Sanitary CLI-ECA document list

| **Document** | **Type** | **CLI-ECA Sections covered** | **Required** | **Optional** |
| --- | --- | --- | --- | --- |
| **New Development/Capital Projects Focused** | | | | |
| Director notifications – process for development and capital projects | SOP | Sch B: 1.2.2, 1.2.3  Sch D: 3.4, 3.6 |  | ✓ |
| Program for non-operations staff/developers/contractors to ensure aware of CLI-ECA rqmts | Training | Sch D: 2.4 |  | ✓ |
| Document and records requirements and control for all CLI-ECA documentation requirements | SOP | Sch D: 3.3, 3.10, 4.3, 5.4, 6.9, 7.6  Sch E: 5.0 |  | ✓ |
| Flag any previous approvals revoked by the CLI-ECA for in-progress projects, create process/guide etc. stating how Alteration may proceed. Communicate dates for each revoked approval that work must commence by. Create transitional process and communicate to all parties. | SOP/ Engineering Standards | Sch D: 8.0, 9.0 |  | ü |
| Erosion Sediment Control (ESC) | Plan | Sch D: 3.8, 3.9 | ü |  |
| * ESC guidance document, detailing exactly what the municipality wants developers and contractors to follow, ensuring specific requirements in 3.8.4 are met and that installation/maintenance requirements are clearly stated, and detailing who is responsible to perform inspections (as per 3.11) and what records are to be maintained and provided to muni | External Guidance | Sch D: 3.8, 3.9 |  | ✓ |
| * Internal procedure for developments and for capital projects (who receives, who reviews, who approves, who ensures inspections have been completed, and completed properly, who maintains records etc. | SOP | Sch D: 3.8, 3.9 |  | ✓ |
| Detail CLI-ECA requirements for drawings/records. How to keep drawings up-to-date by deadlines for new development and capital projects. | Internal SOP/ Subdivision Agreement | Sch D: 3.10.2., 3.10.3, 6.11  Sch E: 5.2 |  | ✓ |
| Indigenous consultation requirements for new development and capital projects | Engineering standards/ Subdivision Agreement | Sch D: 3.11 |  | ü |
| Process for applying to the Director for projects not authorized by the CLI-ECA | SOP | Sch D: 3.13, 4.1 |  | ü |
| Process for ensuring an alteration (development, capital project) meets all conditions to be considered approved. Ensure municipality’s specific design/testing requirements spelled out. Ensure list of alterations NOT approved are also included. | Engineering Standards/ checklist | Sch D: 3.11, 4.1, 4.2, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 7.0, 8.0, 9.0 |  | ü |
| * Procedure to calculate volume control criterion and demonstrate new development/capital project will not cause adverse effects, including those listed in the applicable sections. Include how will ensure monitoring activities will not be impacted (sec 6.6.7) | SOP/ Engineering Standards | Sch D: 4.1.2, 4.1.3, 5.1.3, 5.1.4, 5.2.2, 6.5, 6.6 |  | ü |
| * Procedure to calculate, and keep the calculations up-to-date for: hydraulic capacity of system, STP uncommitted reserve hydraulic capacity or the pumping station capacity. Document how calculated with each alteration to prove will not exceed these parameters. Incorporate I&I monitoring, and how to forecast and track URHC. | SOP | Sch D: 5.2.3 a) & b) |  | ü |
| * Procedure to track all overflow and bypasses, and process to analyze data (specify frequency – ie. Annually) to determine when to expect overflows/bypasses. Include in procedure proposed alterations are evaluated, using this data, to prove the overflows/bypasses will not increase with the alteration | SOP | Sch D: 5.2.3 c) & d)  Sch E: 4.2 (internal process) |  | ü |
| * Procedure to demonstrate the combined sewer separation will not result in overall increase in pollutants discharged. | SOP/ Engineering Standards | Sch D: 5.2.4 a) |  | ü |
| * Process to commence operation of added storm sewer (to satisfy conditions in section 5.2.4 a)) and creating sign off to authorize operations to begin | SOP/ Subdivision Agreement/ Engineering Standards | Sch D: 5.2.4 b)  (see also Storm CLI-ECA Sch D: 4.2) |  | ü |
| * Process/SOP/form to support requirement, and signed checklist to demonstrate the requirement has been followed | SOP/ Engineering Standards | Sch D: 5.2.4 c) |  | ü |
| * How projects that cross municipal boundaries (or in 2-tier systems) will be approved by the other municipality | SOP/ agreement | Sch D: 5.2.6, 5.3.2, 6.5.4 |  | ü |
| * Procedure specifying requirements for protecting sources of drinking water (including private wells) | SOP | Sch D: 6.4.3 |  | ü |
| Procedure for alteration approval (i.e. filling out and signing Form SW1 etc) | SOP/ checklist | Sch D: 4.1.5, 4.1.6, 4.1.7, 4.1.8, 5.2.7, 5.2.8, 5.2.9, 5.2.10, 6.7, 6.8, 7.5 |  | ü |
| Internal procedure for municipality assuming infrastructure (incl. internal notification, mapping requirements) | SOP | Sch D: 6.11  Sch E: 3.1.2 b), 3.2.3, 4.6.5, 4.6.7, 4.6.9, 5.2 |  | ü |
| Significant Drinking Water Threat Assessment Report for Proposed Alterations | Report | Sch E: 7.0 | ü |  |
| * SOP to ensure design, construction and operation is protective of sources of drinking water. Some aspects (particularly for design/construction) will likely be captured in the Significant Drinking Water Threat Assessment Report for Proposed Alterations. | SOP | Sch E: 7.1, 7.2 |  | ü  (suggested approach) |
