Environmental Protection Plan Sample

Selected pages (not a complete plan)

Sample includes:

- ✓ Environmental Protection Plan Pages
- ✓ Forms Examples

Contact:
First Time Quality
410-451-8006

www.firsttimequalityplans.com

[CompanyName]

[CompanyAddress]
[CompanyPhone]

Environmental Protection Plan

[ProjectName]
[ProjectNumber]

Management acceptance

This Environmental Prevention Plan has been reviewed and accepted

Endorsed By: (Name / Title)	[ComplianceManagerName], Environmental Compliance Manager		
Signature:	*[ComplianceManagerName]*	Date:	[Date]
Version	1.0	Notes	Initial Issue

ENVIRONMENTAL PROTECTION PLAN TABLE OF CONTENTS

4. PROJECT COORDINATION AND COMMUNICATION

[CompanyName] has regular, planned communications with customers, subcontractors, and suppliers to coordinate Environmental Protection expectations, priorities, activities, and improvements.

The process begins when we hold a pre-construction meeting where we discuss how environmental risks of the project will be controlled and the environmental protection responsibilities of key personnel. We also coordinate a schedule for weekly production meetings, monthly management meetings, and protocols for telephone and internet communications.

Throughout the project, [CompanyName] holds preparatory meetings prior to the start of upcoming milestones, tasks, or phases of work. These meetings are attended by key company, subcontractor personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives. We review environmental protection requirements and coordinate environmental protection inspections. In the process, we listen to each stakeholder to understand their concerns for critical details and incorporate their concerns into the inspection criteria. We also train production personnel on these details in weekly and toolbox talk meetings.

[CompanyName] weekly team toolbox meetings deploy findings of the preparatory meeting to field personnel. The venue is used to train personnel on technical requirements, reinforce critical details for heightened awareness, and institute improvements to work methods. It is also a forum for team communications and coordination.

7. Environmental Protection Training

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

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

The Environmental Compliance 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 Compliance 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

a. Project Personnel Indoctrination Training

The Environmental Compliance 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 Compliance 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.

10. 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 Compliance 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 Controls

[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.
- Vegetation and Mulch to provide temporary protection on sides and back slopes as soon as rough grading is completed or sufficient soil is exposed to require erosion protection. We protect slopes by accelerated growth of permanent vegetation, temporary vegetation, mulching, or netting. Stabilize slopes by hydro seeding, anchoring mulch in place, covering with anchored netting, sodding, or such combination of these and other methods necessary for effective erosion. We provide new seeding where ground is disturbed. Include topsoil or nutriment during the seeding operation necessary to establish or reestablish a suitable stand of grass.

d. Protection of Tree and Plant Resources

Prior to start of construction [CompanyName] will, tag each tree and plant scheduled to remain. We will not remove, cut, deface, injure, or destroy trees or plants without the Environmental Compliance Manager's permission.

When planting of trees or plants is necessary to protect the environment after the completion of construction [CompanyName] will plant trees or plants.

e. Site-specific Land Resource Protection Plan

The Site-Specific Land Resources Protection Plan on the following pages includes:

- The type and location of the erosion and sediment controls to be provided.
- Drawings showing locations of proposed temporary excavations or embankments for haul roads, stream crossings, material storage areas, structures, sanitary facilities, and stockpiles of excess or spoil materials including methods to control runoff and to contain materials on the site.
- Traffic control plans including measures to reduce erosion of temporary roadbeds by construction traffic.
- Work area plan showing the proposed activity in each portion of the area and identifying the areas of limited use or nonuse. Plan includes measures for marking the limits of use areas including methods for protection of features to be preserved within authorized work areas.
- Drawing showing the location of borrow areas.

A Site-Specific Land Resource Protection Plan identifies actions [CompanyName] will take to protect land resources. If required on this project, a Site-Specific Land Resource Protection Plan, Environmental Protection Traffic Control Plan, Environmental Protection Work Area Plan, and Borrow Location Plan are included in Appendix A at the end of this plan.

