

# Title: **Contaminated Sites Work Process**

---

The Environmental Management Requirement (EMR) for Hazardous Materials and Contaminated Sites document provides general information to Alberta Infrastructure staff and consultants dealing with the removal and disposal of hazardous materials found within a buildings and the management of contaminated sites. This document, Contaminated Sites Work Process, provides specific information for the Project Management Community when an Environmental Site Assessment (ESA) is required for their project. Please note that Site Services does not provide budget to do an ESA.

## **1. Project Definition & Start-up Phase:**

- 1.1 The Project Manager is to consult with Site Services within TSB to determine if there is an existing Phase I Environmental Site Assessment (ESA) for the site where the project will be done. If there is no existing Phase I ESA completed within the last five (5) years, a new Phase I ESA will be required.
- 1.2 If a Phase I ESA is required, the Project Manager and Site Service will determine whether it will be handled by Site Services or by the Project Manager. If the Project Manager is to handle the ESA, detailed information is outlined below. If Site Services is to handle the ESA, then they will commission and/or manage the consultant to conduct the investigation and keep the Project Manager informed.
- 1.3 If there is an existing Phase I ESA, Sites Services will review to determine if a Phase II ESA is required and will notify the Project Manager.
- 1.4 If a Phase II is required, Site Services will coordinate the work with Alberta Transportation.\* Sites Services to update the Project Manager on the status. The Facility Manager should be notified as required.

## **2. Consultant Selection Phase**

- 2.1 If the Project Manager is to handle the ESA, Site Services will provide names of environmental engineering consultants to conduct the investigation and to provide cost estimate. The Project Manager is to hire a consultant to conduct the Phase I ESA.
- 2.2 The Project Manager and Site Services will determine the scope of work for the consultant based on CSA Z768-01 (Phase I ESA).
- 2.3 The consultant is to submit a proposal to Project Manager.
- 2.4 Site Services and Project Manager will review the consultant's proposal and award.

## **3. Design or Report phase:**

- 3.1 The consultant is to conduct an ESA based on the scope of work defined in the proposal.
- 3.2 The consultant is to provide a draft ESA report to Project Manager and must be reviewed with the Sites Services for comments.
- 3.3 After receiving the comments from Site Services, the consultant is to provide the final ESA Report.

## **4. Project Evaluation and Close-out Phase**

- 4.1 The Project Manager is to ensure the final copy of ESA report is part of the project Evaluation and Close-out documentation. The Facility Manager should also receive a copy of the project Evaluation and Close documentation.
- 4.2 If the work was managed by Alberta Transportation, all environmental documents related to the project must be collected by the Project Manager for Evaluation and Close-out documentation.

## Title: **Contaminated Sites Work Process**

---

---

4.3 The Project Manager is to ensure that all ESA documentation is incorporated in the environmental files. If follow-up monitoring is required for this site, this is to be noted.

\*NOTE: As per MOU dated July 1, 2008, which states that Alberta Transportation will provide environmental contamination / remediation expertise to Alberta Infrastructure.