



Purpose and Scope

The purpose of this document is to set down clear procedures and responsibilities for carrying out the actions necessary to ensure that camps within the scope of the DMI EMS:

1. Meet health and safety requirements,
2. Minimize risk of fire escape,
3. Minimize impacts on wildlife, fisheries and forest resources,
4. Do not pollute soils, surface water, and groundwater,
5. Do not spread noxious weeds,
6. Do not cause soil erosion, and
7. Do not cause the siltation of and streams, lakes or other water bodies

Procedure

1. Planning Camp Locations

The DMI Forest Resources Supervisor must confirm the following when picking a camp site, or reviewing the location of a campsite chosen by a contractor:

- that the site is located no less than:
 - a. 300 m from the high-water mark of any permanent watercourse;
 - b. 100 m from any non permanent watercourse;
 - c. 300 m from, or out of sight of, a numbered highway, where possible;
 - d. 100 m from a public secondary road;
 - e. 1 km from identified mineral licks and other identified key wildlife areas;
 - f. 1 km from a recreational or improved tourist facility, unless otherwise approved in the AOP; or
 - g. Outside the buffer of any protected feature.
- That no suitable existing campsite was available.
- That the camp site is located where it will:
 - a. avoid identified unstable areas, water-source areas, springs and seepages;
 - b. follow natural benches, moderate slopes and ridges;
 - c. avoid steep or sustained slopes/grades; and
 - d. minimize the amount of mineral soil disturbed, compacted or exposed during construction.

2. Application for Crown Tenure

The DMI Forest Resources Supervisor will complete a Request for Temporary Field Authorization (TFA), and submit it with a sketch and associated map to the appropriate Sustainable Resource Development (SRD) Office.

3. Construction Start-up Meeting

Upon receipt of TFA, the DMI Forest Resources Supervisor will conduct a start up meeting with the contractor as per the Project Supervision Procedure (Document FR-G002); using the Operation Start up Meeting Checklist (Form CHK-002) to





ensure that all appropriate topics are covered including the conditions given in the Authorization.

4. Sump Construction, Maintenance, and Deactivation

All sewage disposal systems will be constructed as per FR-E007 Private Sewage Disposal document. At the start up meeting the DMI Forest Resources Supervisor will distribute to or review with the contractor the Private Sewage Disposal (Document FR-E007). This procedure defines the responsibilities of the contractor regarding the location, fencing, signage, containment precautions, treatment, inspections, and reporting in case of spills. It also defines the contractor’s responsibilities when the sump is abandoned.

5. Garbage Disposal

The contractor must progressively burn all combustible refuse and garbage in an incinerator when burning conditions are safe, or dispose of it at an approved waste disposal site.

6. Waste Disposal

Waste petroleum products, toxic chemicals or prohibited debris shall be collected and disposed by the contractor at a waste disposal site approved for such substances.

7. Temporary Storage Sites for Petroleum and Chemical Products

Any temporary storage sites for petroleum and chemical products required by the contractor must be located:

1. a minimum of 300 meters from the high water mark of any permanent watercourse,
2. a minimum of 100 meters from any non permanent watercourse,
3. in an area that does not allow a direct flow into a watercourse,
4. a minimum of 6 meters from camp (as per the Alberta Fire Code),
5. outside the buffer of a protected feature.

At the start up meeting, the DMI Forest Resources Supervisor will provide and review with the contractor the Storage/Handling of Fuels Procedure (Document FR-E002). The requirement for contractor reporting of spills is provided in this procedure.

8 Inspections

As per the Project Supervision Procedure (Document FR-G002), the DMI Forest Resources Supervisor will inspect each camp at least twice; once after initial set up and once immediately prior to or upon deactivation. If an operation will last longer than 1 month, an inspection must be conducted once a month. The results of the inspection are to be recorded on the Industrial Waste, Fuel, and Facility Inspection Report Form (CHK-011). Requirements for follow up and corrective action plans are to be reported on that form.

9 Deactivation/Reclamation

The contractor is responsible for the deactivation of the campsite once it is no longer required. Sumps will be deactivated as per the requirements of the TFA issued by SRD and any special requirements of the local Public Health Region, who must be contacted by the contractor. Reclamation includes debris disposal, slope stabilization, re-contouring, restoration of natural drainage patterns, replacement of surface soil, and revegetation. The DMI Forest Resources Supervisor must be notified by





the contractor once the deactivation/reclamation is complete so an inspection can be made.

Related Documents

- FR-G002 Project Supervision
- FR-E002 Storage/Handling of Fuels
- FR-E007 Grey Water Storage and Handling
- CHK-002 Operations Start up Meeting Checklist
- CHK-011 Industrial Waste, Fuel, and Facilities Inspection Report

REVISION HISTORY

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APPROVAL:

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