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| b Erosion and Sediment Control Pre-Construction Meeting FormRevision: April 2019 |
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| *Erosion and Sediment Control (ESC) Plans are require for all construction sites 0.4ha in size or greater. The ESC Plan for this site outlines how releases from the site will not cause an adverse effect during all stages of construction. This Plan has been reviewed and approved by Water Resources, it is a legally binding document under the Drainage Bylaw and must be followed.*

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| ***Parties:*** | ***Summary of Responsibilities:*** |
| *Owner* | *Ensure approved ESC Plan in place and being followed* |
| *Designer* | *Creation of ESC Plan and amendments to ESC Plan* |
| *Contractor* | *Implement approved ESC Plan (install controls and practices, maintenance)* |
| *Site ESC Inspector* | *Inspect site for compliance with approved ESC Plan, document and communicate findings* |
| *City ESC Inspector* | *Review and approve ESC Plan, inspect construction sites to ensure compliance with ESC Plan* |

*The purpose of this preconstruction meeting is to discuss ESC implementation onsite including:*1. *Review of any site-specific conditions located in the approval letter,*
2. *Review the ESC Plan and identify if there are communication triggers related to the feasibility of implementing the plan,*
3. *Ensuring awareness of the* [*Standard Specifications ESC*](http://www.calgary.ca/UEP/Water/Documents/Water-Documents/ESC-2017-Specifications.pdf)*,*
4. *Review of the file risk colour and confirmation of its meaning for City inspections on site, and*
5. *Communicate what to expect from future City ESC Inspections.*
 |
| ***Approved ESC Plan Information*** |
| **A. File Information** |
| Project Name: |  | Urban/City File #: |  |
| File Colour: |  | SR #: |  |
| Drawing Revision #: |  |
| Address/Location: |  |
| ***Site Visit*** |
| **B. Confirm Contact Information** |
| *Section 3.0 of the ESC Application. These are the people who will be emailed a copy of this ESC Preconstruction Meeting Form and any subsequent City ESC Inspection results. Confirm these names are correct.* |
| Contact Type: | Company Name: | Contact Name: | Phone: | Cell Phone: | Email: |
| Owner: |  |  |  |  |  |
| Consultant: |  |  |  |  |  |
| ESC Inspector: |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **C. Attendees** |
| Populate with the people that are present at the preconstruction meeting. |
| Company: | Contact Name: | Phone: | Cell Phone | Email: |
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| **D. General Requirements** |
| *Standard Specifications ESC* | **Yes** | **No** |
| **100.8 Documentation Accessibility** *Are the following components, that constitutes an ESC Plan (100.4), available on site?* |  |  |
| 1. *The ESC Approval letter, which can contain site specific conditions*
 | ⬜ | ⬜ |
| 1. *Application form* ***and*** *applicable drawings with revision number matching the approval letter*
 | ⬜ | ⬜ |
| 1. [*Standard Specifications ESC*](http://www.calgary.ca/UEP/Water/Documents/Water-Documents/ESC-2017-Specifications.pdf), *which contains general requirements, specifications and drawings*
 | **N/A**⬜ | ⬜ | ⬜ |
| 1. *Applicable attachments (e.g. haul route maps, photos, maps, permission letters)*
 | ⬜ | ⬜ |
| *Standard Specifications ESC* | **Yes** | **No** |
| **100.12 Pre-construction Meeting***Is the pre-construction meeting being held after controls have been put in place but prior to the commencement of construction?* | ⬜ | ⬜ |
| * 1. **Inspections - Frequency**

*The Qualified Inspector is aware of when inspections must occur: During windy weather, significant precipitation events (12mm or greater in 24-hour period), melt events on wet or thawing soils* ***and*** *at least every 7 days.* | ⬜ | ⬜ |
| **100.13 Inspections – Deficiency Resolutions***Onsite staff are aware that deficiencies noted, by the Qualified Inspector, must be corrected as soon as possible and not longer than 72 hours after identification (if those timelines don’t risk public health or safety).* | ⬜ | ⬜ |
| **100.14 Qualified Inspector***Does the ESC Inspector listed in the contact information have training in ESC inspections or are they under the supervision and guidance of someone who has ESC inspection training?* | ⬜ | ⬜ |
| **100.18 Site Stabilization – Mandatory Cover***Are onsite staff aware that short term cover is triggered for all or part of a site if the area is left inactive for 30 days and long-term cover is triggered after 365 days?* | ⬜ | ⬜ |
| **100.19 Site Stockpiles***On site staff are aware that stockpiles must be properly placed and protected (less than 30 days – down-gradient protection, greater than 30 days – erosion control).* | ⬜ | ⬜ |
| *ESC Application Information* |
| **Section 6.0 Winterization Plan***After reviewing the Winterization Plan, do staff on site confirm that it can be followed?* | ⬜ | ⬜ |
| **Section 10.0 Transition Planning***Do onsite staff understand the Transition Plan and agree that transitions, as proposed, can occur and will occur in the number of days specified (14 days or less)?* | ⬜ | ⬜ |
| **Section 11.0 Erosion and Sediment Controls***Staff on site understand that a site must match the approved ESC Drawings, with proper installation, maintenance, and removal of controls and practices to be compliant.*  | ⬜ | ⬜ |
| *The following controls and practices will be installed on this construction site:* |
| **Erosion Controls** | **Sediment Control Practices** | **Support Practices** |
| ⬜ Seeding⬜ Sodding⬜ Rolled Erosion Control (RECP)⬜ Hydromulch/Tackfier⬜ Compost Blankets⬜ Aggregate Cover⬜ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ⬜ Wattles/Logs/Barriers⬜ Sediment Containment Systems⬜ Diversion Channels⬜ Diversion Berms⬜ Surface Texturing⬜ Silt Fence⬜ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ⬜ Stabilized Gravel Access⬜ Storm Inlet Controls⬜ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Drainage Permits* |
| **Code of Practice for Drainage Activities***Are staff familiar with the requirement to obtain permission when discharging impounded water from the site via a Drainage Notification or a Drainage Permit?* | ⬜ | ⬜ |
| ***Results*** |
| ***There are \_\_\_\_\_\_\_\_\_\_\_\_ items where a check mark is present in the ‘No’ column, which indicate an existing or future compliance concern for the construction site. To ensure compliance now, and in the future, these items must be promptly addressed and resolved.***  |
| ***Comments:*** |
| *For more information on ESC Approvals and Inspections visit* [*www.calgary.ca/esc*](http://www.calgary.ca/esc) *and click on links at the bottom of the page. Requirements to obtain an ESC Amendment are outlined in Section 100.7 of the Standard Specifications ESC.****By signing this you are acknowledging you understand the existing and/or future ESC compliance concerns that have been identified on site today.*** |
| **F. Signatures** |
| Site Representative: |  | Date: |
| City of Calgary ESC Inspector: |  | Date: |