

# Intercity Transit

Approved & Issued as to form instruction & format

Verification	Review / Approval	Issued
Initials	ESMS Core Team	<i>Mike Hansen</i>
Date	12/21/2012	6/25/2012

Environmental & Sustainability Management System (ESMS)

## ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual

<b>Person responsible:</b>	<b>ESMS Management Representative</b> for maintenance & review of form. <b>Intercity Transit Procurement Manager</b> for use of Activities Manual
<b>Area of application:</b>	Pattison Street Maintenance, Operations and Administrative Facility ( <u>Pattison Facility</u> )
<b>Document location:</b>	<i>I:\ESMS\1_ESMS Approved Controlled Docs\4.4.6 ESMS OPS CNTRL w CONTRACTOR-VENDOR MGT\ApprovedDocs-ContractorVendorMgt\</i>
<b>Original issue date:</b>	06/25/2012
<b>Reviews / Revisions</b>	see table at end of form

### Requirements

1.0 Introduction	7.0	Stormwater Management
2.0 General Environmental Management Procedures	8.0	PCBs
3.0 Waste Disposal	9.0	Asbestos
4.0 Equipment Decommissioning	10.0	Lead
5.0 Water Discharges	11.0	CFC
6.0 Material Storage/Spills	12.0	Contractor Environmental Activity Review

# Intercity Transit

Approved & Issued as to form instruction & format

Verification	Review / Approval	Issued
Initials	ESMS Core Team	<i>Mike Hansen</i>
Date	12/21/2012	6/25/2012

## Environmental & Sustainability Management System (ESMS)

### ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual

#### 1.0 Introduction

- 1.1 The following information is supplied to contractors and suppliers who perform work on site for Intercity Transit. The information presented in these guidelines has been developed in response to the Environmental and Sustainability Management System (ESMS). The intent of this information is to make contractors and suppliers aware of the ESMS and to ensure conformance to applicable ESMS procedures and work instructions.
- 1.2 An important part of the ESMS relates to the control of contractors, subcontractors and persons working for or on behalf of the Intercity Transit who are required to comply with relevant environmental policies and procedures. The nature of these activities is such that their personnel have significant potential to affect environmental performance and regulatory compliance within Intercity Transit. Contractor personnel and our personnel therefore must work together to achieve the goals of the 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.
- 1.3 Intercity Transit operates an ESMS that meets the requirements of the ISO 14001 standard. Conformance with the environmental policy and all requirements noted in this document is expected of all contractors, subcontractors, suppliers and their employees while working on site. Failure to follow these requirements can be grounds for termination of the on-site contract work.
- 1.4 For further information, please contact the Intercity Transit, 526 Pattison Street SE, PO Box 659 Olympia, WA 98507; c/o Procurement Manager (360)-705-5833.
- 1.5 In all cases described in the following sections of this document, the contractor must make notifications where required to the Intercity Transit Project Manager. For Facilities related work, the usual Project Manager will be the Facilities Manager. If the Facilities Manager is unavailable, the contractor must contact the Director of Maintenance or other Maintenance Department staff designated as the appropriate contact.
- 1.6 The contractor must provide training to its staff as required by local, state or federal laws or regulations for all of the following environmental management areas that apply to the project work. Proof of compliance must be provided to the Project Manager and the Procurement Manager upon request.

#### 2.0 General Environmental Management Procedures

- 2.1 Contractors will not transport hazardous chemicals on site without having prior knowledge of the associated Material Safety Data Sheets (MSDS). These materials include but are not limited to sealers, adhesives, paints, coatings, fuels, oils, acids and caustics. All sizes of containers require review and approval before their use on site.
- 2.2 Contractors will provide adequate control of fugitive dust emissions during all operations and activities.

