# Notice-of-Work

**To**: [Enter Parsons Contacts-Mine Manager, Construction Director, Safety Manager, Environmental Manager]

**From**: [Name and Company performing work]

**Cc**: [If applicable CIRNAC and PSPC Representative and any others to notify of the planned work]

**Date Submitted**: [yyyy-mm-dd]

**Subject**: Notice of Work – [Brief description of work scope]

**Client**: CIRNAC – Northern Contaminated Sites Branch & PSPC-Canada

**Project**: [Project Identifier/PO Number – obtained from Parsons]

**Site Contact**: [Enter recommended Parsons personnel to be assigned as Site Contact if not currently established. See Parsons Site Access Contact Person Policy (FMRP-POL-0016) for more details.]

## Procedure for completing the Notice of Work (NOW)

## For each of the following sections, please enter information where the section is applicable to the nature of the work being performed. Examples of the required information are provided in each section. If the section is not applicable, please identify this.

## Introduction – Overall Project Summary

 [Company name] by submitting this Notice of Work you are notifying Parsons of upcoming fieldwork Briefly describe the nature of the work you are planning to complete at the FMRP. [Example] The proposed scope of fieldwork is the next installment of the flow measurements (see April 15 and June 23, 2021 – Notice of Works) at established hydrometric stations. Ongoing monitoring and maintenance for the hydroclimate stations are required to support the continued establishment of a robust, long-term hydroclimate network with accessible real-time data. All relevant data from hydroclimate instrumentation once received and reviewed, will be uploaded to the EQUIS database.

Fieldwork includes finalization of the real-time network, measurements at the stations installed in 2019, 2020, and 2021, and any required maintenance for the stations in the real-time hydroclimate network (the Program). Specifically:

## Support Contracting (if applicable)

[Example] – The Program will be executed by [Company name] technical guidance during the Program with site supervision and guidance provided by appropriate field personnel. Applicable Y/N

## Laydown Storage Space

Storage requirements i.e., mobile equipment, construction materials, field supplies, etc. Describe what is to be stored, the volume expected, and the intended location. Applicable Y/N

## Work Location Access Requirements

[Example] – Identify program locations and how they will be accessed by existing roadways at the Faro mine. Identify means of access I.e. A truck, ATV, or snowmobile will be used.

## Environmental Practices and Heritage Resources Protection Review Confirmation

[Example] – [Company} will perform this work in alignment with Parsons’ healthy, safety, and Faro Mine Environmental Management Plans (EMPs) and the site-specific EPP that has been submitted and approved by the Parsons Environmental Manager and Mine Manager.

*Note: EPP’s are required for all work packages. If the requirement is not deemed applicable to a particular work package, please contact the Parsons Environment Manager for approval*

### Parsons Environment Permits

Example – Proposed work will be executed at previously established sites. [Company name] will work with Parsons, as appropriate, regarding site disturbance permits if required.

**Permits could include:**

* **Ground Disturbance Permit**
* **Working Near Water Permit**
* **Water Use Permit**

### Heritage Resources Review Confirmation

Example – [Company name] has confirmed that the completed archeological assessments have been completed and no conflicts exist. Provide the location of the work to be performed, if a site graphic is available, please include it as an Attachment.

### Environmental Awareness and Training

Parsons will provide Environmental Awareness training as part of the FMRP site orientation package. Where required, the Subcontractor should additionally include details of their proactive environmental awareness actions proposed as part of their work, as well as any relevant training required to be undertaken.

### Bird Nesting Surveys

Example – It is not anticipated that a bird nesting survey will be required for this scope of work. [Company name] will work with Parsons, as appropriate. Applicable Y/N

### Environmental Monitoring

Example – [Company name]will perform this work in alignment with Parsons’ health, safety, and environmental protection policies to limit the mobilization of sediment and erosion.

Through the execution of the scope of work, dust generation on roadways may be present if roads are dry. [Company name] will adhere to site-wide speed limits in efforts to minimize dust if relevant. Applicable Y/N

### Surveying

*Example –* At this time no external support for surveying will be required during the field program. Applicable Y/N

## Field Staff

The Subcontractor shall Identify all personnel expected to be present at the FMRP and involved with the work package

Example – It is anticipated that during the program, at any one time, up to three (3) people will be supporting this scope of work and will be at the Faro Mine site. For the monitoring and maintenance of hydroclimate instrumentation, the field program field manager will be onsite to provide oversight for this program.

The core team consists of two (2) NHC field technicians. Per Parsons’ requirements, SRK will provide a refined list of personnel (names identified) who require orientation at the commencement of the program, with greater than two days’ notice.

## Schedule of Work

**Where deemed required by Parsons, the Subcontractor must include an MS Project-format schedule as per Div 1 requirements in addition to the written summary below. Otherwise, the Subcontractor will identify the planned dates of when field personnel will be present at the FMC**

Example – Some flexibility is embedded in the proposed dates for execution; however, they are also time sensitive. [Company name] will communicate the arrival of [Company name] field crews directly to Parsons for this work package.

The schedule for hydroclimate fieldwork is as follows:

* Under ice hydrometric measurements.
* Surveys of hydrometric station benchmarks.
* Hydrometric station inspections and downloads for data capture of archiving loggers.
* Verification of snow depth sensor readings and snow water equivalent from snow pillow.
* Snow surveys at low- and mid-elevation snow courses.
* Establishment of high-elevation snow course if time permits.
* Maintenance of hydrometric and meteorological stations, if required.

## Health and Safety

### Staff Orientations and Coordination with Parsons

Example – [Company name] has completed the submission of Parson’s Corporate Safety Evaluation (CSE) for 2023. All three personnel, two (2) field technicians and one (1) field manager, have not completed their site orientations with Parsons in 2023. We will coordinate their online orientations, prior to their arrival at the to site and they will bring the necessary supporting documents.

### Health and Safety

Working safely is a top priority for [Company name] and our subcontractors in all work the firms undertake. At Faro, working safely at the site includes following all health and safety requirements that have been established by Parsons in its role as site manager. Past experience has proven that those requirements are dynamic and subject to change, sometimes on short notice. This makes the provisions for regular communications between Parsons and contractors a critical component of any plans for working safely at Faro. When conducting work at the site, [Company name]and our subcontractors will comply with all site health and safety requirements, including implementing any revisions or short-term modifications that are agreed upon between Parsons during work at the site.

[Company name} will perform this work in alignment with Parsons’ Project Health, Safety & Environment Plan (PSHEP) and the [Company name] site-specific H&S Plan that has been submitted and approved by the Parsons Health and Safety Manager, and Mine Manager. A Project Specific Health & Safety Plan template has been developed for the Subcontractors’ use and is available on the FMRP website or through the appropriate Parsons Manager

Applicable Y/N. Before this requirement can be deemed not applicable, approval of the Parsons H&S and Mine Managers must be obtained

### COVID-19 Site Access

[Company name] will adhere to Parsons’s onsite screening health checks, and COVID-19 policy, and submit necessary documentation in advance of accessing the site.

## Closing

If there are any questions or comments regarding the proposed work scope, please communicate directly with the appropriate Parsons Manager.

## Attachments:

Include any relevant attachments and list them under this section.

* Attachment 1 Figures