13. Waste Management

This waste management program takes a pro-active, responsible role in the management of construction and demolition waste. Construction and demolition waste include products of demolition or removal, excess or unusable construction materials, packaging materials for construction products, and other materials generated during the construction process but not incorporated into the work. The plan also, provide on-site instruction of appropriate separation, handling, recycling, salvage, reuse, and return methods to be used by all parties at the appropriate stages of the project.

Firms and facilities for recycling, reuse, and disposal will have approvals and appropriate permits as required by federal, state, and local regulations.

a. Disposal Methods

[CompanyName] will recycle or dispose of waste materials in accordance with the following:

- Reuse. First consideration shall be given to salvage for reuse since little or no re-processing is necessary for this method, and less pollution is created when items are reused in their original form.
- Recycle. Waste materials not suitable for reuse, but having value as being recyclable, shall be made available for recycling. Arrange for timely pickups from the site or deliveries to recycling facilities to prevent contamination of recyclable materials.
- Composting. Composting on site if a reasonable amount of compostable material will be available. Compostable materials include plant material, sawdust, and certain food scraps.
- Land fill. Disposal Materials with no practical use or economic benefit shall be disposed at a landfill or incinerator.
- Return. Set aside and protect misdelivered and substandard products and materials and return to supplier for credit.

b. Waste Collection

In consideration of the disposal method waste will be collected in accordance with these guidelines

- Separate, store, protect, and handle at the site identified recyclable and salvageable waste products in a manner that maximizes recyclability and salvageability of identified materials.
- Provide the necessary containers, bins and storage areas to facilitate effective waste management and clearly and appropriately identify them.
- Provide materials for barriers and enclosures around recyclable material storage areas which are nonhazardous and recyclable or reusable.
- Locate out of the way of construction traffic.
- Provide adequate space for pick-up and delivery and convenience to subcontractors. Recycling and waste bin areas are to be kept neat and clean, and recyclable materials shall be handled to prevent contamination of materials from incompatible products and materials.
- Clean contaminated materials prior to placing in collection containers. Use cleaning materials that are nonhazardous and biodegradable. Handle hazardous waste and hazardous materials in accordance with applicable regulations.

Separate materials by one either source separated or comingled method.

c. Site-specific Waste Management Plan

A Site-specific Waste Management Plan identifies actions [CompanyName] will take to protect control construction waste. If required on this project, a Waste Management Plans is included in the Appendix A at the end of this plan.

The Waste Management Plan includes:

- Name of individuals on staff responsible for waste prevention and management.
- Actions that will be taken to reduce solid waste generation, including coordination with subcontractors to ensure awareness and participation.
- Description of the regular meetings to be held to address waste management.
- Description of the specific approaches to be used in recycling/reuse of the various materials generated, including the areas on site and
- Equipment to be used for processing, sorting, and temporary storage of wastes.
- Characterization, including estimated types and quantities, of the waste to be generated.
- Name of landfill and/or incinerator to be used and the estimated costs for use, assuming that there would be no salvage or recycling on the project.
- Identification of local and regional reuse programs, including non-profit organizations such as schools, local housing agencies, and organizations that accept used materials such as materials exchange networks and Habitat for Humanity. Include the name, location, and phone number for each reuse facility to be used and provide a copy of the permit or license for each facility.
- List of specific waste materials that will be salvaged for resale, salvaged and reused on the current project, salvaged and stored for reuse on a future project, or recycled. Recycling facilities that will be used shall be identified by name, location, and phone number, including a copy of the permit or license for each facility.
- Identification of materials that cannot be recycled/reused with an explanation or justification.
- Description of how any waste materials identified above will be protected from contamination.
- Description of the means of transportation of the recyclable materials (whether materials will be site-separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler and removed from the site).
- Anticipated net cost savings determined by subtracting Contractor program management costs and the cost of disposal from the revenue generated by sale.

d. Record Keeping

[CompanyName] will keep waste disposal records. Records will be maintained for each type of waste including:

- Quantity of waste generated
- Quantity of waste diverted through sale, reuse, or recycling
- Quantity of waste disposed by landfill or incineration.
- Disposal or diversion date.
- Landfill, recycling center, waste processor, or other organization used to process or receive the solid waste.
- Explanations for any waste not recycled or reused.

