



Environmental Briefing and Vendor Method Statement

A. Environmental Briefing Package

Introduction

The NARMCO Group Environmental Management System (EMS) is designed to meet the requirements of ISO 14001 Standard. The principle elements of the **EMS and environmental policy** are:

1. To establish and operate effective procedures aimed at controlling environmental performance to comply with all relevant environmental compliance obligations;
2. To set objectives and targets aimed at achieving prevention of pollution, protection of the environment, and continual improvement in environmental performance

P.I.C – Prevent, Improve, Comply

An important part of the EMS relates to the control of Vendors and their sub-contractors, who are required to comply with the NARMCO Group's environmental policies and procedures.

The nature of the vendor (contractor, supplier) activities is such that vendor personnel have significant potential to affect the environmental performance and regulatory compliance of the facility. Vendor personnel and the facility must therefore work together to achieve the facility's environmental policy, the environmental objectives and targets, and the protection of the environment. Vendors must be aware of the importance of compliance with relevant environmental compliance obligations, and the consequences of non-compliance.

The Vendor is responsible for communicating to all contractor personnel the information in their Method Statement as well as information from the Environmental Briefing Package.

VENDOR PERSONNEL ENVIRONMENTAL INFORMATION

The NARMCO Group Environmental Management System

All Vendors working at The NARMCO Group are required to comply with the requirements of the EMS and the environmental policy. This Environmental Guide provides general details of the Environmental Management System and Environmental Policy.



Environmental Management Basics – Vendors on-site

Vendor has been made aware of The NARMCO Group Environmental Policy

Vendors shall not allow discharges to drains and/or sewers without prior approval from the facility Maintenance Manager or TDG –trained personnel.

Vendors shall provide adequate spill/release prevention for all bulk materials.

Vendors shall immediately notify their contact or the first available Area Manager at the facility of any abnormal conditions found during excavation at the facility. Visibly discolored soils, soils with a discernible odor, and/or heavily stained concrete must not be removed from the site without prior approval from management.

Vendors shall properly label, store, and dispose of all waste materials generated from their activities per WHMIS, GHS, Hazcom requirements.

If The NARMCO Group personnel are required to work with potentially hazardous materials brought on-site by a Vendor, the Vendor must submit copies of each MSDS or SDS to the Joint Health and Safety Committee prior to commencing any work and must have prior approval of the material by the facility Maintenance Manager or TDG –trained personnel.

Imports to CANADA Only - The vendor must ensure that any chemicals imported with the intent of bringing into any Canadian NARMCO Facility are listed on the Domestic Substances List (DSL). Any chemical that does not appear on this list shall not be brought on site. For the search engine for these substances visit "<https://pollution-waste.canada.ca/substances-search/Substance?lang=en>".

Imports to USA Only - The vendor must ensure that any chemicals imported with the intent of bringing into any USA NARMCO Facility are listed on the TCSA Chemical Substances Inventory. Any chemical that does not appear on this list shall not be brought on site. For a list of these substances visit "<https://www.epa.gov/tsca-inventory/how-access-tsca-inventory#download>".

Vendors must be sensitive to the effects of noise, odour, light, fugitive dust emissions, and traffic movement to the facility.

Vendor shall be required to prepare and maintain records pertaining to the work performed in accordance with environmental regulatory requirements, including record retention requirements.

Vendors shall ensure protection of the natural environment surrounding the work area.

Vendor shall ensure that all their employees, sub-contractors, etc. are properly trained on such things as the proper handling of material and equipment, proper response to incidents involving their material and general information relating to WHMIS, GHS, Hazcom requirements.

Vendor shall be aware of plant specific Emergency Preparedness and Response, and Evacuation.

Vendor shall practice safe storage and handling of materials.



B. Vendor Method Statement

Introduction

The Vendor shall prepare and maintain information including a clear method statement, regarding Vendor/sub-contractor activities, which outlines the work to be undertaken and the method(s) for minimizing environmental impacts and maintaining compliance with environmental regulations.

