



Indian and Northern  
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21 EAHQ-20 1984

# REPORT

EA-HQ-83-27

BAND TECHNICAL/CONTRACT PUBLICATIONS  
Master Index

June 1984

Technical Information and Publications  
Co-ordination Services Division

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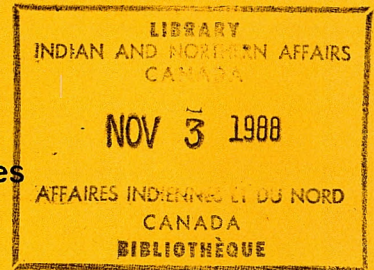


Indian and Northern  
Affairs Canada

Affaires indiennes  
et du Nord Canada

Technical Services  
and Contracts

Services techniques  
et marchés



**REPORT**

For Discussion Only

**RAPPORT**

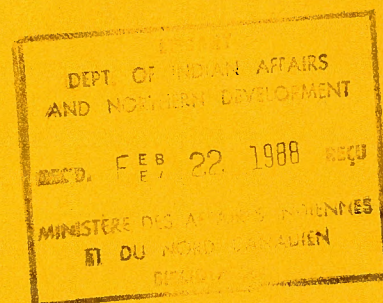
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## BAND TECHNICAL/CONTRACT PUBLICATIONS

### MASTER INDEX

#### FOREWORD

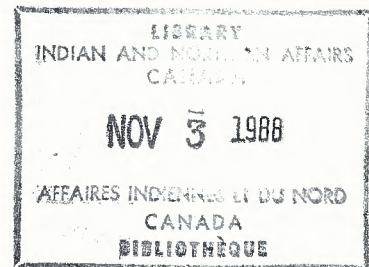
The Band Technical/Contract Publication series was developed in order to make available to Bands sound advice on various technical, contracting and fire protection subjects.

This master list of Band Technical/Contract Publications provides a brief description and status report of each of the publications available or scheduled for development, that have been distributed, that are available in draft form or that are planned for future development.

This index has been developed to provide Regions, Districts and Bands with a listing of technical and contracting publications which have been prepared or planned to serve the needs of Bands. Suggestions for future development in the Band Technical Contract Publication Series would be welcome at any time.

Suggestions, comments and requests should be forwarded to:

Head, Technical Information and Publications,  
Co-ordination Services Division,  
Technical Services and Contracts Branch.



BAND TECHNICAL/CONTRACT PUBLICATIONS

MASTER INDEX

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BTP-FS FIRE AND SAFETY

Status

BTP-FS-1	Fire Protection Program for Schools  This 30 page publication provides principals and staff of Indian reserve schools with information on effective school fire prevention and protection practices, with an emphasis on planning	Distributed November 1982
BTP-FS-2	Home Safety  This publication will provide homeowners on Indian reserves with information on potential fire and safety hazards in and around the house and it suggests methods of eliminating or reducing them.	Proposed Future Years
BTP-FS-3	Protection of Buildings from Exposure Fires.  This publication will make firefighters aware of exposure fire hazards and suggest methods for overcoming them.	Proposed Future Years
BTP-FS-4	Fire Protection Guidelines for Child and Adult Community Care Facilities  This 23 page publication provides recommended building and fire protection standards for the design, construction and renovation of buildings used for child and adult care. It also outlines special provisions for ensuring the protection of occupants in situations where fire control, protection and resources are inadequate or ineffective.	Distributed February 1984
BTP-FS-5	Protective Measures and Situation Readiness for Firefighters	Distributed March 1984

## Status

This 69 page publication provides band firefighters with information on the dangers of exposure to fires and explains methods of protection. Subjects covered include products of combustion, protective clothing, protective equipment, fire ventilation and rescue operations. The text is supported by 18 illustrations.

BTP-FS-6 Training Volunteer Firefighters

Distributed  
February 1984

This 6 page publication provides an outline of topics that should be included in a basic training course for volunteer fire brigades. The publication also recommends the levels of training that should be attained by such Personnel as the Fire Chief, Deputy Chief, heavy vehicle operator and tool operator.

BTP-FS-7 Inspection and Maintenance of Fire Equipment

Draft Available

This 11 page publication provides those people responsible for the organization, management and operation of volunteer fire departments on Indian reserves with a list of equipment normally required for efficient fire fighting and rescue operations. It also suggests procedures for inspection and maintenance of this equipment.

BTP-FS-8 Electrical Safety in the Use of Portable Power Tools.

Draft  
Available

This publication is intended for band maintenance personnel, and construction supervisors on day labour projects. Its purpose is to promote awareness of the dangers of electrical shock from portable power tools that are wrongly used or improperly maintained. Safety devices and maintenance procedures to encourage safe operation are described.