20. Environmental Inspections

a. Internal Inspections

(1) Daily Environmental Inspections

The Superintendent, Environmental Compliance Manager or qualified inspector will conduct daily site environmental inspections every day that there is work activity on the jobsite as part of their daily jobsite inspection activities. All noted non-conformances will be identified on that day's Daily Report and logged onto the Corrective Action Log form both are included in the Appendix of this plan.

(2) Monthly Environmental Protection Inspections

The Superintendent, Environmental Compliance Manager or qualified inspector will conduct a monthly inspection of the jobsite for compliance to contract environmental requirements, government regulations and this Environmental Protection Plan.

Monthly Inspections are recorded on the Monthly Environmental Inspection Checklist form in the Appendix of this plan.

All noted non-conformances will be logged onto the Corrective Action Log form included in the Appendix of this plan.

(3) Incident Investigation Inspections

Should an incident occur, the Environmental Compliance Manager will conduct an Incident Investigation Inspection. The Environmental Compliance Manager records results of the inspection on the Incident Investigation Report included as an exhibit in the Appendix of this plan.

b. External Inspections

External inspections may be conducted by the customer and other regulatory agencies.

When notified of an external inspection, the Environmental Compliance Manager will accompany external inspector on the Environmental inspection.

The Environmental Compliance Manager will immediately notify the customer or other regulatory agency that were notified of an incident (see Incident and Investigation Reporting Section of this Environmental Protection Plan) and provide them with an opportunity to accompany the Environmental Compliance Manager on follow-up or corrective action inspections. The Environmental Compliance Manager will provide the external inspector with a copy of any citations or reports and any corrective action responses to the citation(s) or report(s).

21. Environmental Incident & Non-Conformance Procedures

a. Environmental Incidents

An environmental incident is an event that causes or has the potential to cause harm to any aspect of the environment (air, water, land, wildlife). This can include, but is not limited to oil or chemical spill, escape of waste, sewage leak, air pollution.

(1) Spill Event

A spill is any release of oil or hazardous substances to the water or ground that is not controlled or permitted. This includes any spilling, leaking, pumping, emitting, discharging, injecting, escaping, leaching, disposing, or dumping of liquid or solid material that is not authorized in writing by the customer or contracting officer.

(2) Reportable Release

A reportable release means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment of a known or unknown material or hazardous substance that poses an immediate threat to human health or the environment to the air, soil, or water. Reportable releases are: a sheen of oil on the water; a violation of the Installation's or project's water permit (NPDES permit); a sewage spill that threatens human health or the environment; a Comprehensive Environmental Response, Compensation, and Liability Act reportable quantity for hazardous/toxic substances (40 CFR 302); an air or hazardous substance release that is a threat to human health or the environment, or released outside the facility boundaries; any discharge from an underground storage tank regulated under WAC 173-360; or oil spilled to the ground or to permeable secondary containment of 160 liters 42 gallons and greater.

(3) Non-emergency Spill Event

A non-emergency spill event is a discharge of a known material or any hazardous substance that does not pose an immediate threat to human health or the environment, can be cleaned up as part of normal housekeeping by the personnel who discovered the spill, and is not released on the soil or into any waterway inlet (for example, storm drain) or outside the construction site property boundaries.

b. Non-conformances

A non-conformance is any item that does not meet or conform to project specifications, government regulations or [CompanyName] Environmental Protection System requirements. A non-conformance may arise from a number of situations, including:

- Failure to observe the requirements of the environmental protection plan
- A result of environmental inspections (internal and external)
- Failure or risk of failure to comply with environmental regulations
- Complaints from within or outside the project jobsite

- Equipment failure or lack of maintenance

c. Incident and Non-conformance Controls

When an incident occurs or a non-conformance is observed, [CompanyName] takes immediate action. The person(s) involved in non-conforming behavior(s) 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 Compliance 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 Compliance 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 Compliance Manager identifies the limits of the affected area. The Superintendent quickly and clearly marks the stop work area.

