

CITY OF SURREY
Engineering Department

**Surrey Soil Conservation & Protection By-law,
2007, No. 16389**



**Supervising Engineers Handbook for
Permitted Soil Removal or Depositing Sites**

December 2014

The requirements presented hereafter specify the inspecting, monitoring and reporting standards for use by the supervising engineer on permitted soil removal or depositing sites located within the City of Surrey.

These inspecting, monitoring and reporting requirements will be revised and updated as new information warrants change.

Please forward inquiries concerning these requirements to:

City of Surrey – Engineering Department
Engineering Counter
13450 104 Avenue
Surrey, BC V3t 1V8
Telephone: 604-591-4340
Fax: 604-591-8693
engineering@surrey.ca

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1.0 INTRODUCTION

As part of the Surrey Soil Conservation and Protection By-law, 2007, No.16389, all permitted soil removal or depositing sites, except those at which the amount of soil proposed to be removed or deposited is not greater than 500 cubic metres or for which the proposed operation will be completed in one month, are required to maintain and submit progress reports, certified and sealed by a professional engineer.

The requirements outlined in this document are intended to assist the supervising engineer with site inspection, monitoring, and reporting obligations in order to meet the By-law requirements.

Although it is the supervising engineer's responsibility for inspecting, monitoring, and reporting, it is ultimately the responsibility of the permit holder to ensure that the site is in compliance with the By-law. However, the supervising engineer, upon discovering an infraction against the By-law and/or the provisions set out in the sites Soil Removal or Depositing Permit, must immediately notify the City.

Please note that these requirements contained in this document are considered a minimum for all permitted soil removal or depositing sites within the City of Surrey.

2.0 BY-LAW REQUIREMENTS

The following excerpt of the By-law specifies the reporting requirements for permitted sites. The requirements specified herein are pertinent to Section 23 of the By-law.

Section 23. “Every *permit holder*, except for the application for which the amount of *soil* proposed to be *removed* or *deposited* is not more than 500 cubic metres or for which the proposed operation will be completed within one month from the date the *permit* is issued, shall maintain monthly reports, certified and sealed by an *engineer*, regarding the progress of the *soil removal* or *deposit*.”

The monthly report information shall include all of the following:

- (a) the quantity of *soil removal* or *deposit* for the previous month and the total cumulative quantity for the duration of the permit up to the month in question; and
- (b) the actual location of the *soil removal* or *deposit*.

Monthly reports shall be submitted to the *City* at the request of the *General Manager* except in the case of an *significant extraction operation* where reports shall be submitted to the *General Manager* with the monthly fee payment required pursuant to Section 13(d) of this By-law”.

2.1 SUPERVISING ENGINEER

The engineer that is required to certify and seal the monitoring report is defined as:

“a person registered or licensed as a professional engineer under the Engineers and Geoscientists Act, R.S.B.C. 1996, c.116, as amended.”

Other appropriately qualified individuals, defined as:

“An engineer, agrolologist, geoscientist, applied scientist, or technologist who is registered and in good standing in British Columbia with a professional organization constituted under an Act, acting under the association’s code of ethics”

may be appointed to monitor and inspect site activities; however, it will ultimately be the responsibility of the professional engineer to identify, address and report non-compliance issues as they arise.

3.0 DELINEATION OF RESPONSIBILITY

3.1 SUPERVISING ENGINEER RESPONSIBILITY ON PERMITTED SITES

The primary duties of the Supervising Engineer are:

- Prior to the commencement of works, the supervising engineer shall review and sign the proposed Soil Removal/Deposition Plan (applies if the design was not prepared by the supervising engineer);
- Conduct site inspections as needed to ensure the works are performed in accordance to the approved plan and permit;
- Submit reports to the City in accordance with Section 4.0 of this document;
- Immediately notify the City of termination of site supervisory duties, or when an infraction occurs pursuant to the By-law or Soil Removal/Deposition Permit.

