same shipment as LAC collection Material.
- 2.2.9 Semi-trailers will require unpinning for loading and unloading of material.
- 2.2.10 Vehicles arriving at the destination location must be unloaded the same day. A detailed Chain of Custody process is to be followed from dock to dock.
- 2.2.11 A second trailer will be delivered at the Renfrew location and left unpinned to enable preparations for the following day's trip.
- 2.2.12 Standard truck loading procedures will apply to all palletized materials. It is expected that standard equipment will be provided and used by the contractor to load plastic skids into the truck. Equipment includes electric and manual pallet jacks. Proper loading requirements to ensure security and overall safety are expected of the contractor.

2.2.12.1 Prior to the departure of any loaded truck, the Shipment Bill of Lading must be prepared, reviewed, and confirmed by both the move contractor and LAC employees.

The contractor will prepare the Bill of Lading and will issue the document to LAC's dock supervisor. Upon arrival, the Bill of Lading will be passed along to LAC's dock supervisor at delivery and both the hard copy and a back-up copy retained.

Items that the Bill of Lading will include:

- Shipper and receiver names and locations
- Date of shipment
- Freight classification
- Exact weight of shipment
- Declared value of shipment
- Type of packaging included in shipment (boxes, cartons and pallets)
- Number of pallets / carts / transportation devices
- Truck Seal number
- Special instructions for driver
- Required documentation by LAC example: Uploads Package

2.3 Collection security during truck transportation

- 2.3.1 Truck seals will be provided to the contractor by LAC and affixed to the exterior of the truck doors.
- 2.3.2 LAC staff will validate the placement of the truck seal once the loading of the truck has been completed.
- 2.3.3 LAC staff will retain the number of the truck and seal. Trailer doors will be locked – locks and keys to be provided by LAC. The key will be carried in the truck cab in a distinct box to be handed to LAC staff at the receiving dock.
- 2.3.4 Drivers will receive a letter to carry with them, which will provide an explanation that the -trailer can only be opened in a location approved by LAC, should the truck be stopped by the department of transport or police corps.
- 2.3.5 At destination, LAC staff will remove the truck seal and open the doors.
- 2.3.6 Contents of the truck will be cross checked against the documentation package.
- 2.3.7 A complete Chain of custody is available in Appendix G.

2.4 Contractor Supplied Equipment and Materials

- 2.4.1 The contractor is required to supply moving equipment and materials. The contractor cannot use LAC or Service provider's equipment on site unless authorized to do so in the case of specialized transportation devices.
- 2.4.2 LAC's strict Integrated Pest Management(IPM) program requires all Personal Protective Equipment (PPE), equipment and material be clean, exempt of dust and debris, insect, dirt and other contaminants. LAC can refuse use of material or trucks after inspection.
- 2.4.3 Due to the IPM, only plastic plastic skids are to be used, LAC requires a minimum of 250 plastic plastic skids dedicated to this move.
- 2.4.4 Only electric and Manual pallet jacks are accepted in LAC buildings
- 2.4.5 Any transportation device the contractor wishes to use has to be approved by LAC. No dollies or other 'tilted' transportation devices can be used for this move.
- 2.4.6 Collections that will be travelling on trucks will be prepared, placed on transportation devices and ready to load one day ahead of the move. While collections are being transported, the contractor will ensure the equivalent of one day' worth of transportation devices and plastic plastic skids are available and being used to pack more collections.
- 2.4.7 The contractor must provide a sufficient quantity of transportation devices & equipment at all locations to allow uninterrupted workflow.

3. Building information and Requirements

3.1 General building information

3.1.1 All move activity will work within the building information and requirements that are noted below. The move activities need to work with and around the day-to-day operations. Move loading and delivery schedules will be agreed with the contractor to ensure there is no impact to LAC daily operations.

3.1.2 Building Information :

| Requirements | New Facility | Preservation Centre | Renfrew |
|-------------------------|---|--|--|
| Open to Public | NO | NO | NO |
| Hours of Operation | 7:00am - 3:00pm | 7:00am - 3:00pm | 7:00 am – 4:00 pm (staff on site) |
| Everyday Operations | Not yet determined | LAC's CSF truck leaves loading dock at 8:00am and returns 9:15am -9:30am LAC's Ottawa-Renfrew-Gatineau truck arrives 11:00-11:30am and leaves before 11:45am. | One LAC 5 truck arrives once a day between 8:00-9:00am. |
| Loading Dock Operations | 1 loading dock enclosed; can accommodate 53' semi-trailer (unpinned). | 3 accessible loading docks that can be used for the move and with Operations (both archival and building operations); enclosed; can accommodate 53' semi-trailer (unpinned). Not planned to be used for this move. | Enclosed can accommodate 53' semi-trailer (unpinned). |
| Truck Specifications | 53' semi-trailer | 53' semi-trailer | 53' semi-trailer |
| Stack Specifications | Stacks are located in 6 secure vaults and are not accessible; Collection is ingested via an Automated Storage Retrieval System (ASRS) system; no elevators. | Stacks are located in secure vaults on 3 floors; collection is stored on Mobile shelving carriages usually 7-shelves-high; plastic plastic skids are to be left in the corridor, not in the vault; one freight elevator and 2 "people" elevators to go from the loading dock level to the floors where vaults are located. | Stacks are located in several large rooms and two mezzanines, on two floors. Collection is stored on shelving usually 6-shelves-high – some is double-deep. Aisles between stacks are very narrow – only carts fit but there are wider aisles nearby; two freight elevators located at a distance from each other – in some cases, the stacks in the basement do not allow plastic plastic skids to go through so plastic plastic skids must be brought up one elevator and back down the other elevator to get to the dock. |

3.2 Preservation Center

3.2.1 The preservation Centre contains an estimated 408,000 containers to be moved. Of those, an estimated 244,000 are textual material in standard boxes moving to the

new facility, an estimated 143,000 are Films moving to the new facility and an estimated 21,000 are various containers of collection material moving within the Preservation Centre. It is anticipated that there will be construction work occurring in the vaults - as of November 2022, retrofitting the vaults that have already been emptied of collection material (as part of this move project) and continuing throughout the move, well into 2024. Functional Spaces (elevators, hallways...) will have to be shared with construction, LAC operations and the move team.

- 3.2.2 The move work will be occurring in the storage areas over three floors. These three floors are accessible via a freight elevator.
- 3.2.3 Movers will be working in climate-controlled vaults with mobile shelving.
- 3.2.4 To meet project timelines, the work will be done in sets of three (3) teams made up of one (1) LAC staff and two (2) Movers in each building. The number of teams in the new facility is expected to fluctuate depending on the phase of the project. Teams assigned to the New Facility and in the Preservation Center can expect to work in either building as operationally required.
- 3.2.5 Movers will mostly handle cube boxes containing textual material, or film cans
 - Containers are located on shelves at different heights, in compact mobile shelving carriages;
 - Motion Picture film containers are stored horizontally in slots in compact mobile shelving carriages; they must remain horizontal at all times;
 - Movers are to retrieve one box at a time and place it on a transportation device; several containers can be placed on a given transportation device;
 - For Motion Picture Film, LAC staff will indicate how many cans can be placed on the transportation devices;
 - LAC staff scan the containers as they are placed on the transportation devices (only applies to boxes, not film cans);
 - Movers wrap the transportation devices ready for transportation to the new facility via the Link between the two (2) buildings; containers never go outdoors;
 - LAC staff place sequence label and container lists on the transportation devices;
 - Movers take the transportation devices to the new facility via a freight elevator in the PC, and then through the Link between the two (2) buildings and move them to a Holding Area within the new facility.

