



Environmental Protection Plan Sample (Selected pages - not a complete plan)

Complies with UFGS-01 57 20.00 10

Good for both Military and Non-Military Projects

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PROJECT-SPECIFIC ENVIRONMENTAL PROTECTION PLAN

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3. KEY ELEMENTS OF THE [COMPANYNAME] ENVIRONMENTAL PROTECTION SYSTEM

Key elements of the [CompanyName] Environmental Protection System include:

Environmental Management and Responsibilities. [CompanyName] fully integrates its environmental management system into the organizational structure and performance management systems for each project. We:

- Maintain a documented Environmental Protection System consisting of an Environmental Protection Manual with policies and procedures.
- Have well-defined environmental protection responsibilities for every employee.
- Tightly control exceptions to the Environmental Protection System so company standards are applied uniformly to every project
- Systematically maintain Environmental Protection System documents and records.

Qualified Employees. [CompanyName] ensures that only trained, knowledgeable, capable employees carryout the planning, execution, and control of our projects. We:

- Train field employees on environmental protection standards and procedures for their job position.
- Train field employees on environmental protection standards and procedures for the activities they perform.
- Validate employee environmental capabilities before assigning them to a job with environmental protection requirements.
- Review ongoing employee qualifications and evaluate environmental practices and performance as part of the employee performance management process.

Contract Environmental Protection Specifications. [CompanyName] ensures that the information in customer contracts clearly defines customer environmental protection expectations. We:

- Ensure that technical specifications and drawing clearly define customer expectations.
- Have a formal submittal system that further defines customer selections, agreed upon details, and clarifications as the project proceeds.
- Integrate all customer contract requirements into the Project Environmental Protection Plan.
- Plan project environmental records and documents that we will provide to the customer during the project.

Project-Specific Environmental Protection Standards. [CompanyName] clearly defines environmental protection standards and specifications that apply to each project. We:

- Identify all relevant regulations and industry standards.
- Specify requirements for materials and equipment that affect the environment protection.
- Supplement the contract and published standards with [CompanyName] environmental protection standards as required to reduce environmental risks and assure environmental protection results.

Qualified Subcontractors and Suppliers. [CompanyName] purchases only from subcontractors and suppliers who consistently meet [CompanyName] standards for environmental protection. We:

- Clearly define subcontractor and supplier qualification requirements including licensing requirements, compliance with specific environmental protection standards, environmental protection responsibilities, qualification of personnel and improvement processes.
- Verify ongoing subcontractors' and suppliers' environmental protection performance.

Process Controls. [CompanyName] tightly controls the construction process to ensure environmental results. We:

- Have a pre-construction meeting to communicate project environmental protection goals and expectations.
- Preparatory Phase: In advance of the work, we conduct preparatory phase planning which includes inspecting the jobsite before work begins and conducting a meeting to review details, specifications, expectations, and items for heightened awareness.
- Initial Phase: When work is ready to start, we conduct an initial phase environmental inspection that ensures that the necessary site conditions, materials, equipment, and personnel are in place and ready for work to begin. When work begins, we verify that the initial work meets specifications.
- Follow-up Phase: As work proceeds we perform follow-up environmental inspections to ensure that work proceeds according to specifications until the work task is complete.
- Enforce environmental protection policies that monitor work conditions before and during work so that environmental protection results are assured.

Inspections and Tests. [CompanyName] environmental inspection processes ensure that all construction activities comply with the documented environmental protection standards and



11. PROTECTION OF LAND RESOURCES AND EROSION CONTROL

Prior to construction, [CompanyName] identifies land resources to be preserved within the work area. We do not remove, cut, deface, injure, or destroy land resources including trees, shrubs, vines, grasses, topsoil, and landforms without permission from the Environmental Manager.

a. GENERAL DISTURBANCE

[CompanyName] will confine demolition and construction activities to a maximum 40 feet beyond the building perimeter, 5 feet beyond solid paving, and 25 feet beyond pervious paving.

