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## Purpose and Scope

The **purpose** of this document is to outline requirements and accountabilities to ensure compliance with The Invasive Species Act and associated regulations, when planning and executing work activities for Hydro One Networks Inc.

**Scope:** This document applies to all lines of business (LOBs) within Hydro One.

## Revision History

Version	Brief Description of Revisions
R0	This is a new document

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## 1.0 Definitions/ Acronyms

Acronym/Word/ Term/Phrase	Meaning as it applies to this document
BMP	Best Management Practices.
Capital work/projects	New construction activities (e.g. new station or line).
EDDMapS	Early Detection and Information Distribution Mapping System. <a href="#">EDDMapS</a> is a web based mapping system used to document invasive species using GIS software.
GIS	Geographic Information System. Computer based mapping system for capturing, managing, analyzing and displaying all forms of geographically referenced information.
GIS Biodiversity Map	Internal GIS map available to Hydro One employees detailing Environmental information overlaid with Hydro One business layers. This map includes locations of known invasive species based on EDDMapS information.
GIS Commitment Layer	GIS layer that outlines special treatment requirements to protect species at risk, invasive species locations and known sensitive bird habitats. The layer is only editable by specific LOB Contacts but information will be visible to all HONI employees.
Integrated Vegetation Management (IVM)	(IVM) is generally defined as the practice of promoting desirable, stable, low-growing plant communities that will resist invasion by tall growing tree species through the use of appropriate, environmentally-sound, and cost-effective control methods.
Invasive Species	A non-native species whose introduction or spread threatens the environment, the economy and / or society, including human health. Invasive Species can be all manner of plants and animals.
ISA	Ontario's <a href="#">Invasive Species Act</a> , provincial legislation intended to reduce / eliminate impacts and spread of prohibited and restricted invasive species. <a href="#">Associated O.Reg 354/16</a> .
NERC	North American Electric Reliability Corporation – Oversees the implementation of various reliability standards that HONI must comply with.
OESA	Ontario Endangered Species Act provides additional protection for certain listed species in Ontario.
OIPC	Ontario Invasive Plant Council is a not for profit organization focused on the collaboration of organizations and concerned citizens to fight the threat of invasive plants in the province of Ontario. Hydro One has a seat on the OIPC board of directors.
OMA	Operation and Maintenance Activities. These are activities which

	<p>are required to ensure assets are operated in a safe and reliable fashion and comply with NERC regulations. Such activities, if not conducted, could result in potential health and safety issues such as asset failures, outages, etc. They include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Forestry related - tree trimming, herbicide application, vegetation management etc.</li> <li>• Lines Related – restringing conductors, asset replacement, pole replacement where there is no change in corridor footprint (this includes situations where Hydro One replaces poles owned by an external party – e.g. Bell Joint Use pole). Etc.</li> <li>• Grounds and Sites related – grass cutting, trash removal etc.</li> <li>• Stations related – asset maintenance and replacement</li> <li>• Decommissioning of assets</li> </ul>
Prohibited Species	Legal designation under the Invasive Species Act and associated regulations.
Restricted Species	Legal designation under the Invasive Species Act and associated regulations.
Site supervisor	Is the most senior person on the job site responsible for explaining job plans / requirements to crew members.
SME	Subject Matter Expert

## 2.0 Accountabilities and Authorities

The following section outlines accountability and authority for planning, construction, operations, maintenance and refurbishment activities related to invasive species as described in [SP 1548 Biodiversity Management Plan](#).