| * Create assessment process that can be used to assess proposed alterations and detail how this will be documented | SOP | Sch E: 7.2.2 |  | ü  (suggested approach) |
| * SOP for what information is required to assess impact of an alteration as drinking water threats and how to document design consideration and other measures to mitigate risk during construction and/or operation of components | SOP | Sch E: 7.2.3, 7.2.4 |  | ü  (suggested approach) |
| * SOP detail how the report will be updated annually, detail how to meet requirements of 7.4 | SOP | Sch E: 7.3 |  | ü  (suggested approach) |
| If applicable to the system, updated sewer model due by regulated deadline | Model | Sch E: 8.3 | ü |  |
| **Operations Focused** | | | | |
| Training program for developers/consultants, operations staff, senior staff (anyone with decision-making authority over the system who is not directly involved in operations) and council to detail legal requirements and obligations | Training | Sch E: 1.0, 2.0 |  | ü |
| Inspection program to ensure entire system is inspected at frequency dictated in O&M manual | Program | Sch E: 3.1, 4.6 | ü |  |
| * Inspection of pumping stations, CSO tanks and CSOs, include inspection requirements for each component-type and frequency of inspection (1 year, or more frequent as per O&M manual), and inspection checklists/records. Include requirements for new (assumed from developer, or replaced by muni) to ensure inspected within the 1 year timeframe. | SOP/ checklist | Sch E: 3.1.2, 3.1.3, 3.1.5, 3.2.1 b), 4.6.5 | ü |  |
| * Maintenance and cleaning requirements and how verify system performs as designed – define “perform as designed” | SOP/ checklist | Sch E: 3.1.4, 3.1.5, 3.2.1 c), 4.6.5 | ü |  |
| Operations and Maintenance Manual – include where O&M manual will be stored and made accessible to staff, inspector, public, how it will be updated, when it will be updated.  Establish procedures for routine operation of the system (may include inspections, CCTV program, sewer rodding policies, sampling, inflow and infiltration measures etc.) | SOPs | Sch E: 3.2, 4.6.3, 4.6.4, 4.6.5 | ü |  |
| * Procedure specifying requirements for protecting sources of drinking water (including private wells) during operating/maintenance activities – may also include clause in each individual O&M SOP on how drinking water will be protected during that specific activity | SOP | Sch E: 3.2.1 d) | ü |  |
| * Procedure for controlling systems (i.e SCADA) to ensure mechanical integrity of equipment and accuracy on controlling system | SOP | Sch E: 3.2.1 e), 4.6.4, 4.6.5 | ü |  |
| * Procedure for preventing odours and odour impacts | SOP | Sch E: 3.2.1 f), 4.6.4, 4.6.6 | ü |  |
| * Procedures for calibration of monitoring equipment | SOP | Sch E: 3.2.1 g), 4.6.4, 4.6.5 | ü |  |
| * Emergency response, spill reporting and contingency plans and procedures for equipment breakdowns etc., including notification to SAC, public health and director | SOP | Sch E: 3.2.1 h), 4.6.4, 4.6.5, 4.6.8, 4.6.9 | ü |  |
| * Complaint SOP – receiving, responding and recording – including follow up actions | SOP | Sch E: 3.2.1 i), 4.6.6 | ü |  |
| * Access to as-builts or record drawings – SOP for operations staff, including how they can communicate errors or omissions | SOP | Sch E: 3.2.1 j) |  | ü |
| Procedure for reporting planned CSOs and/or SSOs to the Ministry | SOP | Sch E: 3.3 |  | ü |
| Signage to notify public at nearest accessible point downstream of any CSO/SSO point – by regulated deadline | Sign | Sch E: 3.3.3 | ü |  |
| Procedure to detail mandatory sampling requirements. Including methodology, where to take, what parameters to be measured. Ensure all methods and protocols conform to section 3.4.4 | SOP | Sch E: 3.4 |  | ü |
| * Create SOP/worksheet to calculate event loading to natural environment | SOP | Sch E: 3.4.1 c), 3.4.2 b) |  | ü |
| Procedure for CSO/SSO reporting, including supporting documentation (i.e. forms) | SOP | Sch E: 4.2 |  | ü |
| Procedure for spill reporting requirements, defining when a spill is considered a “spill” and not just a CSO or an SSO | SOP | Sch E: 4.3 |  | ü |
| If unable to determine volume of a CSO for purpose of reporting, develop procedures that enable estimated or measured volumes to be included in required reporting by the regulated deadline | SOP | Sch E: 4.4 | ü  (if section is applicable) |  |
| Procedure/Template for annual report | SOP | Sch E: 4.6 |  | ü |
| * Procedure/process for how to assess effectiveness of efforts made to reduce CSOs, SSOs, spills, STP overflow and/or bypasses, and assessment of ability to meet Procedure F-5-1 or F-5-5 | SOP | Sch E: 4.6.9 |  | ü |
| Process/SOP for making available to the public (state where will be provided – may be able to just state in each annual report – but likely need to have process to make staff aware of where it is) | SOP | Sch E: 4.7 |  | ü |
| Mandatory review (CLI-ECA renewal deadline) – consider establishing in an SOP the process to have the CLI-ECA renewed and how the deadline will be tracked and who is responsible | SOP | Sch E: 6.0 |  | ü |
| If applicable to the system, assessment of wet weather flows compared to dry weather flows or assessment of conformance to F-5-1 or F-5-5 and completion of a PPCP is required by regulated deadline. Updated PPCP’s required to be prepared within 10 years of previous PPCP | Report | Sch E: 8.1, 8.2 | ü |  |