[CompanyName] will remove debris, rubbish, and other waste materials resulting from demolition and construction operations from site. [CompanyName] will transport materials with appropriate vehicles and dispose of them off site to areas that are approved for disposal by governing authorities having jurisdiction. We will avoid spillage by covering and securing loads when hauling on or adjacent to public streets or highways.

b. ERODIBLE SOILS

[CompanyName] plans and conducts earthwork to minimize the duration of exposure of unprotected soils.

[CompanyName] will clear areas in reasonably sized increments only as needed to use the areas developed. Form earthwork to final grade as shown. We immediately protect side slopes and back slopes upon completion of rough grading. Immediately finish the earthwork brought to a final grade, as indicated or specified. Immediately protect the side slopes and back slopes upon completion of rough grading. Plan and conduct earthwork to minimize the duration of exposure of unprotected soils.

c. EROSION AND SEDIMENTATION CONTROL DEVICES

[CompanyName] constructs or installs temporary and permanent erosion and sedimentation control features as required. We mechanically retard and control water runoff and control the rate of runoff from the construction site. This includes

- Construction of diversion ditches, benches, berms, and use of silt fences and straw bales to retard and divert runoff to protected drainage courses.
- Sediment Basins sized to accommodate the storm runoff. We will pump dry and remove the accumulated sediment, after each storm.

[CompanyName]
Site-specific Land Resource Protection Plan

Project Name	Project Number	Prepared By:	Date:
[ProjectNumber]	[ProjectName]	[EnvironmentalManagerName]	December 29, 2012
Identification of work area (include drawing when appropriate):			
General disturbance by demolition and construction activities will be confined to the by the following limits:			
Nominally, 40 feet beyond the building perimeter or 5 feet beyond solid paving.			
Plan for removing debris, rubbish, and other waste materials resulting from demolition and construction operations from site.			
General (non-viscous) construction debris, rubbish and construction waste materials will be placed in waste containers and removed from the work area by a qualified waste removal company.			
Incremental clearing and grading to minimize exposure of unprotected soils:			
Erosion and sedimentation control diversion ditches, benches, berms, and use of silt fences and straw bales			
Erosion and sedimentation control sediment basins			

Selected Pages



15. ENVIRONMENTAL PROTECTION TRAINING

All project personnel must undergo all training required by this plan before they may perform project work.

The Environmental Protection Manager ensures that all employees receive training relevant to their environmental protection including environmental risks.

The Environmental Protection Manager ensures that all subcontractors receive training on relevant elements of the [CompanyName] Environmental Protection System, Project Environmental Protection Plan, and environmental protection standards.

The Environmental Protection Manager identifies the training needs of all personnel performing activities that affect the environment. Training topics may include:

- The [CompanyName] Environmental Protection System
- The [CompanyName] Environmental Protection policy
- Specific operating policies identified in the Environmental Protection Plan
- Specific environmental protection standards cited in the Environmental Protection Manual, or project documents, or records
- Specific environmental protection standard operating procedures
- Environmental Risk Analysis
- Environmental Protection communications

The Environmental Protection Manager develops a Project Environmental Protection Training and Communications Plan that describes methods of communications among the customer, subcontractors, suppliers, and [CompanyName]. The Project Environmental Protection Communications Plan includes:

- Distribution of the assigned responsibility and authority of the Project Manager, Environmental Protection Manager, and Superintendent and the Project Organization Chart.
- Customer points of contact including engineers, architects, and environmental personnel.
- Subcontractors and supplier points of contact
- Project pre-construction meeting participants, date, and location
- Work Task environmental protection plan meeting participants, and nominal location.
- Weekly project communication meeting participants, and nominal day of week, time, and location
- Daily construction report distribution, frequency, and due date
- Monthly project status report distribution and due date
- Distribution of environmental inspection and test records, and due date
- Nonconformance report distribution and customer approval authority
- Location of project environmental records storage and point of contact for records access

As the project proceeds, newly hired employees and new employees assigned to the project must undergo training required by this plan before they may perform project work.

The Training Plan and Log form lists the training required by this project.

a. PROJECT PERSONNEL INDOCTRINATION TRAINING

The Environmental Protection Manager indoctrinates each employee into the environmental protection program goals, responsibilities, authority, policies, requirements, rules, and procedures.