3.3 Renfrew Archives Centre

- 3.3.1 The Renfrew Archives Centre contains an estimated 183,000 containers of archival material moving to the new facility. The archival material moving is textual material in standard boxes.
- 3.3.2 The work will be occurring on both floors of the building.
- 3.3.3 Containers are located on shelves at different heights; aisles between shelf stacks can be very narrow;
- 3.3.4 To meet project timelines, the work will be done in three(3) teams made up of one (1) LAC staff and two (2) Movers each;
- 3.3.5 Movers are to retrieve one box at a time and place it on a small transportation device (must fit in the aisles);

- LAC staff scan the containers as they are placed on the main transportation devices (located in the main aisles);
 - Movers wrap these transportation devices ready for transportation to the new facility;
 - LAC staff place sequence label and container lists on the transportation devices;
 - Movers take the transportation devices to a Holding Area until they can be placed on the truck;
 - When it's time to transport, the Movers (or the driver) place the transportation devices on the truck; Driver and LAC staff make sure they are properly arranged and strapped in, secured in a way that will prevent any shifting during transport. When fully loaded and just before departure, the truck will be locked and an LAC employee will place a numbered and tamper proof security seal on the door.
- 3.3.6 Transportation from departure to arrival point must be non-stop.

3.4 New Facility

- 3.4.1 The new facility shares an exterior loading dock area and is linked with the existing Preservation Centre. All work will be occurring on the first floor. This new facility is equipped with an Automated Storage and Retrieval System (ASRS). Containers are to be placed on moving units with six (6) shelves; one (1) shelf at a time is presented via a window for the ingest of the containers.
- 3.4.2 For Material coming in from the **Preservation Centre (PC)**, the material will already have been brought to a holding area inside the envelope of the new facility. Movers will be required to unpack the transportation devices from that holding area and place the containers on shelves in the ASRS units. Then LAC staff will perform the required barcode scans to shelf. Supervision at all stations and locations along with trouble-shooting will be ensured by LAC staff.
- Three (3) teams made up of one (1) LAC staff and two (2) Movers;
 - Containers are to be placed on moving units with six (6) shelves; one shelf at a time is presented via a window for the ingest of the containers;
 - Film cans are to be placed inside specialized units fitted with slots;
 - From the Holding Area, the Movers bring the transportation devices to a specific ASRS workstation and unwrap the them;
 - Movers then take the containers (or film cans) and place them on the available shelf in the shelving unit (if film cans, in the available and appropriately sized slots);
 - LAC staff scan the container barcodes, and then move the unit up or down to view the next available shelf (or series of slots);
 - Movers continue placing the containers/cans inside the units.
 - Movers retrieve the next transportation device from the Holding Area and proceed with the next steps.
- 3.4.3 During the delivery stage of material coming in from **Renfrew**, movers will handle collection materials from the truck to a holding area inside the envelope of the new facility. The movers will then be required to unpack the transportation devices and place the containers on shelves in the ASRS units, for LAC staff to then perform the required barcode scans to shelf. Supervision at all stations and locations along with trouble-shooting will be ensured by LAC staff.
- Two (2) teams made up of one (1) LAC staff and two (2) movers each;

- Containers are to be placed on moving units with six (6) shelves; one (1) shelf at a time is presented via a window for the ingest of the containers;
- Movers take the transportation devices off the truck, hand over the lists to LAC staff, and move the transportation devices to a Holding Area;
- From the Holding Area, the Movers bring the transportation devices to a specific ASRS workstation and unwrap the them;
- Movers then take the containers and place them on the available shelf in the shelving unit;
- LAC staff scan the container barcodes, and then move the unit up or down to view the next available shelf;
- Movers continue placing the containers inside the units.
- Movers retrieve the next transportation device from the Holding Area and proceed with the next steps.

3.5 Use of site and facilities

- 3.5.1 LAC staff will coordinate access to sites as required (such as, but not limited to : access cards, access to vaults)
- 3.5.2 LAC staff will allow access to designated resting areas and existing washroom facilities to Contractor personnel during the move on the condition that these facilities be kept clean.
- 3.5.3 The contractor will execute work with least possible interference or disturbances to LAC operations
- 3.5.4 The Contractor must maintain existing services to building and provide for emergency vehicle access
- 3.5.5 LAC will designate storage areas for the contractor to store materials.
- 3.5.5.1 Security of the storage area will be the responsibility of the Contractor throughout the move contract.
- 3.5.5.2 The Contractor must not unreasonably encumber site with material or equipment.
- 3.5.5.3 The contractor will move stored products or equipment which interfere with LAC Operations or other tenants upon request.
- 3.5.5.4 Material and transportation devices are put away at the end of each day.

4. Personnel

4.1 Onsite workforce

- 4.1.1 Onsite personnel is required to hold a secret level security clearance at all time during the contract period.
- 4.1.2 The contractor will ensure that the required quantity of movers will be on site and ready to start daily within hours of operations, and will have sufficient handling equipment and tools at their disposal.
- 4.1.3 According to the projected schedule, normal business hours will apply for the move, no overtime or work over the weekend or statutory holidays will be required.

- 4.1.4 The contractor is responsible for planning its employees' schedules and replacing absent employees so that the required amount of movers is onsite every day.
- 4.1.5 LAC requires a single point of contact in the Contractor's organization, available to work with LAC technical authorities as of contract award and before the start of the physical move to finalize move plans, workforce, schedule and materials. This person will take a project leadership role and will be responsible for planning and finalization of logistics, materials and workforce.

This point of contact will (but not limited to):

- Ensure all necessary personnel are on site during the move;
- Be available to attend a number of pre-move planning meetings, checkpoint meetings and be promptly available throughout the move, including calling into checkpoint status meetings for the duration of the contract;
- The contractor will be notified in advance of the date and the expected duration of each meeting; and
- Be the reference person if issues arise onsite that need to be escalated

- 4.1.6 During the move, LAC requires one (1) person on site per building to be LAC's point of contact. This person will (but not limited to):
- 4.1.7 Ensure adherence by Contractor staff to LAC collection handling procedures, move guidelines, and building policies;
- 4.1.8 Provide feedback on project scheduling;
- 4.1.9 Ensure that all required tasks and services are carried out within the prescribed project time frames;
- 4.1.10 Ensure that Contractor staff are trained on, hold valid operator's license for, and operate any and all equipment provided by the Contractor legally and safely;
- 4.1.11 Being responsible for Contractor staff at all times;
- 4.1.12 Attending training sessions conducted by LAC staff;
- 4.1.13 Adhering to all LAC collection handling procedures, move guidelines, and building policies;
- 4.1.14 Be trained in the use of, and hold a valid operator's license as required for, any and all equipment supplied by the Contractor and follow guidelines for safe operation;
Wearing all required PPE;
Provide direction to their respective onsite team of movers in each building locations.