<b>Accountable</b> (Organizations/Parties/Persons)	<b>Accountability &amp; Authority</b>
VP – HS&E	<p>Monitor and interpret <i>invasive species</i> legislation / regulation.</p> <p>Lead development of processes to ensure regulatory compliance with the ISA. These processes are to be established, implemented and maintained in conjunction with affected LOBs.</p> <p>Determine the need for employee training and provide ongoing support to LOBs regarding <i>invasive species</i>.</p>
VP – Distribution VP – Transmission & Stations	<p>Implement processes found in Section 3.0as described in this document to maintain compliance with the ISA while carrying out capital and <i>OMA</i> work programs.</p> <p>Work with local stakeholders (e.g. conservation authorities) to</p>

Accountable (Organizations/Parties/Persons)	Accountability & Authority
	best manage <i>invasive species</i> impacts in high profile / sensitive areas.
VP – Planning	Include considerations to avoid / mitigate adverse impacts of <i>invasive species</i> in the development of scopes of work for new and refurbished capital projects.
Director – Corporate Affairs	Support LOBs in their efforts to carry out capital / <i>OMA</i> work and limiting potential negative public perception related to <i>invasive species</i> .
Director – Fleet Services	Where existing facilities are present, provide accommodation for LOBs to wash equipment
Director – Environment	Support LOBs development and implementation of <i>ISA</i> compliance processes by: <ul style="list-style-type: none"> <li>• Ensuring Environmental Services’ <i>SMEs</i> understand <i>invasive species</i> legislation and are engaged with LOBs in a supporting role as required</li> <li>• Identifying, creating and/ or providing resources that will facilitate LOB processes (e.g. species specific <i>BMPs</i>, fact sheets, <i>clean equipment protocol</i>, <i>GIS Biodiversity Map</i> information, employee training, etc)</li> <li>• Monitor environmental legislation and communicate any changes / new requirements to LOBs</li> <li>• Document and update <i>ISA</i> processes for affected LOBs as required.</li> </ul>
Site supervisor	Instruct and ensures work crews are complying with established <i>invasive species</i> processes.

### 3.0 Invasive Species Process Scenarios

This section outlines different work scenarios that can arise and the process to follow to ensure *BMPs* are followed in regards to work near *invasive species*.

#### 3.1 Planned Work Outside of Provincial Park or Conservation Reserve

- Consult *GIS Biodiversity Map* to determine if known *Prohibited* or *Restricted invasive species* are present in work area using the ‘Invasive Species’ layer (see [Appendix A - Prohibited Species Information](#) & [Appendix B – Restricted Species Information](#))
- Where possible, perform site visit to identify any existing listed *invasive species* in the work area in advance of the project
- Consult local stakeholders (e.g. conservation authorities) if necessary to help determine populations of *invasive species*

- Ensure locations of *invasive species* are marked in job plan and confirm locations with field crews
- Consult species specific fact sheets/ *BMPs* if available and provide to field crews (see [Section 4.0 – Restricted Species Information Sheets](#))
- Field crews should make every effort to avoid these *invasive species* areas if possible
- If avoidance is not possible follow clean equipment protocol **to the extent practical** (see [Appendix C - Clean Equipment Protocol](#))
- Full clean of equipment at Service Centre (SC), Transmission Station (TS) or Temporary Work Headquarters (TWHQ) location following work activities for the day, if practical
- Restrict entrance and exit points where possible to ensure spread of *invasive species* is limited

### 3.2 Planned work in Provincial Park or Conservation Reserve

- Consult *GIS Biodiversity Map* to determine if known *Prohibited* or *Restricted invasive species* are present in work area (see [Appendix A - Prohibited Species Information](#) and [Appendix B – Restricted Species Information](#) )
- Prior to commencement of work activities, perform field visit to confirm location of *invasive species* found on Biodiversity GIS and determine if any other restricted or prohibited invasive species are present in the work area
- Consult park / regulated area stakeholders (e.g. MNRF) if relevant to help determine populations of *invasive species* and obtain necessary permits
- Ensure locations of *invasive species* are marked in job plan and confirm locations with field crews
- Consult species specific fact sheets/ *BMPs* if available and provide to field crews (see [Section 4.0 – Restricted Species Information Sheets](#))
- Field crews should make every effort to avoid these *invasive species* areas if possible
- Identify locations to be used as designated entry / exit points to limit unmanaged spread of *invasive species*
- Ensure work equipment is clean and free of any plant material / debris prior to arriving on site
- Always follow clean equipment protocol prior to leaving work area via designated entry/ exit point (see [Appendix C - Clean Equipment Protocol](#))
- Full clean of equipment onsite or at SC, TS, or TWHQ location following work activities for the day
- Contact Environmental Services ([environment@hydroone.com](mailto:environment@hydroone.com)) to identify previously unknown *invasive species* locations and Environmental Services will update the *Biodiversity GIS Commitments Layer*.

