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EMS 4/19/2007	EMS 4/19/2007	DGC 4/15/2014	DGC 4/15/2014

4.4.62 1FB Environmental Activity Briefing Package

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Persons responsible:

Areas of application: Department of Public Works and Utilities Shop Complex

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Warning! The information in this document may be out of date and should be reviewed.

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1.0 Introduction

- 1.1 The Environmental Activity Briefing Package is supplied to parties who perform work on site at the City of Williamsburg Department of Public Works and Utilities Shop Complex. The Department of Public Works and Utilities operates an EMS that meets the requirements of the ISO 14001 2004 standard. The information presented in this package has been developed in response to the City of Williamsburg Department of Public Works and Utilities' Environmental Management System (EMS). The intent of this information is to make on-site parties rendering services activities or work aware of the EMS and to ensure that they conform to the applicable EMS procedures and instructions. The (parties) will respond to receipt of this document by completing and returning the final page to the EMS Team.
- 1.2 Conformance with the environmental policy and all requirements noted in this document is expected of all parties rendering services, activities or work while working on site. Failure to follow these requirements may be grounds for termination of the on-site contract work.
- 1.3 An important part of the EMS relates to the control of parties rendering services activities or work who are required to comply with the City of Williamsburg Department of Public Works and Utilities' EMS, Environmental Management Procedure and other relevant policies and procedures. The nature of activities at the City of Williamsburg Department of Public Works and Utilities Shop Complex is such that contractor personnel have potential to affect environmental performance and regulatory compliance at the City of Williamsburg Department of Public Works and Utilities. Personnel and the facility therefore must work together to achieve the goals of the City of Williamsburg's environmental policy, objectives and targets and the protection of the environment. Parties rendering services activities or work must be aware of the importance of compliance with relevant environmental legislation and regulations, and of the consequences of non-compliance.
- 1.4 For further information, please contact an EMS Team member at the City of Williamsburg Department of Public Works and Utilities at (757) 220-6140
- 1.5 All parties rendering services activities or work on site at the Department of Public Works and Utilities Shop Complex are required to comply with the EMS and the environmental policy. This Briefing Package is provided to parties rendering services, activities or work as a guide that provides details relating to the Department of Public Works and Utilities EMS and environmental policy.

2.0 Environmental Management Basics

- 2.1 Parties rendering services, activities or work will not transport chemicals on site without having an up to date copy of the Material Safety Data Sheets (MSDS), on hand for each substance to be used. A copy shall be available upon request. These materials include but are not limited to sealers, adhesives, paints, coatings, fuels, oils, acids and caustics. All sizes of containers may be subject to review and approval.
 - 2.2 Parties rendering services, activities or work will provide adequate control of fugitive dust emissions during all operations and activities.
 - 2.3 Parties rendering services, activities or work will not discharge anything to drains and or sewers without the prior approval of the Department of Public Works and Utilities EMS Team.
 - 2.4 Parties rendering services, activities or work will provide adequate spill/release prevention for all bulk materials.
 - 2.5 Parties rendering services, activities or work will immediately notify the appropriate Division Superintendent of any spills, releases or other environmental incidents. Parties rendering services, activities or work will follow up by submitting a completed Environmental Communication Log 4.4.33-1FC
 - 2.6 Parties rendering services, activities or work will properly label, store and dispose of all
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- waste materials in accordance with Fed. State or Local requirements.
- 2.7 Parties rendering services, activities or work will be sensitive to the effects of noise, odor, light on the City of Williamsburg Department of Public Works and Utilities and the local community.
 - 2.8 Contractors are responsible for keeping the site clean and orderly. Cleanup of trash, etc. generated by the contractor's activities or the activity of employees is the contractor's responsibility. All contractors shall practice good housekeeping.
 - 2.9 General information for parties rendering services, activities or work is set out below.
- 3.0 Waste Disposal**
- 3.1 All waste disposal (construction debris, scrap metal, non-hazardous waste, municipal solid waste, etc.) will be the responsibility of the originator of the waste, unless otherwise pre-approved by the EMS Team.
 - 3.2 Prior to work commencing the EMS Team must be informed of all hazardous waste generated or collected on site.
 - 3.3 The EMS Team must be informed of the location of all generated hazardous waste storage areas, maximum quantities and the container type.
 - 3.4 Containers stored at the shop complex must be labeled with their contents and the responsible contractor's name and contact information. **NO UNLABELED CONTAINERS ARE PERMITTED ON SITE.**
 - 3.5 Any applicable paperwork (MSDS, Waste Profiles, Bills of Lading and inventory) shall be provided to an EMS Team Member upon request.
- 4.0 Equipment Decommissioning**
- 4.1 All fluids and other hazardous materials will be removed prior to removal and or decommissioning of equipment.
 - 4.2 Disposal of any waste generated will be handled in accordance within the aforementioned guidelines in section 3.0
- 5.0 Water Discharges**
- 5.1 Discharge of materials to ANY sanitary sewer system, other than sewage discharges to the sanitary sewer system, is prohibited without the prior consent of Hampton Roads Sanitation District (HRSD).
 - 5.2 Discharges of ANY material to outside drains other than stormwater are prohibited under the established guidelines of the City of Williamsburg Stormwater Management Ordinance.
 - 5.3 In the event that sewage is discharged to sanitary sewers are approved by an EMS Team Member, Hampton Roads Sanitation District (HRSD) must be notified prior to discharges of any significant volume or any discharges that could affect the operations of the HRSD.
- 6.0 Material Storage/Spills**
- 6.1 There will be no storage of any materials without the consent of the EMS Team from that division.
 - 6.2 Approved storage areas for chemical materials must be equipped with non-earthen secondary containment equal to 150% of the capacity of the largest container.
 - 6.3 All chemical containers will be properly labeled in accordance with the OSHA HAZARD COMMUNICATION STANDARD (i.e., contents, primary hazard).
 - 6.4 The responsible parties will ensure that chemical containers are properly sealed when not in use.
 - 6.6 Responsible parties 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 RESPONSIBLE PARTIES WILL IMMEDIATELY REPORT ALL SPILLS OR RELEASES OF MATERIALS TO THE DIVISION SUPERINTENDENT at (757) 220-6140.**
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Responsible parties will follow up by submitting a completed Environmental Communication Log 4.4.33-1FC to EMS Team.