4.2 The Contractor is required to provide an adequate number of **Movers** to ensure that project timelines are met. The quantity of Movers may fluctuate depending on the stage of the project and the work site. LAC requires 12-20 Movers on site at different times throughout the move. The Contractor is required to assess the project requirements and propose a quantity of Movers required for LAC approval. Duties of the Movers include, but are not limited to:

- 4.2.1 Physically lifting, moving, carrying, organizing, staging, arranging, and packing archival material on to transportation devices to be shipped from the origin points;
- 4.2.2 Safely moving transportation devices packed with archival material, either carts or skids, from the PC across the Link to the new facility or within the PC or RACs;
- 4.2.3 Loading transportation devices packed with archival material on to delivery trucks and ensuring compliance with LAC Care and Handling procedures ;

- 4.2.4 Receiving transportation devices packed with archival material, and moving, arranging and staging archival material at the delivery points;
- 4.2.5 Moving transportation devices packed with archival material to collection ingest points (pick stations within the new facility or other vaults within the PC), unpacking collection containers, and physically placing collection containers onto new shelving as directed by LAC staff;
- 4.2.6 Packing collection containers on to skids and wrapping for transport as directed by LAC staff;
- 4.2.7 Ensure collection containers and transportation devices remain in order and with accompanying documentation;
- 4.2.8 Attending training sessions conducted by LAC staff;
- 4.2.9 Adhering to all LAC collection handling procedures, move guidelines, and building policies;
- 4.2.10 Be trained in the use of, and hold a valid operator's license as required for, any and all equipment supplied by the Contractor and follow guidelines for safe operation; and
- 4.2.11 Wearing all required PPE.

4.3 The Contractor is required to provide **Drivers** to safely transport archival materials to and from the LAC locations. Duties of Drivers include, but are not limited to:

- 4.3.1 Ensuring delivery truck is on site, fueled, clean, at the correct temperature, and ready for loading as required by the Move Schedule;
- 4.3.2 Conducting inspections of truck and equipment;
- 4.3.3 Assist with loading, securing, and unloading of transportation devices;
- 4.3.4 Transporting collection material from origin point to delivery point according to planned non-stop route and move schedule;
- 4.3.5 Wheel chocks must be used when loading and unloading the vehicle/trailer using proper equipment;
- 4.3.6 Be aware of and comply with main non-stop route and alternate non-stop route determined by LAC;
- 4.3.7 Communicating with appropriate LAC resources when necessary, such as in the event of a delay, mechanical issue, or need to follow an alternative route;
- 4.3.8 Attending training sessions conducted by LAC staff;
- 4.3.9 Completing all necessary paper work, including mechanical inspection, road and rest hour logbook, vehicle management;
- 4.3.10 Adhering to all LAC collection handling procedures, move guidelines, and building policies;
- 4.3.11 Be trained in the use of, and hold a valid operator's license as required for, any and all equipment supplied by the Contractor and follow guidelines for safe operation;
- 4.3.12 Wearing all required PPE;
- 4.3.13 Complying with guidelines detailed in Appendix C, D and E.

4.4 Health and Safety

- 4.4.1 All Contractor employees shall wear appropriate personal protective equipment (PPE) at all times and any other required PPE. All employees who do not comply

with the safety rules will be asked to leave the premises by the Contractor under the direction of LAC staff

- 4.4.2 CSA Canadian Standards Association approved footwear, minimum level of Yellow Triangle (puncture protection and steel toe), must be worn at all time with no exception and the LAC Technical Manager or his representative maintains the right to refuse contractors working without the proper footwear.
- 4.4.3 At least one (1) member of the moving company on site at all times, for the duration of the contract, have a valid First-Aid certificate.

4.5 Conduct

- 4.5.1 Smoking, food and beverages are only allowed in areas designated by LAC staff or the LAC Technical Authority.
- 4.5.2 Contractor staff must keep their work areas tidy, clean up after themselves, and ensure that all waste and recycling is placed in the proper receptacles.
- 4.5.3 The use of abusive or offensive language is not permitted on LAC work sites. Contractor employees must not participate in disruptive activities, which may interfere with normal and efficient client operations.
- 4.5.4 The Contractor will maintain satisfactory standards of employee competency, conduct, cleanliness, appearance and integrity and will be responsible for taking such disciplinary action with respect to employees as required.
- 4.5.5 Contractor employees who perform services under this contract will always be in uniform identifying themselves as employees of the Contractor. Each contractor employee must adhere to standards of conduct that reflect credit on themselves and their employer.
- 4.5.6 Neglect of duties is not acceptable. This includes unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during work hours and refusing to render assistance or to cooperate in upholding the integrity of the work site security.
- 4.5.7 Contractor employees will be on site only for performance of contractual duties and not for other business or personal purposes.
- 4.5.8 LAC or their designate may require the Contractor to remove any employee LAC deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment is deemed by LAC to be contrary to its best interests. The Contractor will immediately replace such an employee to maintain continuity of services at no additional cost. LAC reserves the right to terminate the agreement and/or remove moving staff in the case of misconduct.

5. Output/deliverables

- 5.1 The safe relocation of archival collection containers from the points of origin to delivery points within schedule;
- 5.2 Up-to-date lists of all Contractor employees working at LAC sites to be made available to LAC upon request;
 - 5.2.1 Monitor and report on schedule compliance or deviation;

- 5.3 Monthly Tracking Reports documenting work hours, progress & materials in electronic format;
- 5.4 Weekly Progress Reports in electronic format including:
 - 5.4.1 Number of truckloads packed and delivered, number of transportation devices packed and delivered per day, number of containers packed and delivered per day;
 - 5.4.2 Summary of progress per site including percentage relocated (complete), percentage remaining to relocate ;
 - 5.4.3 Number of man hours worked over the reporting week and to date, employees on site;
 - 5.4.4 Issues and risks reports
 - 5.4.5 Incident reports
- 5.5 Ad-hoc reports.

6. Damages and Protection of Goods and Premises

- 6.1 Prior to commencement of work, the Contractor must participate in an on-site visit of the LAC work sites to identify any areas of concern or which requiring special protection and to determine the base condition of the site.
- 6.2 The Contractor must take all necessary measures to ensure protection of the LAC work sites. This could include, but is not limited to, installing temporary ramps to transition uneven floor levels, installing temporary floor protection, installing temporary protection for corner guards, doorjamb , glazed doors, furniture, or millwork. The Contractor shall remove and dispose of all materials used for the temporary protection of LAC work sites at completion of the collection move.
- 6.3 Special precautions must be taken by the Contractor to ensure that flooring is adequately protected from material handling equipment.
- 6.4 At a minimum, all such equipment supplied by the Contractor and used in the interior of LAC work sites must be maintained free from grease and dirt and be equipped with rubber-tired wheels having a minimum diameter of 3 ½”.
- 6.5 The Contractor will ensure that LAC property and collection material is protected against inclement weather during the loading and unloading of delivery trucks.
- 6.6 In the event of any damages during the collection move, the Contractor must immediately advise the LAC Technical Authority of the damage in an initial deficiency report to be prepared by the Contractor. The Contractor is responsible for repair and the costs to repair of any damages caused by the Contractor to LAC building elevator interiors, exteriors, walls, doors, etc.