Vendor Information:

Name:	
Address:	
City:	
Province/State:	
Country:	
Phone Number:	
Facility Site Coordinator:	
Email Address:	
Phone Number:	
24H our Emergency Number:	

Please check appropriate box:

New Narmco Vendor	☐
Current Narmco Vendor	☐
Currently involved in other Facility project(s)	☐

List Project(s):

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Environmental Management Basics Table:

All vendors are financially responsible for all on-site environmental actions resulting from incidents involving their employees and subcontractors.

To minimize the risk of environmental accidents, please review and initial the items contained in the Environmental Management Basics Table below:

Environmental Management Basics	Supplier/Contractor Initials
Vendors understand the importance of compliance with relevant environmental compliance obligations, and the consequences of non-compliance.	
Vendors working at Narmco are required to comply with and ensure their employees and any Suppliers/Sub-Contractors or agents comply with the facility's environmental policy (PIC).	
Vendors shall not discharge anything to drains and/or sewers. Spills and other releases to the environment must be immediately reported to their contact or first available Area Manager at the facility.	
Vendors shall provide adequate spill release prevention.	
Vendors shall properly label, store, and dispose of all their waste materials used on-site in accordance with all legal requirements.	
If Narmco personnel are required to work with any new potentially hazardous materials brought on-site by a vendor, the Vendor must provide SDS prior to work commencing on site and receive approval of the material by the Maintenance Manager or Joint Health and Safety personnel.	
Imports to Canada - The vendor must ensure that any chemicals imported with the intent of bringing into any Canadian NARMCO Facility are listed on the Domestic Substances List (DSL). Any chemical that does not appear on this list shall not be brought on site.	
Imports to USA - The vendor must ensure that any chemicals imported with the intent of bringing into any USA NARMCO Facility are listed on the TCSA Chemical Substances Inventory. Any chemical that does not appear on this list shall not be brought on site.	
Vendors shall minimize the effects of noise, odor, light, fugitive dust emissions, and traffic movement on and/or adjacent to facility property.	
Vendors shall obtain, prior to commencing work, all necessary environmental approvals or permits and present copies of such permits to the facility's management.	
Vendors have reviewed emergency preparedness and response procedures.	
Vendors understand that the facility may stop Supplier/Contractor activities that violate facility policies and/or all legal requirements.	



Vendor Method Statement:

Respond to the following questions: (use additional space where required)

This method statement must be completed, signed and returned before contracted work commences.

Work Description:

Describe the **scope** work to be performed while on-site.

Air Emission

Will the work performed produce or cause the release of any air emissions? Yes ☐ No ☐

If yes, list air emissions and method for preventing impact to environment.

Water Discharges

Will the work performed produce or cause the release of any wastewater? Yes ☐ No ☐

If yes,, how will the wastewater be handled?

Materials

What types of materials (chemicals, oils, etc.) and/or equipment will you be handling or bringing on-site to perform the contracted work?

Waste Generation

Will the work performed results in any waste? Yes ☐ No ☐

If yes, list the disposal location as well as amounts and types of wastes expected and the proposed disposal method:

Recyclables

Will any wastes generated be recyclable? Yes ☐ No ☐

If yes, list the recyclable and where and how they will be recycled

**Energy**

Will the work performed consume energy?

(Electricity, compressed air, natural gas, steam, etc.)

Yes ☐ No ☐

If yes, explain what type(s) of energy will be consumed, and how you will minimize consumption:

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****Compliance with the above requirements contributes to Narmco's EMS. Non-compliance can result in work suspension, pending review and approval.**

Communication:

Your employees, sub-contractors, etc. shall be aware of all the requirements listed above.

Vendor Certification:

I have reviewed and understand the information contained in this document.

I understand that Narmco personnel has the right to inspect our activities and those of our Suppliers/Contractors with regards to our on-site activities.

Name	
Title	
Signature	
Date	