Prior to commencement of construction activities, all construction personnel assigned to the project will have completed environmental protection indoctrination training including:

- Requirements and responsibilities for environmental protection and incident prevention
- General environmental protection policies and procedures and pertinent provisions of the Federal and State standards and regulations
- Employee and supervisor responsibilities for reporting all incidents
- Provisions for medical facilities and emergency response
- Procedures for reporting and correcting conditions or practices
- Environmental risks and the means to control/eliminate those risks, including applicable Environmental Risk Analysis.
- Specific training as required by Federal, State and Local regulations.

All site personnel will sign the acknowledgement page and have the signed page placed in their training files. The Environmental Protection Manager has the responsibility of ensuring that personnel assigned to this project comply with these requirements.

In addition to the required initial training, each employee will receive training that addresses the risks that the employee may encounter when they carry out the activities they are expected to perform. The Environmental Risk Analysis identifies the risk exposures and the training required.

The Environmental Protection Manager certifies each employee that completes training. Employees must have a completion certificate before beginning the work activity.

Prior to starting work on a construction activity the Environmental Protection Manager or Superintendent conducts a thorough review of applicable Environmental Risk Analysis with all affected personnel.

[CompanyName] Training Plan Version 121230				
Project ID	Project Name	Preparer	Date	
[ProjectNumber]	[ProjectName]	[EnvironmentalManagerName]	December 30, 2012	
Training Title/ID	Training Description	When Required (date, milestone or event)	Planned Participants (Job Position/Organization)	Notes
New Hire Soh Orientation Training				
Periodic Environmental Protection Training				

Selected Pages

17. NONCONFORMANCE PROCEDURES AND CONTROLS

Should a nonconformance be identified by an inspection there is a systematic method to control the item, correct it, and ensure that project environmental is not adversely impacted by the event.

A nonconformance is any item that does not meet project specifications or [CompanyName] Environmental Protection System requirements.

a. NONCONFORMANCE CONTROLS

When the Environmental Protection Manager, Superintendent, inspector, or customer identifies a nonconformance or an observation, the person(s) involved are immediately notified. If the item is a physical condition, the item is quickly and clearly marked by paint, tape, tag, or other easily observable signal to prevent inadvertent cover-up.


After the item is identified, the Environmental Protection Manager determines if work can continue in the affected area:

- **CONTINUE WORK:** When continuing work does not adversely affect the environment or hide the problem, work may continue in the affected area while the disposition of the item is resolved. The Environmental Protection Manager may place limitations on the continuation of work.
- **STOP WORK ORDER:** When continuing work can adversely affect the environment or hide the problem, work must stop in the affected area until the disposition of the item resolved. The Environmental Protection Manager identifies the limits of the affected area. The Superintendent quickly and clearly marks the stop work area.

If the nonconformance or observed item by the work task completion inspection, the Environmental Protection Manager or Superintendent or inspector records nonconformances on a nonconformance report form.

The Superintendent sends the nonconformance report to the Environmental Protection Manager.

When the Environmental Protection Manager receives a Nonconformance Report, he/she makes an assessment of the affect the reported nonconformance has on form, fit, and function. The Environmental Protection Manager may assign a disposition of either:

- **REPLACE:** The nonconformance can be brought into conformance with the original requirements by replacing the nonconforming product or material with a conforming product or material.
 - **REPAIR:** The nonconformance can be brought into conformance with the original requirements through re-machining, reassembly, reprocessing, reinstallation, or completion of the required operations.
- 

[CompanyName] Nonconformance Report <small>Version 121230</small>		
Nonconformance Report Control ID	Project Number	Project Name
	[ProjectNumber]	[ProjectName]
Preparer Signature/ Submit Date		Environmental Protection Manager Signature / Disposition Date
Description of the requirement or specification		
Description of the nonconformance, location, affected area, and marking		
Disposition		
Corrective Actions	<input type="checkbox"/> Corrective actions completed Name/Date: _____ Customer acceptance of corrective actions required? Yes <input type="checkbox"/> No <input type="checkbox"/> Name/Date: _____	
Preventive Actions	<input type="checkbox"/> Preventive actions completed Name/Date: _____	



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