### 3.3 Unplanned (Emergency) work outside of Provincial Park or Conservation Reserve

- If available and time permits, consult *GIS Biodiversity Map* via mobile tablet to determine if known *Prohibited* or *Restricted invasive species* are present in work area (see [Appendix A - Prohibited Species Information](#) & [Appendix B – Restricted Species Information](#) )

- Where possible, have crew member scout location ahead of equipment to determine locations of *invasive species*
- Consult species specific fact sheets/ *BMPs* if available and avoid any identified *invasive species* as best as possible (see [Section 4.0 – Restricted Species Information Sheets](#))
- Full clean of equipment at SC,TS or TWHQ location following work activities for the day if practical (see [Appendix C - Clean Equipment Protocol](#))

### 3.4 Unplanned (Emergency) work in Provincial Park or Conservation Reserve

- If available and time permits, consult *GIS Biodiversity Map* via mobile tablet to determine if known *Prohibited* or *Restricted invasive species* are present in work area (see [Appendix A - Prohibited Species Information](#) & [Appendix B – Restricted Species Information](#) )
- Crew member required to scout location ahead of equipment to determine location(s) of *invasive species*
- Consult species specific fact sheets/ *BMPs* if available and avoid any identified *invasive species* as best as possible (see [Section 4.0 – Restricted Species Information Sheets](#))
- If possible, ensure work equipment is clean and free of any plant material / debris prior to arriving on site
- If possible, follow clean equipment protocol (see [Appendix C- Clean Equipment Protocol](#))
- Full clean of equipment onsite or at SC, TS or TWHQ location following work activities for the day

### 3.5 Water/Boat Access

- Consult *GIS Biodiversity Map* to determine if known *Prohibited* or *Restricted invasive species* are present in work area
- If no *restricted* or *prohibited invasive species* area found, carry out work activities.
- If *restricted* or *prohibited invasive species* are found, avoid those areas while travelling to / from work locations
- Consult species specific fact sheets/ *BMPs* if available (see [Section 4.0 – Restricted Species Information Sheets](#))
- Check public boat launch for posted *invasive species* notices
- Prior to removing boats from body of water, inspect boat and engine for any signs of aquatic material
- Clean off any visible mud, plant debris or contamination
- Drain all water from outboard motor and bilge tanks prior to leaving the boat launch
- If available, wash equipment with pressure washer or hot water to limit any potential spread of aquatic *invasive species* (see [Appendix D - Tips for Boaters](#))
- Regular, thorough cleaning of aquatic equipment throughout the season

## 4.0 Restricted Species Information Sheets

- [Phragmites](#)
- [Japanese Knotweed](#)
- [Dog Strangling Vine](#)

## 5.0 References

The following are references which provide support to LOBs relating to invasive species.

[Invasive Species Act, 2015](#)

[SP1548 – Biodiversity Management Plan](#)

[FP 3085 Mechanical harvesting equip Sec 6](#)

[FP 3075 Forestry Vehicle and Mechanical equipment inspections 6.1 daily operators checklist](#)

## 6.0 Appendices

[Appendix A: Prohibited Species Information](#)

[Appendix B: Restricted Species Information](#)

[Appendix C: Clean Equipment Protocol](#)

[Appendix D: Tips for Boaters](#)