


Utah Transit Authority	Prepared by	Reviewed by	Approved by	
	Dan Locke	EMS Team	Steve Meyer	Revision no. 2
CONTR 4.4.6-3 Contractor Environmental Activity Briefing Package				

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Persons responsible:	EMS Environmental Management Representative		
Facility name:	All UTA Facilities		
Areas of application:	All UTA Facilities		
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1. Introduction

- 1.1 UTA's facilities operate an Environmental Management System (EMS) that meets the requirements of the ISO 14001 standard. All contractors working on site at this facility are required to comply with the EMS and the environmental policy. This Briefing Package is provided to contractor personnel as a guide that provides details relating to the facility's EMS and environmental policy.
- 1.2 The following information is supplied to contractors performing work on site at the Utah Transit Authority's facilities. The contractor receives this package because the Contractor Environmental Activity Checklist has been reviewed by the UTA Environmental Department and the contractor's proposed activity or work has been identified as having the potential to cause significant environmental impacts. The intent of this information is to make on-site contractors aware of the EMS that has been implemented at the Meadowbrook facility and to ensure that they conform to the applicable EMS procedures and instructions. The contractor will respond to receipt of this document by preparing a **Contractor Environmental Plan** that will be reviewed by the Environmental Office **before a purchase order** is released to begin work.
- 1.3 Conformance with the environmental policy and all requirements noted in this document is required by all contractors, subcontractors and their employees while working on site. Failure to follow these requirements will be grounds for termination of the on-site contract work.

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1.4 Contractors and their subcontractors are required to comply with UTA's Contractor Environmental Management Procedure (CONTR 4.4.6-1) and other relevant policies and procedures, since contractor personnel have significant potential to affect environmental performance and regulatory compliance. Contractor personnel and those at the Meadowbrook facility must work together to achieve the goals of UTA's environmental policy, objectives and targets and the protection of the environment. Contractors must be aware of the importance of compliance with relevant environmental legislation and regulations, and of the consequences of non-compliance.

1.5 For further information, please contact the following employees at the UTA facility:

Environmental Compliance Administrator	(801) 287-3064
Environmental Technician	(801) 287-2508
Purchasing Office Coordinator	(801) 287-3320
Manager of Purchasing & Materials	(801) 287-3015
UTA's Reception Desk	(801) 262-5626

2. Environmental Management Basics

2.1 Contractors will not transport hazardous chemicals on site without UTA having prior knowledge of the specific materials, the associated Material Safety Data Sheets (MSDS) for each substance and its intended use. These materials include, but are not limited to: sealers, adhesives, paints, coatings, fuels, oils, acids and caustics. These hazardous materials should be listed on the Contractor's Environmental Checklist. All sizes of containers require review and approval before being used on site.

2.2 Contractors will provide adequate control of fugitive dust emissions during all operations and activities.

2.3 Contractors will not discharge materials or substances into drains or sewers without the prior approval of UTA's Environmental Compliance Administrator.

2.4 Contractors will provide adequate spill and/or release prevention for all bulk materials.

2.5 Contractors will immediately notify the Environmental Compliance Administrator or the project manager of any reportable spills, releases or other environmental incidents. Contractors are liable for all clean up as well as reimbursing UTA for any costs incurred in cases of spills. Contractors will follow up by submitting a complete spill report to the Environmental Compliance Administrator.

2.6 Contractors will properly label, store and dispose of all waste materials.

2.7 Contractor will not ship any UTA hazardous waste without prior approval.

2.8 Contractors will be sensitive to the effects of noise, odor, light, and traffic movement on the facility and the local community, and will take steps to mitigate these problems.

2.9 General information for contractors is set out below. The requirements of the *Contractor Environmental Checklist / Activity Statement* are described in a subsequent section of this document.

3. Waste Disposal

3.1 All waste disposal (such as construction debris, scrap metal, non-hazardous waste, municipal solid waste, etc.) will be the responsibility of the contractor that is the originator of the waste, unless otherwise pre-approved by the Environmental Compliance Administrator.


3.2 The Environmental Compliance Administrator must be informed of all generated hazardous waste streams before a waste is generated and collected on site.

3.3 The Environmental Compliance Administrator must be informed of the location of all generated hazardous waste storage areas, maximum quantities and the container type.

3.4 Containers must be labeled with the contents and the responsible contractor's name and contact information. **NO UNLABELED CONTAINERS ARE PERMITTED ON SITE.**

3.5 Shipping information and paperwork (MSDS, waste profiles, bills of lading and inventory) must be provided to the UTA Environmental Compliance Administrator upon request.

3.6 Contractors will be contractually responsible for all regulated wastes.

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4. Equipment Decommissioning

- 4.1 All equipment will be thoroughly inspected by the contractor for fluids and other hazardous materials prior to removal.
- 4.2 All fluids and other hazardous materials will be removed prior to decommissioning of equipment.
- 4.3 Disposal of any waste generated will be handled in accordance with the instructions in section 3.

5. Water Discharges

- 5.1 Discharge of materials into ANY sewer system, other than normal sanitary sewage discharges to the sanitary sewer system, is prohibited without the prior consent of the Environmental Compliance Administrator.
- 5.2 Discharges of ANY material to storm water are prohibited under the established guidelines of the Clean Water Act.
- 5.3 In the event that discharges to sewers are approved by the Environmental Compliance Administrator, the local wastewater treatment facility must be notified prior to discharges of any significant volume or any discharges that could affect the operations of the UTA Meadowbrook facility.