7. Departmental Support

- 7.1 LAC will provide documentation to the Contractor for project planning proposes during the initial stage of the contract and will inform the Contractor in the event of any changes or revisions.
- 7.2 LAC will provide collection care and handling training to Contractor staff as well as rules and guidelines for working on LAC work sites, physical control procedures and any other related or required documentation.
- 7.3 The LAC Project Manager, Technical Authority and Move Team will make themselves available to the Contractor for the purposes of knowledge transfer, questions, queries and decision approvals.

- 7.4 Each Contractor move team will be assigned an LAC employee to provide daily support relating to the preparation and move of collection materials.
- 7.5 Schedule for the upcoming week will be provided ahead of time.
- 7.6 Regular meetings will be held between LAC Project Team and contractor beginning in preparation phase, throughout physical moves and close out.
- 7.7 LAC will provide the health and safety plan for all LAC work sites, including location of first aid kits and evacuation routes.
- 7.8 In the event of an accident involving collection material, LAC will take over from the Contractor in terms of safely retrieving the affected material and transporting to an LAC site for treatment.
- 7.9 LAC will manage and provide collection tracking details and lists.

8. Collection Material Care and Handling procedures

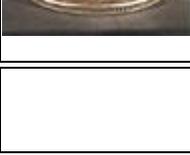
- 8.1 The following are examples of LAC procedures for the care and handling of collection material. Final procedures will be provided by LAC to the Contractor prior to the commencement of work.
 - 8.1.1 No food or drink is allowed in collection storage or transportation areas. Rest areas and lunchrooms will be designated for Contractor staff.
 - 8.1.2 No outerwear can be worn inside collection storage areas. Lockers will be provided to for Contractor staff for coats, bags, umbrellas, etc.
 - 8.1.3 Do not use hand lotion or sanitizer before handling containers. Hands must be dry before handling containers.
 - 8.1.4 Wash hands frequently and avoid touching surfaces that could transfer grease or other substances to collection containers or transportation devices.
 - 8.1.5 Always use a transportation device to move collection containers. Do not carry collection containers by hand. Before picking up a collection container have a transportation device close by to set it down. Always move a transportation device to collection material rather than the opposite.
 - 8.1.6 Make sure the work area is clean and uncluttered to allow for unobstructed paths of travel.
 - 8.1.7 Make sure the entire container rests on the surface of the transportation device. No part of a container should every hang over an edge.
 - 8.1.8 Have two people transfer oversized or heavy material directly onto a transportation device.

- 8.1.9 Maintain the orientation of collection containers; oversize materials that are shelved flat must stay flat, upright materials must always remain straight upright.
- 8.1.10 Ensure transportation devices are clean and move smoothly before using.
- 8.1.11 Under no circumstances may collection material ever be placed directly on the floor.
- 8.1.12 Use both hands to support Collection material completely when moving it.
- 8.1.13 At all times during the move, ensuring the security of the collection is the primary objective, as is maintaining it in an appropriate environment. This means, whether in a building or on a truck, collection material must always remain within a secure area, in a controlled environment (temperature and humidity is monitored) away from direct heat sources or water, and where pest management activities are carried out. All move team members are required to respect security of the collection and environmental guidelines.
- 8.1.14 LAC reserves the right to, at any time, halt the collection move activities if LAC staff feel that collection materials are at risk and to keep work suspended until the Contractor corrects the deficiency.

Appendix B

Container Sizes and descriptions

| Image | Code | Description | Material | Dimensions |
|---|------|------------------|-----------|-------------------|
|  | B10S | Box - standard | Cardboard | 40.6L 12.0W 27.4H |
|  | B15S | Box - standard | Cardboard | 40.6L 17.5W 27.4H |
|  | B17S | Box - standard | Cardboard | 41.2L 17.2W 26.8H |
|  | B20S | Box - standard | Cardboard | 40.6L 20.0W 26.8H |
|  | B24S | Box - standard | Cardboard | 40.6L 24.0W 26.8H |
|  | B30S | Box - standard | Cardboard | 40.6L 30.0W 26.8H |
|  | M104 | Film - 16mm/400' | Metal | 6 7/8" x 1" |
|  | M108 | Film - 16mm/800' | Metal | 10 3/8" x 1" |

| | | | | |
|---|------|-------------------|---------|------------------|
|  | M112 | Film - 16mm/1200' | Metal | 12" x 1" |
|  | M116 | Film - 16mm/1600' | Metal | 13 5/8" x 1" |
| | M120 | Film - 16mm/2000' | Metal | 14 7/8" x 1" |
|  | M204 | Film - 35mm/400' | Metal | 7" x 1 7/8" |
|  | M210 | Film - 35mm/1000' | Metal | 10 1/4" x 1 7/8" |
|  | M212 | Film - 35mm/1200' | Metal | 12 1/8" x 1 7/8" |
|  | M220 | Film - 35mm/2000' | Metal | 15" x 1 7/8" |
| | P104 | Film - 16mm/400' | Plastic | 6 7/8" x 1" |
|  | P108 | Film - 16mm/800' | Plastic | 10 3/8" x 1" |
|  | P112 | Film - 16mm/1200' | Plastic | 12" x 1" |
|  | P116 | Film - 16mm/1600' | Plastic | 13 5/8" x 1" |

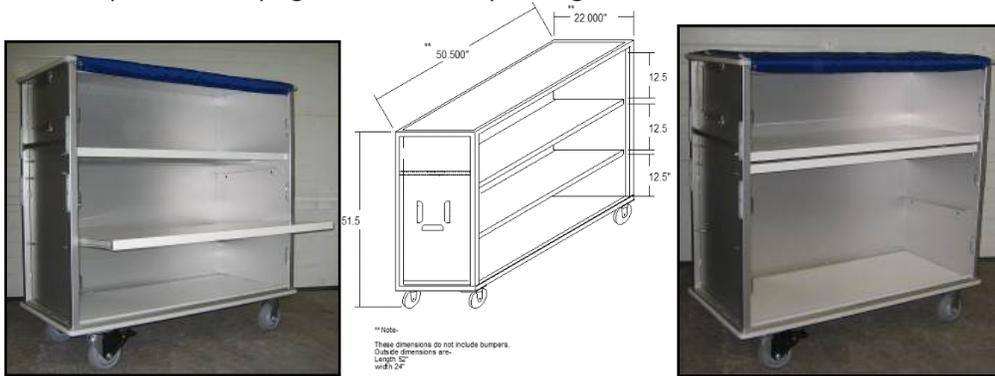
| | | | | |
|--|------|-------------------|---------|------------------|
|  | P120 | Film - 16mm/2000' | Plastic | 14 7/8" x 1" |
|  | P204 | Film - 35mm/400' | Plastic | 7" x 1 7/8" |
|  | P210 | Film - 35mm/1000' | Plastic | 10 1/4" x 1 7/8" |
|  | P212 | Film - 35mm/1200' | Plastic | 12 1/8" x 1 7/8" |
|  | P220 | Film - 35mm/2000' | Plastic | 15" x 1 7/8" |

APPENDIX C

LAC TRANSPORTATION DEVICES

Upright cart (Tonyboy)

The upright cart is an aluminum three-shelved cart used for the transportation of LAC collection material. It is the standard cart used at LAC. The middle shelf is extendable and removable to accommodate larger items. The upright cart is equipped with a nylon cover that can be pulled down over the opening to protect and secure material. It is kept in place by Velcro straps that can be locked when required. The upright cart has two pivoting wheels that lock and two fixed wheels.



Enclosed transportation device.

The shelves are 48\" long x 20\" deep with 12\" clearance between.

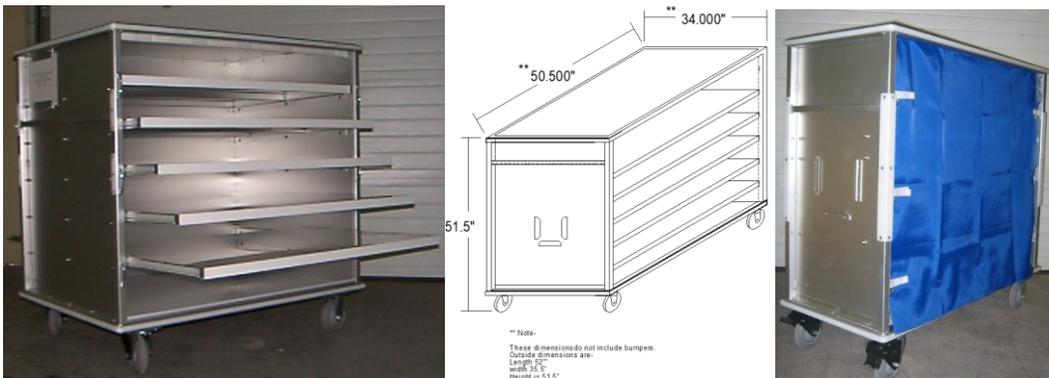
The lower shelf slides out and is stored below the middle shelf for taller items.

A nylon flap covers the cart front during transport.

Wide (War) wagon

Wide wagon

The wide wagon, also known as a \"war wagon,\" is an aluminum cart with five pull-out shelves, used mostly for the transportation of H-2 and H-3 folders and for large flat containers. The wide wagon is equipped with a nylon cover that can be pulled down over the opening to protect and secure material. It is kept in place by Velcro straps that can be locked when required. The wide wagon has two pivoting wheels that lock and two fixed wheels.



Enclosed transport of up to size A0 documents.
The shelves are 850 by 1200 mm (33" by 48").
The clear space between shelves is 130 mm (5").
The shelves slide out for easy access to contents.
A nylon flap covers the cart front during transport.



Book truck

The Book Truck is a two- or three-shelved cart constructed of either wood or metal. It is used for the transportation of collection material within buildings only.



Flat truck

The flat truck is a wood and metal cart with a flat bottom, no sides and a large handle. It is used for the external transportation of boxes. The wooden flat truck has non-locking phenolic casters, while the metal truck has non-locking air-filled pneumatic tires.



Appendix D

Packing plastic skid Procedure

Items relocating will be in move ready state prepared by LAC's Move Prep Team. Depending on the Departure Building (and type of containers being moved), the transportation device for the containers can be either a plastic skid, an upright cart, a flat-truck or other cart deemed solid and acceptable by LAC. LAC reserves the right to refuse a transportation device that is too high, too dirty or too damaged to accept collection materials. If using plastic skids, the movers will place the boxes onto plastic skids which hold 36 linear feet per plastic skid (estimated 40 standard B30S boxes).

1. Plastic skid Requirements:

- Plastic material only should be used.
- 48 inches x 40 inches, slats are 4 in. across, spacing not to exceed $\frac{3}{4}$ ".
- Solid in construction, not visibly broken or damaged, and judged strong enough to support the weight of the load.



2. Preparing the Plastic skid:

- Place a layer of cardboard on the plastic skid, to act as a barrier between the plastic skid and the containers being placed on it.
- If the plastic skid is inadequate in any way but must still be used, lay a double layer of cardboard on top of the plastic skid before packing (adds strength and support to the bottom of the plastic skid).



3. Packing the First Layer:

- Ensure to leave a space between the boxes in the vertical rows.
- Stagger the spaces between the boxes and continue to do so in each layer.



4. Packing the Second-Fourth Layers:

- Continue the same pattern for the second layer, pack the plastic skid in the opposite direction to ensure the gaps and spaces are staggered.
- Four boxes down the right side horizontally, three boxes down the left side and middle vertically, with staggered spaces, opposite of the first layer.
- Place cardboard between the 2nd & 3rd layer of boxes.
- Continue the pattern, changing it slightly to ensure spaces between layers are staggered.
- A maximum of four layers can be stacked on each plastic skid.



5. Finalizing the Plastic skid:

- Once the plastic skid is fully packed, the plastic skid must be shrink-wrapped, covering all four sides and top.
- Each plastic skid will have a barcode for tracking purposes.
- Additional labeling may be required to clearly note the number of boxes on the pallet. This can be reviewed and agreed upon finalization of the process.



Placement of smaller boxes follow similar process but the layout on the skid is slightly different:

B20 boxes, 13 boxes per row:



Figure 1 Skid of B20's, layout for rows 2 & 4



Figure 2 Skid of B20's Layout for rows 1 & 3



Figure 3 Skid of B10's, rows 1 &3, 25 boxes per row



Figure 4 cardboard between each row (all formats)

Appendix E

Packing film Canisters Procedure

Film cans will be moved using custom transportation devices already at LAC. Regardless of dimension, film cans are stacked no more than three high. Film cans are to be kept horizontally during manipulation.



Figure 5 Small film cans on a transportation device. 54 per shelf, 162 total.