The Environmental Compliance Manager assesses the affect the of reported incident and/or non-conformance. The Environmental Compliance Manager may assign a disposition of either:

- REMOVE or REPLACE: The non-conformance can be brought into conformance by removing replacing the nonconforming product or material with a conforming product or material, such as preventing use of tainted materials and replacing them with acceptable materials.
- CORRECT OR REPAIR: The incident can be brought into conformance and prevent environmental damage through an action such as containing and cleaning up a spill before it enters a waterway Any incidents that adversely affect the environment must be approved by the customer.
- NO ACTION NEEDED: When the non-conformance or incident will not be corrected, such as the incidental release of non-hazardous dust.

The customer must be notified of any non-conformance or incident that adversely affect the environment.

d. Incident Investigation Reports

(1) Environmental Incident Reports

All incidents are investigated, reported, and analyzed. The Environmental Compliance Manager will report all environmental incidents no matter how slight. The Environmental Compliance Manager will notify the customer representative as soon as practical, but not later than 24 hours, after any incident. The incident notification will include contractor name; contract title; type of contract; name of activity, location where incident occurred; date and time of incident; extent of property damage, if any; and brief description of the incident (to include type of construction equipment used, PPE used, etc.). The Environmental Compliance Manager will complete an Incident Report using the Incident Report form in the Appendix of this plan unless the customer or regulatory agency has specified an alternative means of incident reporting.

The Environmental Compliance Manager will notify the customer as soon as practical, but not later than four hours, after any incident that

- Is a recordable incident

- Incidents whose corrections may cost more than $2,000

The Environmental Compliance Manager will ensure that the conditions and evidence on the incident site are preserved until the Government investigation team (if applicable) arrives on-site and Government investigation is conducted.

The Environmental Compliance Manager will notify the customer immediately when there is:

- An incident that has a risk of causing severe damage to the environment
- A reportable spill event
- A high visibility Incident
- Incidents whose corrections may cost more than $10,000
- An Incident that may cause long term damage to the environment

The Environmental Compliance Manager will record incidences and non-conformances on the Incident and Non-conformance Report form included as an exhibit in the Appendix.

(2) Environmental Incident Investigation

Should and incident occur, the Environmental Compliance Manager will thoroughly investigate the incident. The Environmental Compliance Manager will conduct an Incident Investigation Inspection following the procedures identified in the Inspection section of this plan. The Environmental Compliance Manager records results of the investigation on the Incident Investigation Report included as an exhibit in this subsection.

e. Immediate Action Notification

The Environmental Compliance Manager will notify the customer immediately when there is an environmental incident that cannot be immediately corrected before any damage to the environment occurs. The Environmental Compliance Manager will report the incident to regulators as required by applicable laws.

Incidents are reported using the Incident Report form included as an exhibit in the Appendix of this plan. Following the incident investigation, the Environmental Compliance Manager prepares the Incident Investigation Report.

24. APPENDICES

APPENDIX A: SUPPORTING PLANS, POLICIES, AND PROCEDURES

[CompanyName] Environmental Plans, Programs, and Procedures			
Contract Name and Number: [ProjectName] [ProjectNumber]		Contractor/Subcontractor: [CompanyName]	
NOTE: The following plans should be on site and accessible to employees. The expected answer should be yes to all applicable plans. Be prepared to provide a plan or an explanation.	**INCLUDED IN THE APPENDIX**		**Notes**
	Yes	**No**	
1. Site-specific Stormwater Pollution Prevention Plan			
2. Site-specific Wastewater Management Plan			
3. Air Pollution Control Plan)			
4. Site-specific Fish and Wildlife Protection Plan			
5. Site-specific Waste Management Plan			
6. Site-specific Spill Control Plan			
7. Site-specific Non-Hazardous Solid Waste Disposal Plan			
8. Site-specific IAQ During Construction Plan			
9. Site-specific Noise Control Plan			
10. Contaminant Prevention Plan			
11. Site-specific Post-construction Cleanup Plan			
12. Site-specific Land Resource Protection Plan			
13. Environmental Protection Work Area Plan			
14. Borrow Location Plan			
15. Environmental Protection Traffic Control Plan			
16. Hazardous, Toxic and Radioactive Waste (HTRW) Perimeter Air Monitoring Plan (1.12)			
17. Historical, Archaeological, Cultural Resources, Biological Resources and Wetlands Plan (1.7.2.o)			
18. Herbicide and Pesticide Treatment Plan (1.7.2.p)			