6. Material Storage/Spills


- 6.1 There will be no outside storage of any materials without the consent of the Environmental and the Purchasing Departments.
- 6.2 Approved outside storage areas for chemical materials must be equipped with non-earthen secondary containment equal to 150% of the capacity of the largest container by the contractor.
- 6.3 The contractor will ensure that all material containers owned or managed by the contractor will be properly labeled in accordance with the OSHA Hazard Communication Standard (i.e., contents, primary hazard, etc.).
- 6.4 The contractor will have available the safety data sheets (SDS) for all chemical products in use at all times that their employees are working on site. Safety Data Sheets will be made available to Meadowbrook facility personnel, medical personnel, environmental personnel or their representatives upon request.
- 6.5 The contractor will ensure that chemical containers are closed except when in use.
- 6.6 Contractors will maintain spill kits to contain and clean up small spills generated by their employees or from their materials. Spill kits will be kept on site and will be easily accessible during an emergency.
- 6.7 THE CONTRACTOR WILL IMMEDIATELY REPORT ALL SPILLS OR RELEASES OF MATERIALS OTHER THAN INCIDENTAL SPILLS to the Environmental Compliance Administrator and the Purchasing Department at the telephone numbers listed in section 1.5. Contractors will follow up by submitting a completed spill report to the Environmental Compliance Administrator.

7. Storm Water Management

- 7.1 No processed materials or any other sources of water pollutant shall be commingled with storm water.
- 7.2 Solids must be prevented from entering sewer drains. Roadways and outside areas must be kept clean.
- 7.3 It is the contractor's responsibility to install storm water control measures such as silt fences, straw bales, etc. to control the solids entering storm drains from erosion or other processes if necessary.
- 7.4 All dirt piles must be covered to prevent solids from entering storm drains.
- 7.5 Vehicle maintenance shall not be performed near storm drains unless provisions have been made to contain any spills of vehicle fluids, including oil, gasoline and antifreeze.
- 7.6 In the event that a storm water management plan is required, the plan will be submitted to the Environmental Compliance Administrator for approval.

8. PCBs

- 8.1 If a material is suspected to have PCB contamination, the Environmental Compliance Administrator is to be notified.
- 8.2 All current regulations must be followed.
- 8.3 All PCB removals shall be coordinated by the Environmental Department.

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- 8.4 Any lighting ballast that does not state that it is a non-PCB containing ballast must be disposed of as PCB containing.

9. Asbestos

- 9.1 Contractors will contact the Environmental Compliance Administrator prior to any construction or demolition work that could disturb existing structures or equipment.
- 9.2 All current regulations must be followed.
- 9.3 All asbestos removal and disposal activities will be conducted in accordance with procedures approved by the Environmental Compliance Administrator.

10. Lead

- 10.1 Contractors are responsible for testing for the presence of lead-based paints when grinding or welding on building or building structural steel. Testing will be done by a UTA approved lab or supplier as directed by the Environmental Compliance Administrator.
- 10.2 All current regulations must be followed.
- 10.3 All lead removal and disposal activities will be conducted in accordance with procedures approved by the Environmental Compliance Administrator.

11. CFCs


- 11.1 Contractors will provide copies of employee training certificates to the Environmental Department upon request.
- 11.2 All current regulations must be followed.
- 11.3 Intentional venting of CFCs to the atmosphere is prohibited.

12. General

- 12.1 Contractors will not engage in any excavation activities on site without the prior approval of the Environmental Compliance Administrator.
- 12.2 Contractors are responsible for keeping the site clean and orderly. Clean up of trash generated by the contractor's activities or employees is the contractor's responsibility.
- 12.3 All contractors shall practice good housekeeping through the term of the agreement and as a final clean up.
- 12.4 Any additional information or questions regarding this Briefing Package should be addressed to the Environmental and Purchasing Departments. UTA contacts and phone numbers are listed in section 1.5.

13. Contractor Sign Off

- 13.1 Contractors are to submit a written **Contractor Environmental Plan** outlining the activities and procedures to be implemented for minimizing and managing the actual or potential environmental impacts of their operations. All items described in the *Contractor Environmental Activity Checklist* (CONTR 4.4.6-F1) that was previously submitted also must be addressed as part of the Environmental Plan by the contractor. The Environmental Plan must include an assessment of the potential risks to the environment, contractors, employees and other personnel associated with on-site activities, and proposed measures for minimizing these risks.
- 13.2 The submitted Contractor Environmental Plan will be reviewed by the Environmental Management Representative - as outlined in the Contractor Environmental Management Procedure (CONTR 4.4.6-1).
- 13.3 Information about UTA's environmental policy and significant environmental aspects is on the Contractor Orientation and Acknowledgement (CONTR 4.4.6-F2), which must be signed and submitted by the contractor prior to commencing any activity or work.

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Contractor name: _____

Position: _____

Contractor signature: _____

Date: _____

A review of the Contractor Environmental Briefing Package has determined that:

Environmental Compliance Administrator:

_____ The Contractor will not proceed with the project.

_____ The Contractor has identified and described activities that may have potential impact on UTA and the contractor has implemented an Environmental Plan with procedures and safeguards (description of activities attached) to mitigate any environmental impacts.

Signature: _____

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