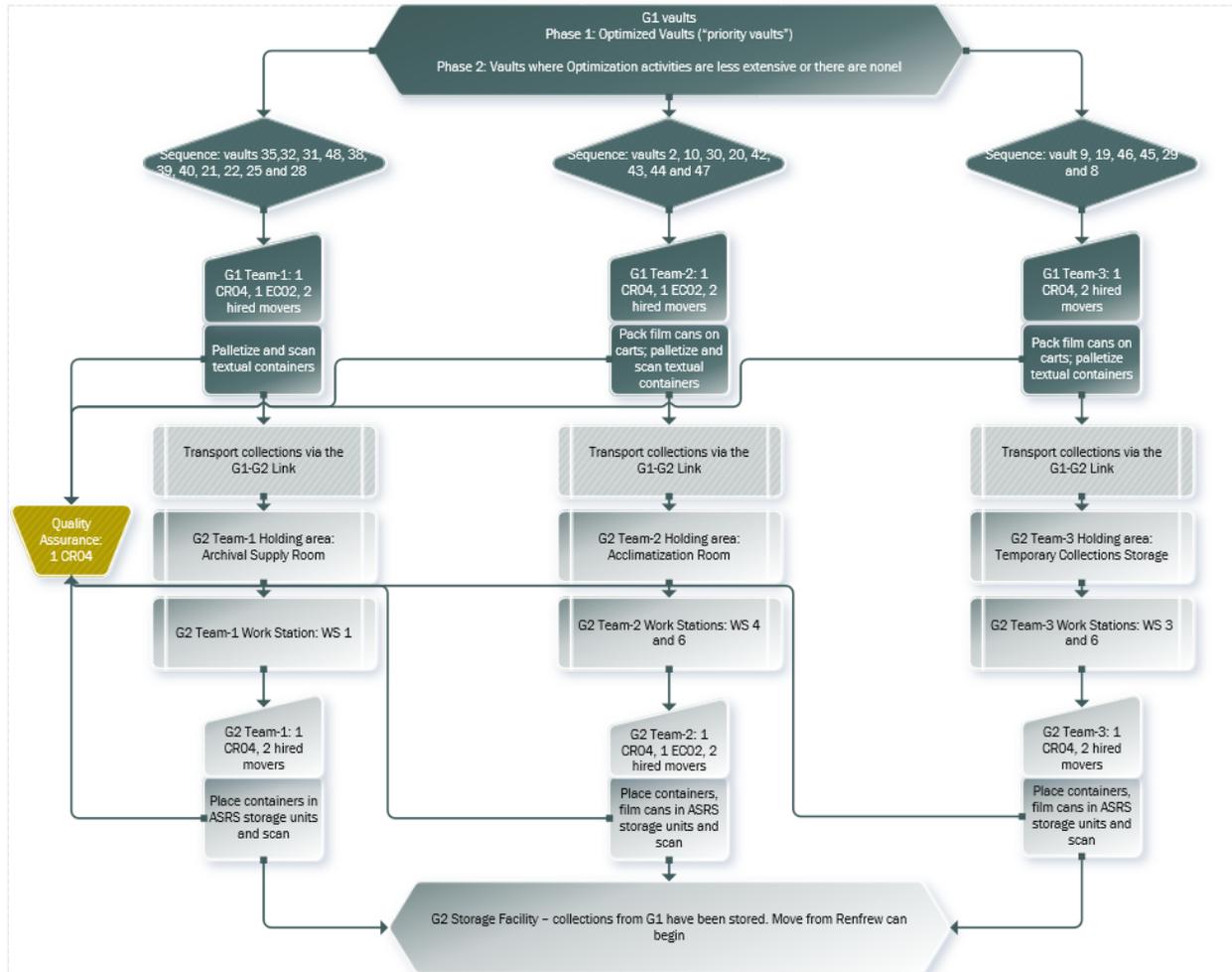


Figure 6 Large film cans, 12 per shelf, 36 total

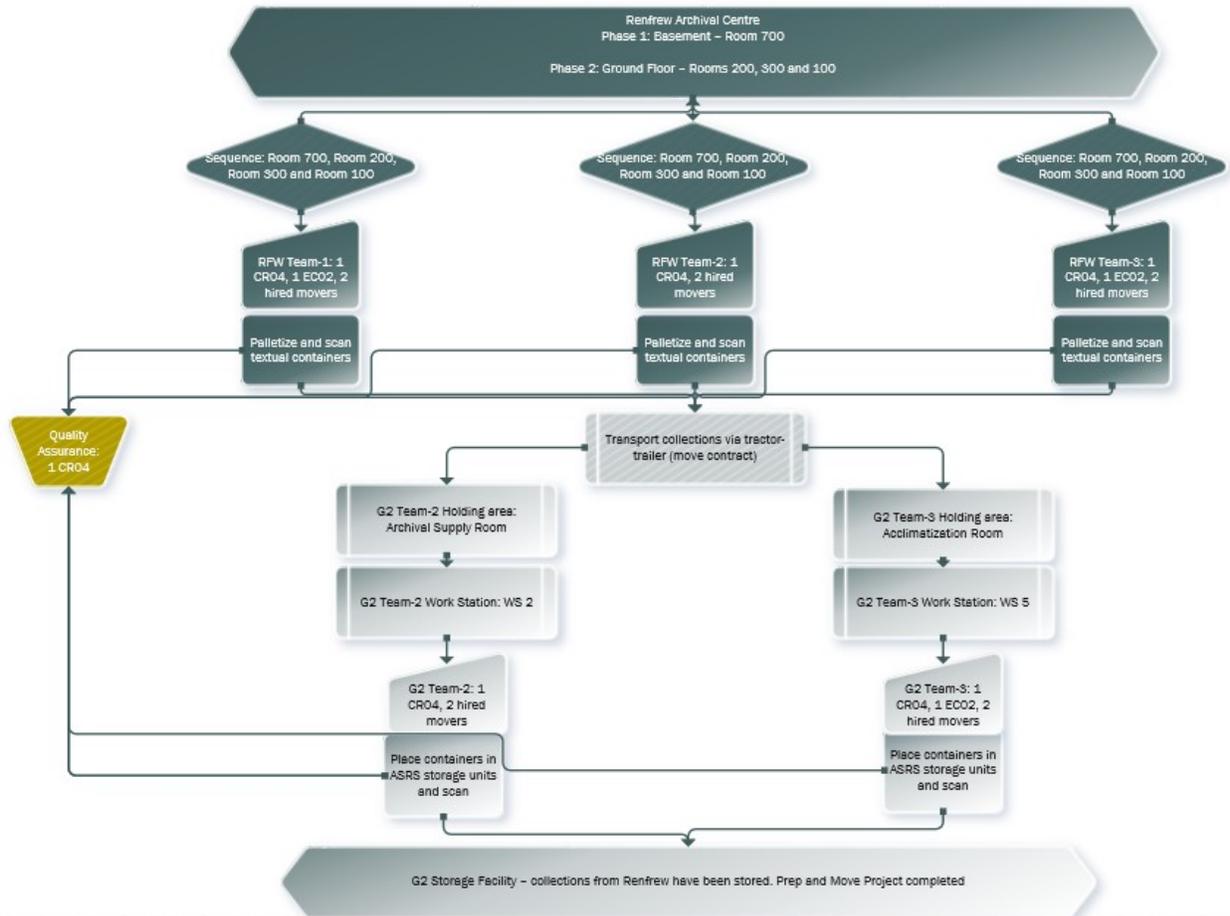
Appendix F

Workflow Diagram from original home location through ingest into new location

Preservation Centre:



Renfrew Archives Centre:



Appendix G

Indicative chain of custody for collection materials being transported by truck

| Packing Stage (load TDs) | | | | |
|---------------------------------|---|--------------------------|------------------------------|----------|
| no. | Activity/Activities | Role | Security & Collection Safety | Tracking |
| | Collection Storage Space in destination building is ready for Incoming? YES | | | |
| | Collection Storage Space in destination building is ready for Incoming? NO | | | |
| | Make sure pre-identified temporary swing space is ready to go - avoid delays | All on-site Supervisors | √ | √ |
| | Confirm daily schedule is good to go (movers, collection clerks, escorts, destinations, stack/vault locations, key contacts, container lists, labels, forms) | Move Coord. | √ | √ |
| | Confirm escorts & supervisors are at their locations (Loading Dock, Holding Areas, Staging Area, in stacks/vaults, at elevator) | Move Coord. | √ | |
| | Confirm Packing Lists are ready for movers (spreadsheet they must follow) | Coll. Storage Area Clerk | | √ |
| | If using carts or dollies to move collections out of the Coll. Storage Area to the Staging Area, make sure they are available, clean and in working condition | Coll. Storage Area Clerk | √ | |
| | If using skids in the Coll. Storage Area, make sure they are available, clean and in working condition | Coll. Storage Area Clerk | √ | |
| | Confirm there are extra TDs (carts or dollies, tony-boys or skids) ready in the Staging Area (clean, in working | Staging Area Sup. | | √ |

| | | | | |
|--|--|----------------------------------|---|---|
| | condition, barcoded) for an entire day's work | | | |
| | Confirm scanners & docking stations are ready in the Staging Area (in working condition; Collection Management System (CMS) works. | Staging Area Sup. | | √ |
| | Confirm Urgent Fix Station is ready (vacuum cleaner, supplies, printers, scanners) | Staging Area Sup. | | √ |
| | Confirm large supply of shrink wrap, moving blankets (if required) & a large empty waste bin are located in Staging Area | Staging Area Sup. | √ | |
| | Confirm path to Loading Dock is clear | Loading Dock / Holding Area Sup. | √ | |
| | Confirm elevators work | Loading Dock / Holding Area Sup. | √ | |
| | Confirm arrival & readiness of secret-cleared movers | Move Crew Sup. | √ | |
| | Confirm movers present are cleared | Commissionaire | √ | |
| | Hand over contractor building passes | Commissionaire | √ | |
| | Go to assigned Collection Storage Area as per Daily Schedule provided | Movers | √ | |
| | Point out containers to be moved based on a printed list | Coll. Storage Area Clerk | | √ |
| | Retrieve container from shelf and place on cart (if using) | Movers | | √ |
| | Check-off container on list | Coll. Storage Area Clerk | | √ |
| | Bring full cart to Staging Area | Movers | | √ |
| | Clean containers | Movers | | √ |
| | Place containers on TDs (skids or tony-boys) | Movers | | √ |
| | Return to stacks with empty cart (if using) | Movers | | √ |
| | Scan containers as they are placed on the TDs | Staging Area Sup. | √ | √ |

| | | | |
|---|---|---|---|
| Upload scanners after each TD is filled, print results & verify for Warnings & Errors | Staging Area Sup. | √ | √ |
| Upload Results are placed on TD | Staging Area Sup. | √ | √ |
| Save uploads to Sharepoint | QA Unit | | √ |
| Wrap skids or tony-boys | Movers | | √ |
| Put Signage on the TD indicating its departure building & destination, its place in the Sequence and date & initial - along with Upload Results | Staging Area Sup. | √ | √ |
| Set aside problem boxes (system or physical issues) in Urgent Fix Station | Coll. Storage Area Clerk | √ | √ |
| Fix containers if they can be fixed in-situ | Staging Area Sup. | √ | √ |
| Escort at elevator | Commissionaire | √ | √ |
| Bring ready TDs from the Staging Area to the Holding Area "Outgoing" near dock or near Link | Movers | √ | √ |
| Prepare Document Package (upload results, list of skids or tony-boys moving out) | Loading Dock / Holding Area Sup. | √ | √ |
| Sort TDs and place in sequence / like-size TDs together in Holding Area near dock, ready for departure | Loading Dock / Holding Area Sup. | √ | √ |
| | | | |
| Ready to load? YES | | | |
| (go to Moving Stage) | | | |
| Ready to load? NO | | | |
| Staging Area and Loading Dock Supervisor investigate issue | Staging Area And Loading Dock / Holding Area Sup. | √ | |
| | | | |
| Throughout day: verify Upload Results for Warnings & Errors and Broken Links | QA Unit | | √ |
| End of day: Retrieve contractor building passes | Commissionaire | √ | |
| Clean-up Collection Storage Areas | All Supervisors | √ | |

| | | | | |
|--|--|-----------------|---|--|
| | Make sure all Collection Storage Areas are closed and secure | All Supervisors | √ | |
| | Clean-up Staging Area | All Supervisors | √ | |
| | Clean-up Urgent Fix Station | All Supervisors | √ | |
| | Clean-up Holding Area | All Supervisors | √ | |

| Moving Stage (load & transport) | | | | |
|--|--|----------------------------------|---|-----------------|
| No. | Activity/Activities | Role | Security & Collection Safety | Tracking |
| | Escort at loading dock (or at GPC-G2 Link) | Commissionaire | √ | |
| | Confirm TD types, quantity, readiness (shrink-wrap secure) & Document Package is ready | Loading Dock / Holding Area Sup. | √ | √ |
| | Confirm with G2 Loading Dock /Holding Area Supervisor that G2 dock is ready | Loading Dock / Holding Area Sup. | √ | √ |
| | Confirm truck driver & assigned mover(s) are cleared | Commissionaire | √ | |
| | Back-up truck and install wheel chocks | Truck Driver | √ | |
| | Inspect truck | Truck Driver | √ | |
| | Check straps inside truck box | Truck Driver | √ | |
| | Verify e-mails | Truck Driver | √ | |
| | Verify weather forecast and road conditions | Truck Driver | √ | |
| | Is the primary road compromised? NO | | | |
| | Is the primary road compromised? YES | | | |
| | Contact Move Coordinator | Truck Driver | √ | |
| | Get a confirmation to use the alternate route | Truck Driver | √ | |
| | Inform Departure Loading Dock / Holding Area Supervisor & Destination Loading Dock / Holding Area Supervisor of need to change route | Move Coordinator | √ | √ |
| | Fill-out 3 forms (mechanical inspection, road and rest hour logbook, vehicle management) | Truck Driver | √ | |

| | | | | |
|--|--|-------------------------------------|---|---|
| | Check truck box for cleanliness | Loading Dock / Holding Area Sup. | √ | |
| | Check truck box temperature | Loading Dock / Holding Area Sup. | √ | |
| | | | | |
| | Is it RFW to G2? YES | | | |
| | Escort between Holding Area and Loading Dock | Commissionaire | √ | |
| | Move TDs from Holding Area "Outgoing" to Loading Dock | Movers | √ | |
| | Scan TD barcodes to truck | Loading Dock / Holding Area Sup. | | √ |
| | Upload scanner & print results | Loading Dock / Holding Area Sup. | | √ |
| | Add Upload Results to TD Upload Results | Loading Dock / Holding Area Sup. | | √ |
| | Save Upload Results to Sharepoint | QA Unit | | √ |
| | Load TDs, strap them in and close trailer doors | Truck Driver | √ | |
| | Install lock on trailer doors, close and place seal on lock | Loading Dock / Holding Area Sup. | √ | |
| | Note seal number on Shipping Form | Loading Dock / Holding Area Sup. | √ | |
| | Hand over Upload Results and Shipping Package to Truck Driver | Loading Dock / Holding Area Sup. | | √ |
| | Hand over letter to Truck Driver | Loading Dock / Holding Area Sup. | √ | |
| | Send TD sequence and seal number to Loading Dock / Holding Area Sup. at G2 | Loading Dock / Holding Area Sup. | √ | √ |
| | | | | |

