
Site Designation Guide

October 2012



Guide to Smart About Salt Designation - Site

PURPOSE OF THIS GUIDE

This Guide is designed:

1. To help facility owners and managers to apply for and maintain Smart About Salt designation; and
2. To ensure that Designated Sites achieve and maintain the high standard of salt management expected by the Smart About Salt program.

STEPS

The following are the steps that you need to take to apply for Smart About Salt Site Designation.

1. Obtain the Documents

- Get a copy of the *Self-Assessment – Site Worksheet* and the *Application for Designation – Smart About Salt Certified Site* from www.smartaboutsalt.com.

2. Map Your Site

Prepare a map of your site. You may already have a site plan to work with or you may be able to get an aerial photo from Google Earth™. The map of your site should include the following features:

- pedestrian areas
- parking areas
- loading areas
- buildings, including entrances
- sidewalks and any handicap access areas
- stairways that need snow/ice clearing
- significant vegetation and grassed areas
- site entrances and exits and surrounding streets
- location of all site drainage features including roof drains and direction of drainage flow
- winter maintenance material storage and loading areas
- snow storage areas

Include a north arrow and a scale. If roads, railways, creeks, or rivers, intersect with the site, make note of these as well. The map will be used by you to locate and identify problem areas and low traffic areas.

Guide to Smart About Salt Designation - Site

3. Identifying Problem and Priority Areas

Often the biggest problems at facilities are locations where water continually collects and freezes creating icy areas that require extra effort and salt to achieve safe walking or driving conditions.

An easy way to identify high risk areas is to inspect your property after a rain. You will see wet areas that will be icy and high salt use areas in the winter. Pictures A & B illustrate two typical situations.

- A. the downspout that outlets onto paved surfaces and freezes; and
- B. Areas where melt water from stockpiled snow flows across pavement and freezes.



On the site map, mark and number the areas which are consistently icy and require salting.

Typical high risk/problem areas include:

- low lying areas and areas that have poor drainage where puddles form
- catch basins that have heaved or become clogged and have poor drainage
- uneven, rutted, damaged or potholed pavement where water cannot drain away properly
- building entrances and exits
- cracked or heaved sidewalks
- areas too narrow to plow properly
- areas where significant drifting occurs and additional plowing or salt are needed at times
- traffic entrances and exits
- parking areas where vehicles are left overnight
- an area where a roof downspout drains onto paved areas causing icing
- areas where melt water from snow storage and disposal areas flows across or collects on pavement
- pedestrian ramps and stairs
- handicap access areas
- entrances and exits to covered or underground parking structures
- open roof tops of parking structures



Remember that stored snow will eventually melt and the melt water will drain somewhere. If it flows back over the parking lot or pedestrian area, it can quickly become icy and require additional material to control it. Snow should be stored close to, but not on top of, a storm drain. See Resource Sheet #10 for more information. The high risk/problem areas can be marked on the map and recorded in the Self Assessment Workbook under the heading ***Problem Areas***.

4. Identifying Low Traffic Areas

Identifying the traffic, parking and pedestrian patterns for a site can help you identify areas of low traffic use (both pedestrian and vehicle) during the late fall, winter and early spring months. Assess the possibility of closure or restricted access to these areas. Many sites have the same level of use all year round and therefore this step can be skipped.

Some common low traffic areas include:

- outdoor courtyards, parks or patios used only in summer months
- overflow parking lots
- portion of a parking lot not well-used
- areas requiring only occasional access

If you choose to restrict access to an area, consider the following:

- Physical barriers should be used as well as signs.
- Check with your insurance company or lawyer to ensure closure of the area does not increase your liability.
- Fire routes, building exits, fire hydrants and maintenance access roads should be accessible during winter months.

Closure of a parking area will reduce plowing needs and the amount of salt applied, potentially reducing winter maintenance costs and the amount of sodium and chloride entering the environment.

The low traffic areas can be marked on the map and recorded in the Self Assessment Workbook under the heading *Low Traffic Areas*.

5. Developing Solutions

The first step is to address the various problem areas. Solutions fall into three categories:

- Eliminate or reduce sources of water
- Improve control of drifting snow
- Restrict access to, or close low use areas

Some solutions may be as easy as:

- Relocating snow piles to areas closer to storm drains or where water drains away from paved areas
- Re-directing the downspouts from roof drains away from paved areas

Other solutions may be more difficult or long term:

- Adjusting the drainage pattern of a parking lot to reduce the amount of melt water that flows over driving and pedestrian areas.
- Removing obstacles to improve snow plowing and site drainage.