Status

BTP-FS-9	Training Outline for Fire Prevention and Protection Staff	Proposed Future Years
	This publication will outline a curriculum for a basic course for band firefighters including such items as fire prevention, inspection, technology, suppression equipment and emergency planning.	
BTP-FS-10	Fire Alarm Inspection Procedures	Scheduled 1984/85
	This publication will list fire alarm systems normally used on Indian Reserves, describe their operation and suggest procedures for their inspection and maintenance.	
BTP-FS-11	Volunteer Fire Departments on Indian Reserves.	Scheduled 1984/85
	This document will provide basic guidelines for the organization, administration, management and operation of volunteer fire departments on Indian reserves. Guidelines will also be provided on the related topics of fire protection facilities, apparatus and equipment and firefighter training.	
BTP-FS-12	Fire Protection Codes and Standard for Indian Reserves.	Proposed Future Years
	This document will comprise a comprehensive series of technical standards and requirements for ensuring fire protection and safety in buildings designed and constructed on Indian reserves and communities.	

BTP-HS HOUSING

Status

BTP-HS-1	House Repairs and Maintenance	Distributed November 1981
	This 145 page publication provides homeowners on Indian reserves with descriptions of how to carry out many common household repairs and maintenance tasks related to painting, plumbing, appliances, heating systems, walls and ceilings, doors and windows, flooring, carpets, exterior siding, roofs, gutters, drainage, sanitation and fire protection. The procedures are accompanied by numerous supportive illustrations to assist the layman.	
BTP-HS-2	Source List of Publications on Housing	Distributed March 1984
	This 18 page publication provides brief summaries of various publications on housing and community facilities.	
BTP-HS-3	Freeze Protection for Houses	Draft Available
	This 6 page publication describes how to protect the plumbing unit of a house that is to be left unheated in winter.	
BTP-HS-4	Wood Burning Stoves and Chimneys	Draft Available
	This 19 page publication is intended to provide information on selecting, installing and operating wood stoves and chimneys. The precautions necessary to use wood safely are also stressed.	
BPT-HS-5	Interpretation of National Building Code 1980, Part 9.	Draft Available
	This 320 page publication is intended to assist homeowners, builders and Band Councils who may not have ready access	



## Status

to professional assistance to understand the requirements of the National Building Code 1980, Part 9. It includes drawings and written interpretations of some of the more technical requirements of the code, summaries of all standards and codes referenced in the code and a glossary defining the more technical terms.

BTP-MS MUNICIPAL SERVICES

Status

- |          |  |                              |
|----------|--|------------------------------|
| BTP-MS-1 | Sewer Construction Guidelines  | Distributed<br>March 1984    |
|          | <p>This 72 page publication outlines the methods and procedures for installing a gravity sanitary sewer and its associated appurtenances, such as manholes and house connections. The text is accompanied by 24 illustrations to assist the user.</p>  |                              |
| BTP-MS-2 | Waste Stabilization Pond Operation and Maintenance Guide   | Distributed<br>February 1984 |
|          | <p>This 26 page publication provides wastewater treatment plant operators and maintenance supervisors with guidelines for the operation and maintenance of waste stabilization ponds used as wastewater disposal systems in Indian communities and northern locations.</p>   |                              |
| BTP-MS-3 | Rotating Biological Contactor Operation and Maintenance Guideline  | Distributed<br>February 1984 |
|          | <p>This 10 page publication provides wastewater treatment plant operators and maintenance supervisors with guidelines for the operation and maintenance of rotating biological contactors used to treat wastewater on Indian reserves and in northern communities.</p>   |                              |
| BTP-MS-4 | Hypochlorination Operation and Maintenance Guideline   | Distributed<br>March 1983    |
|          | <p>This 24 page publication provides water and wastewater treatment plant operators and maintenance supervisors with a description of the method, chemicals and equipment used to disinfect water and/or treated wastewater. It describes the operation and maintenance of the equipment and the safe handling and storage of chemicals.</p> |                              |



Status

- |          |  |                           |
|----------|--|---------------------------|
| BTP-MS-5 | Water Main Construction Guideline  | Distributed<br>April 1984 |
|          | This 54 page publication provides the construction supervisor with step-by-step procedures for installing a water main and its associated appurtenances such as valves, hydrants and house connections. The instructions are accompanied by 24 illustrations.  |                           |
| BTP-MS-6 | Septic Tank Systems Operation and Maintenance Guide  | Distributed<br>April 1984 |
|          | This 10 page publication provides the homeowner with general guidance on how to operate and maintain a septic tank and soil absorption system. The publication includes four detailed illustrations to support the text.   |                           |
| BTP-MS-7 | Sewage Pumps and Pumping Stations  | Distributed<br>April 1984 |
|          | This 32 page publication provides detailed information on sewage pumps and pumping stations including explanations of wet and dry well stations, classification of pumping units, equipment descriptions, operation and maintenance. The document includes 15 illustrations.   |                           |
| BTP-MS-8 | Water Wells and Ground Water Supplies  | Distributed<br>April 1984 |
|          | This 22 page publication provides individual users of groundwater supplies and wells on reserves with information designed to ensure that they are provided with an adequate and safe water supply. Subjects include well site selection, testing and decontamination, common problems with well water supplies, well pumps, well maintenance and preventive maintenance, chlorination and well abandonment. The text is supported by 8 illustrations. |                           |

