

<b>Document:</b>	<b>ADM-FS-AD Consultants, Contractors and Suppliers IMS Performance Requirements</b>
<b>Applicability:</b>	<b>OMM, SWM</b>

## Purpose

This document provides information on York Region (YR) Environmental Services' Integrated Management System (IMS) to external Consultants, Contractors and Suppliers (referred to as "Vendors" throughout this document).

## Scope

This document is applicable to companies and individuals working at a YR water, wastewater, or waste management site performing work that could directly impact:

- quality of drinking water or wastewater
- quality of operations and/or
- the environment

## Background

Currently, YR's Environmental Services is registered to the following management system standards:

<b>ISO 14001</b>	<b>ISO 9001</b>	<b>DWQMS</b>
Environmental Management Standard	Quality Management Standard	MECP Drinking Water Quality Management Standard
Applicable to wastewater and waste management facilities	Applicable to drinking water and waste management facilities	Applicable to drinking water facilities

ISO 14001 establishes processes to manage potential environmental impacts associated with operational activities.

ISO 9001 helps ensure product quality for end markets and consistent results from operational activities.

The DWQMS is mandated through the Safe Drinking Water Act to ensure drinking water safety.

These management standards require Vendors be made aware of these standards and requirements associated with them.

## Definitions

**Incident** – Spill, plant upsets, complaints and other similar incidents with an environmental or quality impact

**Vendors** – refers to any external provider (e.g. Consultant, Contractor, or Supplier) performing work for YR within the scope defined above

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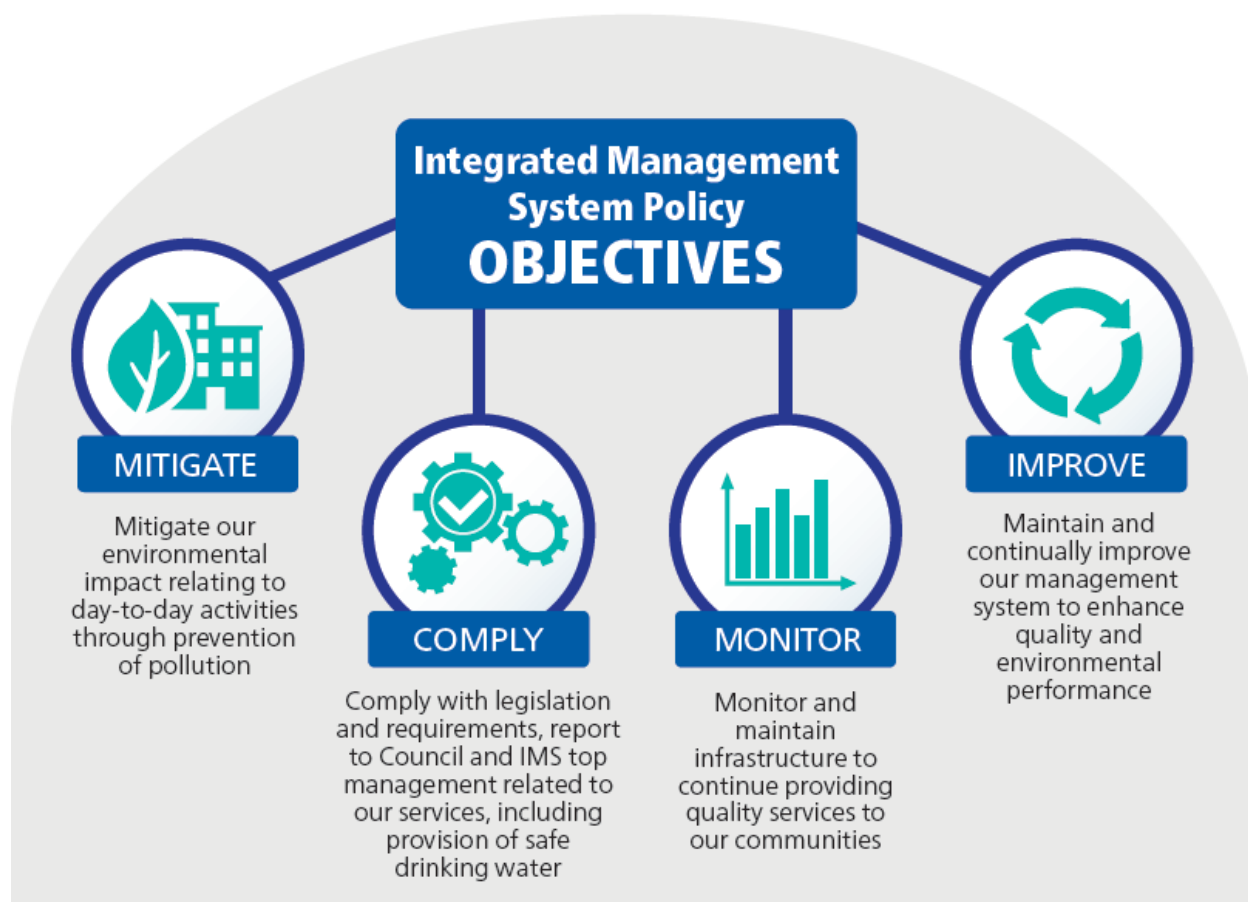
## Integrated Management System Policy