Supporting Plans, Programs & Procedures included in this section

[CompanyName]
Site-specific Spill Control Plan

Project Name	Project Number	Prepared By:	Date:
[ProjectName]	[ProjectNumber]	[ComplianceManagerName]	[Date]

Instructions, procedures, and reports for use during an unexpected spill of a substance. Regulated by a) 40 CFR 68, 40 CFR 302, 40 CFR 355, and/or b) State or Local laws and regulations.

Name(s) of the individual(s) who report and follow up with spills/hazardous substance release.

If spills/hazardous substance is released, this individual Immediately notifies the Contracting Officer and [the local Fire Department] [Facility Fire Department] [Facility Response Personnel] [Facility Environmental Office] in addition to the legally required Federal, State, and local reporting channels (including the National Response Center 1-800-424-8802)

Contact information and reporting channels for each of the above:

Individual(s) responsible for the supervision of the spills/hazardous substance containment and removal

Training requirements and training methods used for contractor's personnel.

Materials and equipment for immediate use in the potential event of the identified hazard(s)

Names and locations of containment materials suppliers. a) Additional fuel oil recovery , cleanup, restoration, and material-placement equipment
Names and locations of additional fuel oil recovery , cleanup, restoration, and material-placement equipment
Methods and procedures used in the event of spills/hazardous substance

[CompanyName]
Site-specific Land Resource Protection Plan

Project Name	Project Number	Prepared By:	Date:
[ProjectName]	[ProjectNumber]	[ComplianceManagerName]	[Date]

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
Erosion and sedimentation control vegetation, seeding, and mulch.
Location of trees around general construction disturbance (identified above) that will be tagged before the start of construction to remain undisturbed during construction.
Trees or plants that will be planted to protect the environment after the completion of construction.

[CompanyName]
Environmental Protection Work Area Plan

Project Name	Project Number	Prepared By:	Date:
[ProjectName]	[ProjectNumber]	[ComplianceManagerName]	[Date]

1) Proposed activity in each portion of the area.

2) Identification of areas for limited use or nonuse

3) Methods for marking the limits of use areas

4) Authorized work area features to be preserved and methods for protecting those features

[CompanyName]
Borrow Location Plan

Project Name	Project Number	Prepared By:	Date:
[ProjectName]	[ProjectNumber]	[ComplianceManagerName]	[Date]

1) Drawings showing locations of proposed temporary excavations or embankments for haul roads, stream crossings, jurisdictional wetlands, material storage areas, structures, sanitary facilities, storm drains and conveyances, and stockpiles of excess soil.

[CompanyName]
Environmental Protection Traffic Control Plan

Project Name	Project Number	Prepared By:	Date:
[ProjectName]	[ProjectNumber]	[ComplianceManagerName]	[Date]

1) Methods for the purpose of reducing erosion of temporary roadbeds by construction traffic.

2) Special attention to the reduction of erosion during wet weather.

3) Methods will include the amount of mud by vehicles or runoff that has been moved onto public paved roads.

4) Methods to minimize vehicle mud and runoff.

[CompanyName]
Hazardous, Toxic and Radioactive Waste (HTRW)
Perimeter Air Monitoring Plan

Project Name	Project Number	Prepared By:	Date:
[ProjectName]	[ProjectNumber]	[ComplianceManagerName]	[Date]

Design perimeter air monitoring:

a) Contaminant of concern
b) Action levels for the contaminants of concern,
c) monitoring/sampling frequency) based on APA results.