| | Is it GPC to G2? YES | | | |
|--|---|--|---|---|
| | Escort at freight elevator | Commissionaire | √ | |
| | Move TDs with their Upload Results from the Staging Area to the freight elevator and fill freight | Movers | √ | |
| | Move TDs from freight elevator to Holding Area "Outgoing" near GPC-G2 Link | Movers | √ | |
| | Move TDs through the GPC-G2 Link to the Holding Area "Incoming" in G2 | Movers | √ | |
| | Scan "to building" the TD barcodes | Holding Area Supervisor | | √ |
| | Make sure TDs are placed in sequence in the Holding Area | Loading Dock / Holding Area Supervisor | √ | √ |
| | | | | |
| | Throughout day: verify Upload Results for Warnings & Errors and Broken Links | QA Unit | | √ |
| | End of day: Retrieve contractor building passes | Commissionaire | √ | |
| | Clean-up Collection Storage Areas | All Supervisors | √ | |
| | Make sure all Collection Storage Areas are closed and secure | All Supervisors | √ | |
| | Clean-up Staging Area | All Supervisors | √ | |
| | Clean-up Urgent Fix Station | All Supervisors | √ | |
| | Clean-up Holding Area | All Supervisors | √ | |

| Delivery Stage (unload & put away) | | | | |
|---|---|----------------|---|-----------------|
| no. | Activity/Activities | Role | Security & Collection Safety | Tracking |
| | Incoming Truck From Renfrew: | | | |
| | Inform Destination Building Loading Dock / Holding Area Supervisor of pending arrival | Truck Driver | √ | |
| | Escort between Loading Dock and Holding Area "Incoming" | Commissionaire | √ | |

| | | | | |
|--|---|--|---|---|
| | Back-up truck and install wheel chocks | Truck Driver | √ | |
| | Hand over Document Package to Loading Dock / Holding Area Supervisor | Truck Driver | √ | |
| | Confirm seal number on truck, in Document Package & in email | Loading Dock / Holding Area Supervisor | √ | |
| | Remove Seal, attach to Document Package and unlock padlock | Loading Dock / Holding Area Supervisor | √ | |
| | Open truck doors | Truck Driver | √ | |
| | Inspect truck | Loading Dock / Holding Area Supervisor | √ | √ |
| | Instruct Movers to unload truck and bring to specified "Incoming" Holding Area | Loading Dock / Holding Area Supervisor | √ | |
| | Bring back to truck empty skids for the next days Renfrew shipments | Movers | √ | |
| | Scan "to building" the TD barcodes as they are brought through the Loading Dock into the Circulation Area | Loading Dock / Holding Area Supervisor | | √ |
| | Make sure TDs are placed in sequence in the Holding Area | Loading Dock / Holding Area Supervisor | √ | √ |
| | Confirm Document Package reflects what was shipped once in Holding Area | Loading Dock / Holding Area Supervisor | √ | √ |
| | Inform Staging Area Supervisor of the shipment received and indicate where the sequence begins and ends, and hand over Document Package | Loading Dock / Holding Area Supervisor | √ | √ |
| | Using Document Package, pick the first TDs to be moved to the specific Pick Stations | Staging Area Supervisor | √ | √ |
| | Bring TDs to the Circulation Room Staging Area and remove wrap | Movers | √ | √ |
| | Place containers on carts and bring to the Pick Stations | Movers | √ | √ |

| | | | | |
|--|--|--|---|---|
| | Following the Collection Storage Area Clerk's lead, place the containers on the shelves in the Shelving Unit | Movers | √ | √ |
| | Cross-check list of containers in Document Package against what is being placed in Shelving Units | Coll. Storage Area Clerk | √ | √ |
| | Scan containers after each Shelving Unit shelf is filled, as per Document Management System (DMS) instructions (Home Location barcode first, container barcode next, indicate to DMS to move to the next shelf, close Pick Station window and move to the next shelf up) | Coll. Storage Area Clerk | √ | √ |
| | Verify DMS for Warnings & Errors | Stack Supervisor | | √ |
| | Fix Warnings & Errors right away - those that can be fixed | Stack Supervisor & Collection Clerks | | √ |
| | Verify in CMS that containers appear in CMS as no longer having an FHL as they are being scanned into the DMS | Coll. Storage Area Clerk | | √ |
| | When side A of the Shelving Unit has been filled, the Team moves over to side B | Coll. Storage Area Clerk ; Movers | √ | √ |
| | Bring empty TDs back to the Holding Area or to the Loading Dock, depending on whether or not the Renfrew Truck is in the dock | Movers | √ | |
| | | | | |
| | Incoming skids and tony-boys from G1: | | | |
| | Escort between Loading Dock and Holding Area "Incoming" | Commissionaire | √ | |
| | Confirm Incoming TDs have been received on the Document Package | Holding Area Supervisor | | √ |
| | Inform Staging Area Supervisor of the TDs now located in the Holding Area and indicate where the sequence begins and ends, and hand over Document Package | Loading Dock / Holding Area Supervisor | √ | √ |
| | Using Document Package, pick the first TDs to be moved to the specific Pick Stations | Staging Area Supervisor | √ | √ |

| | | | | |
|--|--|-----------------|---|---|
| | Bring TDs to the Circulation Room Staging Area and remove wrap | Movers | √ | √ |
| | Place containers on carts and bring to the Pick Stations | Movers | √ | √ |
| | Follow steps as above | | | |
| | Bring empty TDs back to the Holding Area in G1, ready for the G1 Teams to retrieve them. | | √ | |
| | | | | |
| | Throughout the day: verify scans in DMS and CMS for errors | QA Unit | | √ |
| | End of day: Retrieve contractor building passes | Commissionaire | √ | |
| | Clean-up Collection Storage Areas | All Supervisors | √ | |
| | Make sure all Collection Storage Areas are closed and secure | All Supervisors | √ | |
| | Clean-up Staging Area | All Supervisors | √ | |
| | Clean-up Urgent Fix Station | All Supervisors | √ | |
| | Clean-up Holding Area | All Supervisors | √ | |

APPENDIX H

Definitions and Acronyms

1. Definitions

| Term | Definition |
|-------------------|---|
| Collection | A body of archival material formed by or around a person, family group, corporate body, or subject either from a common source as a natural product of activity or function, or gathered purposefully and artificially without regard to original provenance. A collection may contain manuscripts, documents, correspondence, memoranda, photographs, maps, drawings, near-print materials, pamphlets, periodical tear-sheets, broadsides, newspaper clippings, motion picture films, computer files, etc. |
| ingest | |
| Movers | Contractor's moving staff |
| Holding Area | |
| Receiver | |
| | |
| | |

2. Acronyms

| Term | Definition |
|-------------|--|
| RAC | Renfrew Archives Centre |
| LAC | Library and Archives Canada |
| PC | Preservation Centre |
| ASRS | Automated Storage and Retrieval System |
| PPE | Personal Protective Equipment |
| CMS | Collection Management System |
| DMS | Document Management System |