

Monthly Operations Report Outline

The purpose of the Monthly Operations Report is to provide a summary of the activities that occurred over the preceding month related to the operations aspects of the Agreement and Fill Management Plan.

The report will include:

- Fill Source Sites Approved – a brief description of the new source sites approved during the month including address, owner and volume. A brief description of the reports and documents relied upon during the source site assessment process.
- Soil Volume Received – a brief outline indicating the number of trucks received each day and the estimated volume of fill placed on the Site. A brief description of where on the Site the fill was placed.
- Receiving Soil Assessment Results – a brief description of the number of samples collected and any results received that exceed the Site criteria.
- Site Auditing and QA/QC – a brief description of the types of auditing and QA/QC activities undertaken and the results, such as road patrols, soil sampling and fill area inspections.
- Roads and Traffic – a brief description of the days when the sweeper/flusher truck was active (number of passes/hours per day). A brief description of any other measures taken to mitigate mud/dust tracking, such as wheel wash operation hours per day. Comment on any issues and mitigation undertaken related to roads and traffic.
- Site Monitoring and Inspections – a brief description of the results of the Site inspections including erosion, noise, and dust control.
- Complaint Response and Resolution – provide copies of all Complaint Forms and identify any modifications or preventative actions taken to address issues that are not detailed on the Complaint Forms.
- Deviations from the Fill Management Plan – identify any deviations from the requirements of the Fill Management Plan and why. Provide comments on how the deviation has been addressed.
- Other Comments and Actions – describe any issues of concern, activities and actions related to the operation.

Semi-Annual Report Outline

Overview

The purpose of the Semi Annual Report is to provide a brief update of the results of the semi-annual environmental monitoring. It provides an opportunity to do a brief mid-year evaluation of the impact of the operation and the effectiveness of the monitoring program.

The report will include the results of the groundwater quality testing and water level monitoring, as well as, the results of any other environmental monitoring that is conducted on a semi-annual basis.

The report will include a brief review of the results in the context of previous results and identify any significant anomalies. The report will provide brief conclusions as to compliance with the applicable comparative criteria.

The report will include recommendations to address any items of concern and the need for additional monitoring or action.

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Annual Report Outline

Overview

The purpose of the Annual Report is to provide:

- A summary of all operations activities conducted during the year;
- A detailed report on the results of the environmental impact monitoring (Annual Monitoring Report) of the activities including an assessment of the potential for future impacts; and
- Recommendations for changes, modifications or enhancements to the Fill Management Plan to improve operations, comply with changes imposed by the Town, Region or regulatory authorities and mitigate potential impacts.

The Annual Report would be submitted in support of the application for a Site Alteration Permit renewal.

1.0 Report Content

2.0 Executive Summary

Brief overview of the highlights of the report including the recommendations.

3.0 Introduction – Site and Operation Description

4.0 Background and History – Brief review of previous work and pertinent documents to provide context for reviewers so they do not have to go back to the original submission documents.

5.0 Filling Operations – Details of the operation with reference to the monthly reports. The purpose is not to repeat the content of the monthly reports, but to highlight the findings, conclusions and measures taken to mitigate issues.

5.1 Fill Source Site Assessment and QA/QC Protocols – Results and conclusions with reference to the monthly reports

5.2 Receiving Soil Assessment – Results with reference to the monthly reports

5.3 Auditing process – Results and conclusions

5.4 Complaint Response and Resolution

5.5 Risk Management

5.6 Traffic and Signage

5.7 Mud Tracking and Dust Control

5.8 Erosion and Sediment Control

- 5.9 **Survey and Volumes** – Volumes imported and site contours in relation to pre-existing contours and final contours, including estimate of remaining capacity.
- 5.10 **Health and Safety and Security**
- 5.11 **Other Items**
- 6.0 **Environmental Monitoring** – Details of the groundwater monitoring and other environmental monitoring with reference to the Annual Monitoring Report that will be appended as it will likely be prepared by a specialist consulting firm.
 - 6.1 **Monitoring Plan Objectives**
 - 6.2 **Geology and Hydrogeology**
 - 6.3 **Work Program**
 - 6.4 **Monitoring Results**
 - 6.5 **Trends and Statistical Evaluation**
 - 6.6 **Impact Assessment and Trigger for Contingency Planning**
 - 6.7 **Conclusions**
 - 6.8 **Recommendations**
- 7.0 **Compliance Assessment** – A comparison of how the operation met the requirements of the Fill Management Plan, Agreement and the requirements of the Town, Region and other regulatory agencies with jurisdiction. The assessment must include conclusions and recommendations to address any outstanding issues.
- 8.0 **Conclusions**
- 9.0 **Recommendations** – The report must provide recommendations that clearly indicate if the filling operation should continue and what modifications or changes to the Fill Management Plan, site operations and the monitoring program are needed to meet the requirements of the Agreement, the Town, the Region and other agencies with jurisdiction.

Figures

Site Plans and cross-sections detailing the filling program and current conditions compared to final contours.

Appendices

Monthly Reports – reference documents for the summary provided in the text of the report
Annual Monitoring Report – details of the environmental monitoring and impact assessment supporting documentation.

References – A listing of all previous relevant documents

Incident Report Form

Date of Incident: _____

Time: _____

Location of Incident: _____

Parties Involved: _____

Haulage Company: _____

License Plate: _____ Unit Number: _____

Reported to: _____ Telephone #:() _____

Date Reported: _____

Details/Comments:

Action/Follow up Required:

Signature:		Date:	
Distribution:	Town of East Gwillibury:		Fax:
	Additional:		Fax :