[List information as noted above]

1) Description of completed air pathway analysis:

[Provide description of completed air pathway analysis here]

1.12.1 Perimeter Air Contaminant of Concern

[Indicate Perimeter Air Contaminant of concern here]

1.12.2 Time Averaged Perimeter Action Levels
a) Concentration
b) Time

[Indicate time averaged perimeter action level concentration and time here]

1.12.3 Perimeter Sampling/Monitoring Location[s]

[List perimeter sampling/monitoring location(s) here]

1.12.4 Monitoring plan:
a) Instruments
b) Sampling
c) Analysis methods
d) Required action levels

APPENDIX F: INSPECTION REPORTS

[CompanyName] Daily Report			
Project ID	**Project Name**	***Preparer**	**Date**
[ProjectNumber]	[ProjectName]		
* On behalf of the contractor, I certify that this report is complete and correct and equipment and material used, and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.			
	Description		
Quality, Safety, and Environmental Inspections Performed			
Sampling/Tests Performed			
Non-conformance Reports			
Problems encountered, actions taken, problems, and delays			
On Site Subcontractors and Suppliers, Company Crews, and Visitors			
Meetings held and decisions made			
General Remarks and improvement ideas			
Weather conditions	Temperature: Low: _____ F High:_____F Precipitation: ❑ No ❑ Yes, type and amount: _____		

[CompanyName]
Monthly Environmental Protection Inspection Checklist

Project Number	Project Name	Inspection Report ID#
[ProjectNumber]	[ProjectName]	
Inspector's Name:	***Inspector's Signature**	**Inspection Date**

** On behalf of the contractor, I certify that this report is complete and correct, and equipment and material used, and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.*

All Deficiencies Must Be Logged onto the Deficiency Corrective Action Log

GENERAL

YES	NO	N/A	
☐	☐	☐	THE SITE IS GENERALLY IN A TIDY CONDITION
☐	☐	☐	ALL MATERIALS AND EQUIPMENT ARE CONTAINED WITHIN THE PROJECT BOUNDARY
☐	☐	☐	ALL WORKS ARE UNDERTAKEN WITHIN THE PROJECT BOUNDARY
☐	☐	☐	DESIGNATED HAULAGE ROUTES AND ACCESS POINTS ARE BEING USED
☐	☐	☐	OTHERS (PLEASE SPECIFY)

AIR POLLUTION CONTROL

YES	NO	N/A	
☐	☐	☐	ARE THE CONSTRUCTION SITES WATERED TO MINIMIZE DUST GENERATED?
☐	☐	☐	ARE STOCKPILES OF DUSTY MATERIALS (SIZE WITH MORE THAN 20 BAGS CEMENT) COVERED OR WATERED?
☐	☐	☐	CEMENT DEBAGGING PROCESS UNDERTAKEN IN SHELTERED AREAS
☐	☐	☐	ARE ALL VEHICLES CARRYING DUSTY LOADS COVERED/WATERED OVER PRIOR TO LEAVING THE SITE?
☐	☐	☐	ARE DEMOLITION WORK AREAS WATERED? (E.G. TRIMMING ACTIVITIES BY USING BREAKER)
☐	☐	☐	ARE DUSTY ROADS PAVED AND/OR SPRAYED WITH WATER?
☐	☐	☐	ARE DUST CONTROLLED DURING PERCUSSIVE DRILLING OR ROCK BREAKING?
☐	☐	☐	IS EQUIPMENT WELL MAINTAINED? (ANY BLACK SMOKE OBSERVED, PLEASE INDICATE THE EQUIPMENT AND LOCATION)
☐	☐	☐	ARE THERE ENCLOSURES AROUND THE MAIN DUST-GENERATING ACTIVITIES? (E.G. GROUT MIXING)