# Intercity Transit

Approved & Issued as to form instruction & format

Verification	Review / Approval	Issued
Initials	ESMS Core Team	<i>Mike Hansen</i>
Date	12/21/2012	6/25/2012

## Environmental & Sustainability Management System (ESMS)

### ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual

- 2.3 Contractors will not discharge anything to drains and or sewers without the prior approval of the Facilities Manager.
- 2.4 Contractors will provide adequate spill/release prevention for all bulk materials.
- 2.5 Contractors will immediately notify the Facilities Manager of any reportable spills, releases or other environmental incidents. Contractors will follow up by submitting a completed Tracking of Spills and Releases form.
- 2.6 Contractors will properly label, store and dispose of all waste materials.
- 2.7 Contractors will be sensitive to the effects of noise, odor, light and traffic movement to the local community.
- 2.8 All contractors shall practice good housekeeping. Removal of trash generated by the contractor's activities or the activities of its employees is the contractor's responsibility.
- 2.9 Contractors are responsible for keeping the site clean and orderly.
- 2.10 Contractors will not engage in any excavation activities on site without the prior approval of the Facilities Manager.
- 2.11 If any emergency situation occurs in relation to the work for the project, the contractor will first follow appropriate emergency procedures and will also immediately contact the Facilities Manager or other designated Intercity Transit staff.

### 3.0 Waste Disposal

- 3.1 All waste disposals will comply with the contract documents.
- 3.2 The Facilities Manager must be informed if any hazardous waste, anticipated or unanticipated, is generated on site. Collection of hazardous waste must follow all applicable local, state and federal laws and regulations.
- 3.3 The Facilities Manager must be informed of the location of all generated hazardous waste storage areas, quantities and the container type.
- 3.4 Containers must be labeled with their 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 upon request.
- 3.6 Contractors will be contractually responsible for all regulated wastes.

### 4.0 Equipment Decommissioning

- 4.1 All decommissioned equipment will be thoroughly inspected by the contractor for fluids and other hazardous materials prior to removal.

# Intercity Transit

Approved & Issued as to form instruction & format

Verification	Review / Approval	Issued
Initials	ESMS Core Team	<i>Mike Hansen</i>
Date	12/21/2012	6/25/2012

## Environmental & Sustainability Management System (ESMS)

### ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual

- 4.2 All fluids and other hazardous materials in the equipment will be removed prior to decommissioning. Disposal of any waste generated will be handled in accordance with the above instructions in 3.0.

#### 5.0 Water Discharges

- 5.1 Discharge of materials to ANY sewer system, other than sanitary sewage, is prohibited without the prior consent of the Facilities Manager.
- 5.2 Discharges of ANY material to outside drains other than storm water are prohibited under the established guidelines of the CLEAN WATER ACT.
- 5.3 In the event that the Facilities Manager approves discharges to sewers, the wastewater treatment plant must be notified by the Facilities Manager prior to discharges of any significant volume or any discharges that could affect the operations of the wastewater treatment plant.

#### 6.0 Material Storage / Spills

- 6.1 There will be no outside storage of any materials without the consent of the Facilities Manager.
- 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. This containment shall be supplied 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 STANDARDS.
- 6.4 The contractor will have available the material safety data sheets (MSDS) for all chemical products in use on the site, at all times that their employees are working on site. MSDS's will be made available to Intercity Transit staff, 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. The contractor will train their employees in the correct usage of the spill kits and will provide documentation of the training to the Facilities Manager upon request.
- 6.7 The contractor will immediately report all spills or releases to the Facilities Manager. Contractors will follow up by submitting a completed Tracking of Spills and Releases form.

#### 7.0 Stormwater Management

- 7.1 No process materials or any other sources of water pollutant shall be co-mingled with storm water.
- 7.2 Solids must be prevented from entering sewer drains. Roadways and outside areas must be kept

# Intercity Transit

Approved & Issued as to form instruction & format

Verification	Review / Approval	Issued
Initials	ESMS Core Team	<i>Mike Hansen</i>
Date	12/21/2012	6/25/2012

## Environmental & Sustainability Management System (ESMS)

### ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual

clean.