A management system provides a framework for organizations to identify, evaluate and improve their practices, achieve their objectives and mitigate risks. YR's Environmental Services' IMS Policy incorporates YR's primary commitments for water, wastewater and waste management facilities into one policy.

## Integrated Management System Policy

Our innovative people provide water, wastewater and waste management services that protect public health and the environment to meet the needs of our thriving communities.

We are committed to the following objectives:



**Integrity • Commitment • Accountability • Respect • Excellence**

*Original signed by E. Mahoney (2-Oct-2018)*

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## **Integrated Management System Requirements**

### **Compliance**

All persons working at water, wastewater, and waste management facilities share responsibility for care and protection of the natural environment and human health.

It is Vendors' responsibility to know laws, regulations, approvals and permits that relate to work being performed at YR's water, wastewater, or waste management facilities and to comply with all applicable requirements. Failure to comply with these requirements may result in contract termination, prosecution, fines, imprisonment or other penalties.

### **Operating and Emergency Procedures**

- Water and wastewater facility operations staff (OMM) have operating and emergency procedures
- Waste management facility manuals contain a variety of operating and emergency procedures (including forms) and can be found at each facility. All Vendors must review and comply with the following emergency procedures prior to commencing work onsite:
  - Emergency Contact List
  - Spill Response Plan
  - Emergency Fire Plan
  - Applicable Waste Management muster point identification
- Vendors must review and familiarize themselves with all applicable procedures prior to initiating onsite work
- Vendors must comply with all applicable YR procedures during the term of the contract

### **Chemicals and Materials**

- All chemicals and materials brought onsite must be accompanied by a current Safety Data Sheet (SDS). These materials must be handled, transported, used, stored, treated, cleaned and disposed of according to industry best practices, applicable legal requirements and YR procedures.

### **Incidents**

- In case of an incident, Vendors must notify YR staff immediately. For water and wastewater contractors: If YR staff are not onsite, contact YR Remote Operations Centre (see contact number below)
- YR must be contacted prior to any discharge of water to sanitary or storm sewers
- Vendors must keep all materials required to respond to spills readily available in order to control and remediate any spill that may occur on land or into a water body

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- Vendors need a spill response plan for their equipment (e.g. truck, etc.)
- In case of spill or discharge of a contaminant, Vendors must comply with regulatory reporting requirements:

- *At a waste management facility*

Vendors must report the spill to Ontario's MECP Spills Action Centre (SAC) and notify YR staff as quickly as possible (refer to Emergency Contact List if outside of operating hours)

<b>MECP Spills Action Centre</b>	<b>1-800-268-6060</b>
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- *At a water or wastewater facility*

Vendors must report the spill to Ontario's MECP Spills Action Centre (SAC) and notify YR staff or YR Remote Operations Centre as quickly as possible

<b>YR Remote Operations Centre</b>	<b>1-866-888-1517</b>
<b>MECP Spills Action Centre</b>	<b>1-800-268-6060</b>

### ***Vehicles***

- Vendors must obey anti-idling bylaws of local municipalities

### ***Waste Disposal***

- All waste, including hazardous waste, generated by Vendors is the responsibility of Vendors and must be disposed of according to applicable regulatory requirements and YR policies (e.g. recycling programs where appropriate)

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