



Groundwater Management Plan (GWMP)

This document is to serve as a guide line for the material which may be required to be incorporated as part of the GWMP for your Project. The suggested headings represent potential sections of information to be provided. Any bullet points are to be expanded upon and addressed within the section, if applicable.

The document/information submitted by your Company is not limited to nor all sections necessarily applicable to your Project.

Title Page:

- Company Name (Legal)
- Project Name
- Site Address/Location
- Timeline/Duration of the Project
- Scaled down site map
- Title (Groundwater Management Plan)
- Date of Plan submission
- Company Contact information (footer)

Overview:

- General Description of Project
- Project potential discharge
- Potential for Contaminated Groundwater and location
- Expected volumes for discharge
- Reference to PTTW/Capacity Assessments (Limit) of receiving sewer(s)

Pre-treatment of Groundwater (if applicable):

- Type of contaminant and applicable treatment system
- Supplier (**if Leased/Rental Unit**)
- Unit Availability/Delivery time delay, if not in place from Project start date
- Capabilities/Limitations of the Treatment system (Specifications)
- Operating and Maintenance Procedures

Discharge Monitoring: Flow (Volume/Rate):

- Flow meter to be employed
- Monitoring routine to be followed
- Threshold(s) to enact Contingency Plan(s)



- Identify person(s) responsible monitoring/reporting Log
- Contact information for this Person(s)

Water Quality:

- Sampling procedure/site
- Identify Person(s) who will be performing sampling/reporting results
- Contact information for this person

Contingency Plan(s):

- Identify Person(s) who will enact Contingency Plan(s)
- Contact information for this Person(s)

In the event:

- Pre-treatment system fails or effluent becomes non-compliant **(if applicable)**;
- Volume limits (Daily total) being approached/exceeded;
- Volume limits (Max Discharge Flow Rate) inadequate to keep up with inflow;
- Discharge Pump failure;
- Unforeseen contamination/Time delay waiting for delivery of treatment unit;
- Note: if licensed Waste Hauler/Treatment Facility to be used, contact information for that Company and its Representative to be supplied.
Note: if haulage to the Pickard Centre being considered, approval to be sought prior to shipment of any loads. Use of Permitted Hauler required; confirm when seeking approval;
- For either, assurance to be provided that selected Company has the capability to handle potential GW volumes.

Affirmation of Understanding and Compliance:

- Last page of document
- Indicates all parties have read and understood terms & Conditions of the GWMP. Agree to abide by these terms and ensure discharge compliant with the Sewer Use By-law
- To be signed by:
 - Project Manager
 - Site Supervisor/Foreman
 - Treatment System Operator(s)
 - And/or Site Discharge Monitor Person(s)
- Name of contact cell number should be typed below each signature
- Completed signed forms can be sent by fax to Sewer Use Program at;



613- 745-9197 or email to: SUP-PUE@ottawa.ca

This is a standalone reference document. Once this Plan has been reviewed and accepted by Sewer Use staff, it shall be kept on-site for personnel to reference when managing the discharge of groundwater from this specific Project site. It should not take the form of a Letter addressed to Sewer Use staff.