

## Job Aid - EPP Closure Report Completion and Submission

### When is it required?

This form is only required for completion if it is conditioned within the Secondary Screening Results or within a permit from Ministry of Environment (ENV) (E.g., Aquatic Habitat Protection, Forest Product or Crown Land Clearance). It is typically a requirement for completion of work on Provincial Crown land and/or medium level disturbance activities in wetlands where the Environmental Protection Plan (EPP) for *Working In or Near Surface Water on Private Land* applies.

### Who completes it?

An onsite supervisor or a SaskPower Environment representative/consultant (if present) can complete the form as per the discretion of the applicable SaskPower Manager or Contract Administrator. Electronic or hardcopy completion is acceptable. Please confirm requirements as applicable.

### What level of detail is required?

#### Contact Information

- Basic contact details of who is completing the form are required

#### Project Details

- Complete basic information as applicable. For linear projects or projects with multiple locations, a starting legal land location and/or Lat/Long is all that is required.

#### Detailed Information

- Complete each checkbox.
- If you answer no, no additional information is required.
- If you answer yes, provide a brief summary in the comment box. Additional detail can be provided under “Additional Comments” if necessary.

#### Photos

- Click inside the box to add photos of the project to the form. Three photos can be individually added to the form. If additional photos are warranted append more in the e-mail.
- Include a couple representative photos of pre-construction & post construction site condition including any areas that may require additional reclamation (e.g., rutting, etc.).
- If there are several wetlands in the project, before and after photos of each wetland are required.
- For projects with multiple wetlands, please label photos with location so it is clear which wetland it is.

**\*\*\*Photos are Mandatory\*\*\***

#### Additional Comments

- Provide any additional details as required for “Yes” answers or other information that may important to relay to the ENV (e.g., final site condition)

### Where do I send it?

Send the completed form with pictures to [EnvirScreening@saskpower.com](mailto:EnvirScreening@saskpower.com). The form will then be submitted to ENV as required. If submitting electronically, clicking the “Send Form” button will open a new e-mail with the completed form attached.

### Who do I call for Help?

You can contact your Operations Manager, Construction Manager or Contract Administrator for initial guidance. If additional guidance is required, contact your SaskPower Environmental representative or 306-566-6200 at any time.