4.0 REPORTING

4.1 REPORT REQUIREMENTS

Reports are required to include the following detail:

- Date and time of inspection(s)
- Project location and permit number
- Site Supervisor contact details
- Details of who conducted the inspection if different from the reporting engineer
- General site conditions
- Volume of material imported/removed in the reporting month and total volume imported/removed for the project
- Location of material imported/removed
- Remedial actions required including time frames for the completion of specified works
- Certified and sealed by the engineer.

Refer to Appendix B for an example of an inspection report.

4.2 REPORT SUBMISSION

Following all site inspections, the engineer is required to submit a copy of the site inspection report to the City of Surrey Engineering Department via either e-mail or regular mail by the last working day of each month from the date of permit issuance, until the permit expires or works are completed.

E-mail: Report submitted to LGThompson@surrey.ca
Titled: Soil Removal/Depositing Permit Report for(*project address*)
Reports submitted via e-mail are required to be in **PDF format**.

Mail: City of Surrey
Engineering Department
Drainage & Environment Section
13450 104 Avenue, Surrey, B.C. V3T 1V8

5.0 SITE INVESTIGATIONS AND BY-LAW ENFORCEMENT

Designated staff from the City of Surrey's Engineering Department and By-law Enforcement & Licensing Section may enter a site in order to carry out random site inspections to validate reports submitted to the City and compliance with the By-law.

Any course of action pertaining to the enforcement of violations committed under the Soil Conservation and Protection By-law will take into consideration the responsible parties that contributed to the breach and will result in stop work notices or ticketing.

The holder of a soil depositing/removal permit is ultimately held accountable for the conformance of the site under the By-law while the Permit is active. It is their responsibility to ensure that due diligence is employed to carry out the works in accordance with the provisions in the permit and By-law.

Appendix A: Supervising Engineer Confirmation Form

(COMPANY LETTERHEAD)

Date: _____

City of Surrey
Engineering Department
13450 104 Avenue
Surrey, British Columbia
Canada V3T 1V8

Attention: Engineering General Manager

**Re: Confirmation of Commitment by Supervising Engineer for Soil
Removal/Deposit works at property _____**

Civic Address of Project (Please Print)

I, _____ (Supervising Engineer), confirm that I have been retained by
_____ (owner / applicant) to oversee _____ (Prime
Contractor Representative) in the placement and/or extraction of soil at the above described site.

I am registered or licensed as a professional engineer under the Engineers and Geoscientists Act, R.S.B.C. 1996, c.116, as amended, acting under that association's code of ethics and subject to disciplinary action by that association. I am responsible for inspecting, providing monthly monitoring reports and general reporting of the soil removal/depositing works in accordance with the requirements set out in the Surrey Soil Conservation and Protection By-law, 2007, No.16389.

It is also the responsibility of the owner / applicant / prime contractor to notify the engineer on record when material is being moved to or from the subject site. As well, it is the responsibility of the owner / applicant / engineer on record to inform the City of Surrey if the project engineer ceases to be retained by the permit holder.

Yours truly,

_____ Supervising Engineer _____ Professional Seal

_____ Prime Contractor Representative's Signature

_____ Owner / Applicant's Signature

Appendix B: Sample Inspection Report



SOIL REMOVAL/DEPOSITION SITE INSPECTION REPORT

Project Civic Address: _____

Reporting Period: _____

Reporting Engineer: _____ Contact #: _____

(dd/mm/yy) (dd/mm/yy)

Inspected by: _____ Contact#: _____

Soil Permit #: _____

(if different than reporting engineer)

Work in Progress		
	<i>Specify:-</i>	<i>Comments:-</i>
Volume of Soil Removed/Deposited in the Reporting Period (m ³)		
Total Volume of Soil Removed/Deposited (m ³)		
Permitted Volume of Soil Removal/Deposit (m ³)		
Area of Soil Removed/Deposited (m ²)		
Permitted Area of Soil Removal/Deposit (m ²)		

I _____ professional engineer, in good standing in and for the Province of British Columbia, hereby certify that the soil depositing/removal works as set out on the approved soil deposition/removal plan is in compliance with the issued soil depositing/removing permit and City of Surrey's Soil Conservation and Protection By-law, 2007, 16389.

(Certified and Sealed)