☐	☐	☐	ARE SPEED CONTROL MEASURES APPLIED? (E.G. SPEED LIMIT SIGN)
			ARE VOLATILE LIQUIDS STORED AS SPECIFIED ON THE AIR QUALITY PROTECTION PLAN
☐	☐	☐	OTHERS (PLEASE SPECIFY)
SOIL AND WATER MANAGEMENT CONTROLS			
YES	**NO**	**N/A**	
☐	☐	☐	ALL CLEAN WATER IS BEING DIVERTED AWAY FROM DISTURBED AREAS
☐	☐	☐	ALL CLEAN WATER DIVERSION DRAINS ARE STABLE
☐	☐	☐	SEDIMENT FENCE IS INSTALLED CORRECTLY AND THERE ARE NO GAPS
☐	☐	☐	DISTURBED AREAS WHERE NO WORKS ARE UNDERTAKEN ARE PROPERLY COVERED OR STABILISED
☐	☐	☐	AREAS OF LOCALISED SOIL EROSION HAVE BEEN IDENTIFIED AND APPROPRIATE PREVENTATIVE MEASURES IMPLEMENTED
☐	☐	☐	THERE ARE NO AREAS OF POTENTIAL OR ACTUAL CONCENTRATED FLOW THAT DO NOT FLOW TO SEDIMENT BASINS/TRAPS
☐	☐	☐	SLOPE LENGTHS ARE MAINTAINED AT APPROPRIATE LENGTHS TO SLOW FLOWS DOWN AND MINIMISE EROSION
☐	☐	☐	CHECK DAMS ARE USED WITHIN DIVERSION DRAINS WHERE REQUIRED TO SLOW FLOWS DOWN AND MINIMISE EROSION WITHIN THE DRAINS
☐	☐	☐	GEOTEXTILE LININGS (OR SIMILAR) ARE USED TO PROVIDE TEMPORARY SURFACE PROTECTION IN AREAS WHERE APPROPRIATE (E.G. BATTER DRAINS, CULVERT CONSTRUCTION)
☐	☐	☐	STOCKPILES ARE SITED IN LOW-HAZARD AREAS CLEAR OF WATERCOURSES AND FLOOD PRONE LANDS
☐	☐	☐	CUT-OFF DRAINS ON THE UPSLOPE SIDE AND SEDIMENT FENCING ON THE DOWNSLOPE SIDE ARE IN PLACE FOR ALL STOCKPILE AREAS WITHIN THE SITE
☐	☐	☐	STOCKPILES ARE LESS THAN 2M IN HEIGHT
☐	☐	☐	SEDIMENT CONTROL MEASURES ARE CONSTRUCTED AS CLOSE TO THE POTENTIAL SOURCE OF SEDIMENT AS POSSIBLE
☐	☐	☐	SHAKERS, RUBBLE PADS OR WASH DOWN AREAS HAVE BEEN INSTALLED
☐	☐	☐	THERE IS NO MUD ON THE ROADS OUTSIDE OF THE PROJECT BOUNDARY
☐	☐	☐	SEDIMENT FENCING OR EQUIVALENT IS PROVIDED DOWNSLOPE OF DISTURBED AREAS THAT CAN'T BE DIRECTED INTO A DESIGNATED SEDIMENT BASIN
☐	☐	☐	SEDIMENT BASIN VOLUME MARKERS INTACT AND CLEARLY VISIBLE
☐	☐	☐	SEDIMENT BASIN INLETS AND OUTLETS ARE STABLE
☐	☐	☐	ACCUMULATED SEDIMENT IS BELOW 30% OF THE SEDIMENT STORAGE ZONE

☐	☐	☐	THE BASINS HAVE BEEN EMPTIED SINCE THE LAST RAIN EVENT AND RESTORED TO THEIR DESIGN CAPACITY (IF NOT, EXPLANATION MUST BE PROVIDED)
☐	☐	☐	ALL DISCHARGES ARE UNDERTAKEN IN ACCORDANCE WITH DEWATERING PERMITS
☐	☐	☐	OTHERS (PLEASE SPECIFY)