7.0 Stormwater Management

- 7.1 No process materials or any other sources of water pollutant shall be commingled with stormwater
- 7.2 Solids must be prevented from entering storm sewer drains. Roadways and outside areas must be kept clean.
- 7.3 It is the parties rendering services, activities or work responsibility to install stormwater 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 contaminated piles must be covered to prevent solids from entering storm drain system.
- 7.5 Routine vehicle maintenance shall not be performed near stormwater drains. In the event of emergency repair all measures must be taken to prevent vehicles fluids from entering stormwater drains.

8.0 PCBs (Polychlorinated Biphenyls)

- 8.1 If a material is suspected to have PCB contamination, the EMS Team is to be notified.
- 8.2 All PCB removals shall be coordinated with the EMS Team.
- 8.3 Any lighting ballast that does not state that it is a non-PCB containing ballast must be disposed of as PCB containing in accordance with Federal, State, or Local regulations.

9.0 Asbestos

- 9.1 All asbestos removal and disposal activities will be conducted in accordance with Federal State or Local Regulations. Notification to the EMS Team is required.

10.0 Lead

- 10.1 Parties rendering services activities or work 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 an approved lab.
- 10.2 All lead removal and disposal activities will be conducted in accordance with Federal State or Local Regulations. Notification of the EMS Team is required.

11.0 CFCs (Chlorofluorocarbons)

- 11.1 Contractors will provide copies of employee training certificates to the EMS Team upon request.
- 11.2 Intentional venting of CFCs to the atmosphere is prohibited.

12.0 Sign off

- 12.1 A signed copy of the Environmental Activity Briefing Package, including Environmental Activity Statement, will be returned to the EMS Team at time of bid closing. If no bid is required the Environmental Activity Briefing Package, including Environmental Activity Statement, will be returned prior to work commencing.
 - 12.2 The statement will outline the activities and procedures to be implemented for minimizing and managing the actual or potential environmental impacts of their operations. It 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.
 - 12.5 The submitted Environmental Activity Statement will be reviewed by the EMS Team as outlined in the Environmental Management Procedure. Once the Environmental Activity Statement is approved, a hard copy will be forwarded to the responsible parties. The original will be maintained on file in the EMS Files.
 - 12.6 A copy of the City of Williamsburg environmental policy is attached to this Briefing Package.
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City of Williamsburg
Facility name: Public Works and
Utilities Department

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For questions or additional information regarding this form, contact the EMS Team at (757) 220-6140.

Contractor name:

Position:

Contractor signature:

Date:
