

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 Merita Trohimovich			