NOISE CONTROL

YES	NO	N/A	
☐	☐	☐	IS THE CNP (CONSTRUCTION NOISE PERMIT) VALID FOR WORK DURING RESTRICTED HOURS?
☐	☐	☐	ARE COPIES OF THE VALID CONSTRUCTION NOISE PERMITS POSTED AT SITE ENTRANCE/EXIT?
☐	☐	☐	DO AIR COMPRESSORS AND GENERATORS OPERATE WITH DOORS CLOSED?
☐	☐	☐	IS IDLE EQUIPMENT TURNED OFF OR THROTTLED DOWN?
☐	☐	☐	DO AIR COMPRESSORS AND HAND- HELD BREAKERS HAVE VALID NOISE EMISSION LABELS (NEL)?
☐	☐	☐	ANY NOISE MITIGATION MEASURES ADOPTED (E.G. USE NOISE BARRIER / ENCLOSURE)?
☐	☐	☐	ARE SILENCED EQUIPMENTS UTILIZED?
☐	☐	☐	OTHERS (PLEASE SPECIFY)

WASTE MANAGEMENT

YES	NO	N/A	
☐	☐	☐	ARE SEPARATE CHUTES USED FOR INERT AND NON-INERT WASTES?
☐	☐	☐	ARE SEPARATED LABELLED CONTAINERS / AREAS PROVIDED FOR FACILITATING RECYCLING AND WASTE SEGREGATION?
☐	☐	☐	ARE CONSTRUCTION WASTES / RECYCLABLE WASTES AND GENERAL REFUSE REMOVED OFF SITE REGULARLY?
☐	☐	☐	ARE CONSTRUCTION WASTES COLLECTED AND DISPOSED OF PROPERLY BY LICENSED COLLECTORS?
☐	☐	☐	ARE CHEMICAL WASTES, IF ANY, COLLECTED AND DISPOSED OF PROPERLY BY LICENSED COLLECTORS?
☐	☐	☐	DOES CHEMICAL WASTE PRODUCER LICENSE COVERS ALL MAJOR CHEMICAL WASTES PRODUCED ON SITE?
☐	☐	☐	ARE CHEMICAL WASTES PROPERLY STORED AND LABELLED?
☐	☐	☐	ARE OIL DRUMS AND EQUIPMENTS PROVIDED WITH DRIP TRAYS?
☐	☐	☐	ARE DRIP TRAYS FREE OF OIL AND WATER?
☐	☐	☐	IS THERE ANY OIL SPILLAGE? CLEAN- UP THE CONTAMINATED SOIL IMMEDIATELY?

APPENDIX G: CORRECTIVE ACTION LOG

[CompanyName] Corrective Action Log			
Project Number	**Project Name**	**Preparer**	**Note**
[ProjectNumber]	[ProjectName]		

Inspection Date	**Description of Non-conformance**	**Inspector's Name**	**Correction Action Needed** (Include planned date/responsible person)	**Corrective Action Completion**	
				Initial	**Date**

APPENDIX H: INCIDENT INVESTIGATION AND REPORTING

[CompanyName] Incident Report			
Project Name	**Project Number**	**Contractor Name**	**Date of Report**
[ProjectNumber]	[ProjectName]		
Contract Scope of Work		**Location Where Incident Occurred**	
Date And Time of Incident		**Extent of Property Damage if any**	
Brief Description of the Incident (include type of construction equipment used, PPE used, etc.)			
Corrective Actions Taken to Clean Up or Mitigate Damage From The Incident			
Name, Signature, and Phone Number of Person Completing this Report			

[CompanyName] Inc.
Incident Investigation Report

Incident Report ID#	Project Number	Project Name	Incident Discovery Date	Date Incident Reported	Reported to Government	
	[ProjectNumber]	[ProjectName]			YES	NO

Preparer's Signature/Date	Compliance Manager's Signature/Date

Description of the requirement or specification	
Description of the incident, location, affected area, and marking	
Cause of Incident	
Recommended Corrective Action(s)	
Corrective Action Completion	☐ **Corrective actions completed Name/Date:_____** **Customer acceptance of corrective actions required? Yes ☐ No ☐** **Name/Date:_____**
Preventive Actions	☐ **Preventive Actions Completed Name/Date:_____**

For More Information:

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www.firsttimequalityplans.com

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