- 7.3 It is the contractor's responsibility to install storm water control measures to prevent solids from erosion or other processes from entering storm drains.
- 7.4 All dirt piles must be covered to prevent solids from entering storm drains unless otherwise directed.
- 7.5 Vehicle maintenance shall not be performed near storm drains unless provisions have been made to contain any spills of vehicle fluids, including but not limited to, gasoline and antifreeze.
- 7.6 In the event that a storm water management plan is required by the Washington State Department of Ecology, Intercity Transit project staff shall develop the plan for approval and implementation. The contractor shall comply with the plan. Specifications for compliance shall be included in the contract document.

#### 8.0 PCBs (Polychlorinated biphenyl)

- 8.1 If a material is suspected to have PCB contamination, the Facilities Manager is to be notified.
- 8.2 All PCB removals shall be in compliance with the Washington State Department of Ecology guidelines and shall be coordinated by the Facilities Manager.
- 8.3 Any equipment or structural items that state they are Non PCB or are of the type that are known to contain PCB shall be treated as if they contained PCB. Any lighting ballast that does not state that it is a non-PCB containing ballast must be disposed of as if it contained PCB.

#### 9.0 Asbestos

- 9.1 Contractors will contact the Facilities Manager prior to any construction or demolition work that could disturb existing structures or equipment.
  - 9.2 If any evidence of asbestos is discovered, the contractor will immediately stop work to mitigate the exposure and will immediately contact the Facilities Manager.
  - 9.3 The Facilities Manager will immediately contact the Olympic Region Clean Air Agency at the Washington State Department of Ecology and will follow their directions for dealing with the mitigation of possible asbestos hazards.
- 9.2 All asbestos removal and disposal activities will be managed by Intercity Transit as directed by the Department of Ecology.

#### 10.0 Lead

- 10.1 If it is known that lead-based paints may be present in a project, contractors will follow the instructions in the contract documents.
  - 10.2 If it is determined in the course of the work that there may be lead-based paints present, the

# Intercity Transit

Approved & Issued as to form instruction & format

Verification	Review / Approval	Issued
Initials	ESMS Core Team	<i>Mike Hansen</i>
Date	12/21/2012	6/25/2012

## Environmental & Sustainability Management System (ESMS)

### ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual

contractor shall not proceed with any work that will disturb the paint including but not limited to grinding or welding on building or building structural steel until appropriate testing has occurred. Testing will be the responsibility of Intercity Transit. Testing will be done by an approved testing service, coordinated by the Facilities Manager.

- 10.2 All necessary lead removal and disposal activities will be conducted in accordance with applicable local, state and federal laws and regulations, coordinated by the Facilities Manager.

#### 11.0 CFCs (Chlorofluorocarbon)

- 11.1 All removal and disposal of items containing CFCs or suspected of containing CFCs shall be conducted in accordance with applicable local, state and federal laws and regulations, and shall be coordinated by the Facilities Manager.
- 11.2 Contractors will provide copies of employee training certificates for the removal and disposal of items containing CFCs to the Facilities Manager upon request.
- 11.3 Intentional venting of CFCs to the atmosphere is prohibited.

#### 12.0 Contractor / Supplier Environmental Review

- 12.1 Upon request, contractors are to submit the following form which contains written information outlining their activities and procedures for minimizing and managing the actual or potential environmental impacts of their operations. This 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.

# Intercity Transit

Approved & Issued as to form instruction & format

Verification	Review / Approval	Issued
Initials	ESMS Core Team	<i>Mike Hansen</i>
Date	12/21/2012	6/25/2012

Environmental & Sustainability Management System (ESMS)

## ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual

This form must be completed, signed and returned as required by the contract documents, and must be accepted by Intercity Transit before any contracted work commences.

The following information is to be filled out by the Contractor/Supplier (Please Print)

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

### Activities or Work Description:

Pattison Facility site: \_\_\_\_\_

Briefly describe the activities or work to be undertaken by your company at the Pattison Facility site.