Status

BTP-MS-9	Solid Waste - Facility Construction Guideline	Proposed Future Years
	This publication will provide bands with recommended construction guidelines for solid waste facilities.	
BTP-MS-10	Solid Waste - Facility Operation and Maintenance Guideline	Proposed Future Years
	This publication will provide bands with guidelines for the operation and maintenance of solid waste facilities.	
BTP-MS-11	Community Wells and Pump House Operation and Maintenance	Distributed April 1984
	This 20 page publication provides those people responsible for community ground water supplies with information on wells, pumps and pumphouses. It describes routine and preventive maintenance tasks, recommended protection programs and some common trouble-shooting techniques.	
BTP-MS-12	Extended Aeration Treatment Plan - O&M Guide	Distributed April 1984
	This 17 page publication provides operation and maintenance guidelines for band staff responsible for extended aeration systems. Subjects include responsibilities, process description, start-up, the aeration tank, sludge content, maintenance procedures and process control.	
BTP-MS-13	Maintenance of Water Distribution Systems	Draft Available
	This 30 page publication provides bands with maintenance information designed to protect water distribution systems. Subjects covered include transmission and distribution, valves, fire hydrants, meters, trucking, cold climate systems and safety procedures. The text is supported by 10 illustrations.	



BTP-MS-14 Aerated Lagoon System - O&M  
Guideline

Draft  
Available

This 16 page publication provides guidelines for the operation maintenance of aerated lagoon systems used to treat wastewater on Indian reserves.

The guidelines are intended to be used by wastewater treatment plant operators and maintenance supervisors.

BTP-MS-15 O&M Trickling Filters

Scheduled  
1984/85

BTP-MS-16 Safety in Wastewater Systems

Draft  
Available

This 26 page publication presents basic information on safety practices in wastewater disposal, and can form the basis for an effective safety program. Constant attention to safety in all phases of wastewater management is stressed.

BTP-MS-17 O&M Wastewater Collection

Scheduled  
1984/85

BTP-MS-18 Landfill Const. O&M

Scheduled  
1984/85

BCP-CN CONTRACTING

Status

BCP-CN-1	Construction Contracting Guidelines for Band Councils  This 201 page publication provides a very comprehensive explanation of ethical and common practices generally followed in the design and construction industry when purchasing services and carrying out construction by contract.	Distributed October 1982
BCP-CN-2	Contracting for Professional Services by Band Councils  This 28 page publication explains recommended approaches to contracting for consulting and professional services. It addresses procedures for retaining consultants, fee guidelines, contract administration, evaluation of consultants, forms agreement and signing.	Distributed February 1984
BCP-CN-3	Contract Claims and Disputes  This publication will provide bands with information on recommended practices in dealing with contract claims and disputes.	Proposed Future Years
BCP-CN-4	Proposals - Professional Services	Scheduled 1984/85
BCP-CN-5	Contract Award - Construction	Scheduled 1984/85
BCP-CN-6	Contract Award - Professional Services	Scheduled 1984/85
BCP-CN-7	Tenders - Non-Professional Services	Scheduled 1984/85
BCP-CN-8	Tenders - Construction	Scheduled 1984/85



BTP-GT GENERAL TECHNICAL

Status

BTP-GT-1	Construction Management	Distributed November 1982
	This 53 page publication provides bands with construction management guidelines which are intended to assist bands in completing their facilities on time and within budget.	
BTP-GT-2	Guidelines for Construction Inspection by Indian Bands	Distributed November 1982
	This 25 page publication provides basic information on construction inspection including roles and responsibilities of the inspector during construction and at the acceptance stage. It also explains some of the documentation that must be maintained for the project.	
BTP-GT-3	Management of Day Labour Projects for Indian Band Const. Managers	Draft Available
	This 114 page publication provides general recommended procedures for managing a construction project using local labour.	
BTP-GT-4	Preparing Cost Estimates and Bills of Materials for Day Labour Projects	Proposed Future Years
	This publication will provide guidance on cost estimating procedures and methods of preparing Bills of Materials for small construction projects.	
BTP-GT-5	Intercom and Audio Systems for Band Buildings	Draft Available
	This 14 publication provides guidance to band administrators and project managers who are responsible for the selection of intercom and audio systems for band buildings.	

This publication describes typical intercom and audio systems and provides a technical checklist for audio system components.

BTP-GT-6 Maintenance Management Manual

Scheduled  
1984/85



BTP-TR - TRANSPORTATION

BTP-TR-1    Transportation - Equipment Maintenance

Scheduled  
1984/85