|  |  |  |  |
| --- | --- | --- | --- |
| **Regional Road Maintenance / ESA Checklist** | | | |
| **Job Name:** | | | |
| **Staff Name:** | | | |
| **Date:** | | | |
| **Task** | **Yes** | **No** | **Notes** |
| Conducted site visit before starting work |  |  |  |
| Defined project scope and limits |  |  |  |
| Is in water work required? |  |  | Yes, permits are required – Stop work until permits are obtained  No – continue maintenance activity |
| Is environmental staff review or permits required? |  |  | Yes - contact environmental staff for review  No - continue maintenance activity |
| Review projects impacts (RRMP Part 1 BMPs) |  |  |  |
| Are permits needed? |  |  | If yes, obtain before work starts |
| Are there specific scheduling needs for this project? |  |  |  |
| Is equipment properly maintained? |  |  |  |
| Will soil be disturbed? |  |  |  |
| Develop a plan to remove waste material |  |  |  |
| Ensure Spill kit is on site |  |  |  |
| Review to determine if TESC BMPs are needed (RRMP Part 2 BMPs) |  |  |  |
| Determine if BMPs are needed |  |  | If yes, complete next steps  If no, conduct maintenance |
| Install BMPs per RRMP guidelines, permit conditions and/or specifications, as applicable |  |  |  |
| Monitor BMPs during work, make repairs or adjustments as applicable |  |  |  |
| Stabilize site and remove BMPs per guidelines, permit conditions and/or specifications |  |  |  |
| **Send this completed checklist to your RRMP lead.** | | | |