

Contaminated Sites Work Process

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

1. Project Definition & Start-up Phase:

- 1.1 The Project Manager is to consult with Site Services and Environmental Engineering (SS&EE) within Technical Services and Procurement Branch 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 years, a new Phase I ESA will be required.
- 1.2 If a Phase I ESA is required, the Project Manager and SS&EE will determine whether it will be handled by the Project Manager or SS&EE. If the Project Manager is to handle the ESA, detailed information is outlined below. If SS&EE 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, SS&EE will review it to determine if a Phase II ESA is required and will notify the Project Manager.
- 1.4 If a Phase II ESA is required, it may be managed by SS&EE. SS&EE will update the Project Manager on the status. The Project Manager will be notified as required.

2. Consultant Selection Phase

- 2.1 If the Project Manager is to handle the ESA, SS&EE will provide names of environmental engineering consultants to conduct the investigation and to provide a cost estimate. The Project Manager is to hire a consultant to conduct the Phase I ESA.
- 2.2 The Project Manager and SS&EE will determine the scope of work for the consultant based on the Alberta Environmental Site Assessment Standard, CSA Z768–01 (Phase I ESA) or CSA Z769–00 (Phase II ESA), and the requirements of the project.
- 2.3 The consultant is to submit a proposal.
- 2.4 SS&EE and the Project Manager will review the consultant's proposal and award.

3. 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, and SS&EE will review the report.
- 3.3 After receiving comments from SS&EE, the consultant is to provide the final ESA report.

4. Project Evolution and Close-out Phase

- 4.1 The Project Manager is to ensure the final copy of the 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.

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- 4.2 The Project Manager is to ensure that all ESA documentation is incorporated in the operations manual. If follow-up monitoring is required for this site, this is to be noted.
- 4.3 The final ESA report is to be filed with the environmental files at Infrastructure Records Management.