



Preparing for MOECC Site Inspections

OHMPA Spring Operations Seminar

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Overview

1. What Prompts a MOECC Site Visit
2. How to Prepare for the Inspection
3. What to Do and Not Do During the Inspection
4. Inspection Follow-ups

What Prompts a MOECC Site Visit

- Complaints
- Recent ECA application submission
- Follow-up from a previous inspection that resulted in action items
- Curiosity

How to Prepare for a MOECC Site Inspection

Often the MOECC will contact you and schedule the visit.

- Do not panic! It's about being prepared.
- Clarify the purpose/scope of the visit, who will be attending and how long the visit will be.
- Consider working with your consultant to prepare for the site visit.

How to Prepare for a MOECC Site Inspection

Several days before the visit:

- Complete a detailed site inspection.
- Review your current ECA equipment list and conditions.
- Make sure someone who is knowledgeable about facility operations and permitting requirements will be available to meet with the MOECC and lead a site tour.
- Consider having your consultant attend.

How to Prepare for a MOECC Site Inspection

- Make sure required documentation has been developed and is readily available:
 - ✓ Operations and Maintenance Manual
 - ✓ Fugitive Dust Management Plan
 - ✓ Complaints Procedure
 - ✓ Training records
 - ✓ ESDM Report and AAR (if required)

How to Prepare for a MOECC Site Inspection

- Other documentation which you may want available if applicable:
 - ✓ Waste Manifests
 - ✓ Sewage Discharge Surcharge Agreement
 - ✓ ECAs for sub-contractors using portable crushers / screens / soil trommels
 - ✓ PTTW

How to Prepare for a MOECC Site Inspection

The day before the site visit:

- Advise employees of the site inspection. The MOECC may ask them questions about their training.
- Decide who will talk about what and plan the tour route.
- Arrange for a space to have a discussion.

How to Prepare for a MOECC Site Inspection

The day of the site visit:

- Complete a final site inspection 2 hours before the visit.
- Set up the “discussion room”. Look ready and organized.
- Have a note pad, pen and camera for your use.
- Initiate the visit in the “discussion room”.
- Complete visitor safety training.

During the Site Inspection

- Be polite and friendly (only your consultant can be firm if needed).
- Do not volunteer information. Only answer the questions asked.
- If you do not know the answer, do not guess. Indicate you will respond to the question after the site visit.

During the Site Inspection

- Make note of any observations and/or requests the MOECC makes.
- Keep copies of any documents, samples or photos the MOECC takes. If possible, email requested documents to the MOECC after the meeting.
- If possible, do not commit to any deadlines during the meeting.

During the Site Inspection

- Exchange contact information.
- Ask when you can expect a copy of their inspection report.
- If action items were identified during the visit, briefly review those action items and their timing before the MOECC leaves (or shortly after their visit).

After the Site Inspection

- Follow-up with the MOECC to confirm any action items identified during the visit and timing to complete.
- Review the inspection report carefully.
- If any errors are identified in the report, follow-up with the MOECC promptly.

After the Site Inspection

- If there are several action items from the inspection the MOECC may request an Action Plan be prepared, or you may offer to prepare an Action Plan.
- Consider reviewing the wording and commitments in the Action Plan with your consultant before submitting it to the MOECC.
- Note, the MOECC may schedule a 2nd site visit if needed.

Questions?

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