Guide to Smart About Salt Designation - Site

- Incorporating anti-icing and liquid application techniques into your snow and ice control toolbox.

The solutions for low traffic areas should also be identified and recorded in the Self Assessment Workbook under the heading *Solution* and associated with the relevant *Problem Area* and *Low Traffic Areas*.

6. Determine Your Goals and Action Plans

- Now that you have identified the problem areas and low traffic areas and the associated solutions you can prepare your *Action Plans*.
- Your *Action Plans* should identify your future goals, a target years and what needs to be done to achieve these improvements.
- Record this information in the section labeled *Action Plan* associated with the associated *Problem Areas* and *Low Traffic Areas*.

A Plan that is not clear and written down is of little use in helping you to achieve your goals.

7. Complete the Application for Designation

- You can apply for Smart About Salt Designation once you have:
 - i. Completed your *Self-Assessment – Site Worksheet*;
 - ii. Committed to using a Smart About Salt Certified Contracting Company or having your internal forces Smart About Salt Certified.
- Complete the *Application for Designation – Smart About Salt Certified Site*. You can get the form at the following link. www.smartaboutsalt.ca
 - i. Fill out the front page of the application. This information will be used to complete the SAS Database if the company is successful.
 - ii. Identify the Company Contact who is the contact person for all correspondence related to the Smart About Salt Program.
 - iii. Identify an Accredited Site Manager – who can be your employee or a contracted property manager. This person should take the Smart About Salt Training.
 - iv. Provide the information on the sector, site manager, SAS accreditation and facility.
 - v. Complete the Declaration section and have the Application Signed and Dated by the Company Contact of Accredited Site Manager.
- Complete the *Annual Certification Report*.
 - i. Fill in the *Company Information* (top of page 1)
 - ii. Complete the *Salt Use Summary* (bottom of page 1). It is understood that in the first year of application these may be estimated based on total usage. The following are some suggestions on how to gather the necessary information until you have fully implemented a tracking system.
 - i. You can use Google Earth™ or findlotsize.com to measure the areas of the paved surfaces you are servicing.
 - ii. Your salt purchase records or service logs will tell you how much salt you used. Please try to be as accurate as possible.

Guide to Smart About Salt Designation - Site

- iii. The number of winter events can come from your staff or contractor timesheets. You know how many times the site was visited to plow or spread salt.
- iii. Complete the *Training and Record Keeping Section* (top of page 2).
- iv. Complete the *Declaration* section (bottom of page 2).

8. Submit the Application for Designation

- Once all the sections of the *Application for Designation* and the *Annual Certification Report* have been completed it can be submitted along with a cheque for \$250 + HST = \$282.50, payable to the *Smart About Salt Council* to the following address:

Smart About Salt Council
7856 Fifth Line South,
Milton, Ontario
L9T 2X9

9. Review of the Application for Designation

- The Smart About Salt Council will review your application for completeness.
- If it is complete and you meet the entry qualifications:
 - i. You will be issued a letter confirming that you have been successful and welcoming you to the Smart About Salt Program.
 - ii. You will be issued a camera ready copy of the Smart About Salt Logo and authorization to use the Logo as long as you continue to meet the program obligations.
 - iii. Your company will be added to the Smart About Salt Website as a Certified Site.
- If your application is deficient your cheque will be returned along with your documentation and an explanation. Once you have corrected your deficiencies you are free to reapply.

10. Annual Renewal

- All Certified Sites are required to resubmit the *Application for Designation* and the *Annual Certification Report* each year by the anniversary of your certification, along with the annual renewal fee.
- Failure to achieve the required standards will result in suspension of the Company's Certification until such time that the Company can demonstrate that it has met the required standard. The Company will be required to stop using the Smart About Salt name and logo immediately upon loss of certification in good standing.

Guide to Smart About Salt Designation - Site

11. Audit

- The Smart About Salt Council will conduct periodic random audits of Certified Companies to ensure that they are meeting the standard.
- The audit findings will be discussed with the Company Contact and the Company will be given a specified time to respond to the findings and correct any deficiencies.
- Failure to satisfactorily correct deficiencies can result in suspension of the Company's Certification.