---

---

---

### Air Emissions:

Will the activities or work you perform produce or cause the release of any air emissions? YES or NO

If YES, list the air emissions and the method for preventing impact to the environment.

---

---

---

# Intercity Transit

Approved & Issued as to form instruction & format

Verification	Review / Approval	Issued
Initials	ESMS Core Team	<i>Mike Hansen</i>
Date	12/21/2012	6/25/2012

Environmental & Sustainability Management System (ESMS)

## ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual

### Water Discharges:

Will the activities or work you perform produce or cause the release of any wastewater? YES or NO

If YES, how will the wastewater be handled?

---

---

---

### Materials:

What materials (including chemicals) and/or equipment will you be handling or bringing on site to perform the contracted work?

---

---

### Training:

Your employees should be trained on the proper handling of materials and equipment, and the proper response to incidents involving these materials. Describe the training and certifications that your employees receive.

---

---



# Intercity Transit

Approved & Issued as to form instruction & format

Verification	Review / Approval	Issued
Initials	ESMS Core Team	<i>Mike Hansen</i>
Date	12/21/2012	6/25/2012

## Environmental & Sustainability Management System (ESMS)

### ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual

#### Waste Generation:

Will the activities or work you perform result in the generation of any wastes? YES or NO

If YES, list the amounts and the types of wastes expected and the proposed disposal method.

---

---

Are any waste generated to be recycled? YES or NO

If YES, list the recyclables, where and how they will be recycled.

---

---

#### Energy:

Will the activities or work consume energy? YES or NO  
(examples are electricity, compressed air, natural gas, steam, or other)

If YES, explain what type of energy will be consumed, and how you will minimize consumption.

---

---

#### Other:

Are there any other ways in which your activities will affect or protect the environment? YES or NO

If YES, please describe below.

---

---

# Intercity Transit

Approved & Issued as to form instruction & format

Verification	Review / Approval	Issued
Initials	ESMS Core Team	<i>Mike Hansen</i>
Date	12/21/2012	6/25/2012

## Environmental & Sustainability Management System (ESMS)

### ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual

#### Business Information:

Company Name: \_\_\_\_\_

Contact: First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Sec. Phone: \_\_\_\_\_

#### Environmental Agreement

My company and subcontractors that I may bring to the site will abide by all environmental regulations and policies required by local, state or federal law and regulation whenever on Intercity Transit property. My company will train all personnel contracting on the property as required by law and regulation. Sign-in sheets will be maintained as evidence that environmental training has been conducted and will be made available upon request. Intercity Transit's designated representative will communicate applicable additional requirements related to Intercity Transit's Environmental and Sustainability Management System to my company. Intercity Transit will provide additional training to affected individuals, as appropriate.

*For questions or additional information contact the designated Project Manager or Procurement Manager at Intercity Transit, 526 Pattison Street SE, PO Box 659 Olympia, WA 98507; c/o Procurement Manager (360)-705-5833.*

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Project Manager and Procurement review and approval as required by the project:

A review of the above-submitted document has been found to be:

COMPLETE – approved, no further action is needed.

INCOMPLETE – a response must be received by: \_\_\_\_\_

Project Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Intercity Transit

Approved & Issued as to form instruction & format

Verification	Review / Approval	Issued
Initials	ESMS Core Team	<i>Mike Hansen</i>
Date	12/21/2012	6/25/2012

Environmental & Sustainability Management System (ESMS)

## ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual

### 7.0 Revision / Review Table

Rev. No.	Date	Description
001	09/26/2011	Originated from VirginiaTech template (JR).
002	12/21/2012	Minor edits for review 12/21/12 ESMS Core Team Review - No substantive changes.
003	05/09/2013	ESMS Core Team Review & Maintenance - no changes
003	11/09/2013	Header revision, Storm Water(sp), Procurement Mgr. responsibility specified (BH)
004	05/20/2014	Core Team Review. No Changes. Not reissued.
005	06/02/15	Core Team Review. No Changes. Not reissued.
006	05/16/2016	Core Team Review. No Changes. Not reissued.