

PETERSBURG CUSTODIAL SERVICES

Verification	Originator	Revised	Approved	Issued
Initials	RSL			
Date	3/29/2014			

ESMS

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

CSEMS – Custodial Services Environmental Management System

Person responsible: General Manager, Facility Management Division

Area of application: Custodial Services, Facility Management Division

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ED-4.4.6.4(F) Contractor Management Environmental Manual

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Revisions

Rev. No.	Date	Description
001		
002		

Requirements

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- 2.0 General Environmental Management Procedures
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- 4.0 Equipment Decommissioning
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- 8.0 PCBs
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10.0 Lead

11.0 CFCs

12.0 Contractor Environmental Activity Review

PPW Petersburg Public Works Environmental Policy

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1.0 Introduction

- 1.1 The following information is supplied to contractors and suppliers who perform work on site for Petersburg Public Works Facility Management Division – Custodial Services. The information presented in these guidelines has been developed in response to *the Custodial Services Environmental Management System (CSEMS)*. The intent of this information is to make contractors and suppliers aware of the EMS and to ensure conformance to applicable CSEMS procedures and work instructions.
- 1.2 An important part of the CSEMS relates to the control of contractors, subcontractors and persons working for or on behalf of the Public Works Facility Management Division 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 the Public Works Facility Management Division. 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 The Public Works Facility Management Division operates a CSEMS 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 Public Works, Facility Management Division, CSEMS Management Representative at 804.733.2411.

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.
- 2.3 Contractors will not discharge anything to drains and or sewers without the prior approval of the or designee.

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- 2.4 Contractors will provide adequate spill/release prevention for all bulk materials.
- 2.5 Contractors will immediately notify the *Public Works Facility Management Division* 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, etc. generated by the contractor's activities or the activities of its employees are 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 *Public Works Facility Management Division*.

3.0 Waste Disposal

- 3.1 All waste disposal (i.e. construction debris, scrap metal, non-hazardous waste, municipal solid waste, etc.) will be the responsibility of the contractor, the originator of the waste, unless otherwise pre-approved.
- 3.2 The *Public Works Facility Management Division* must be informed of all generated hazardous waste streams before a waste is generated and collected on site.
- 3.3 The *Public Works Facility Management Division* 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 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 equipment will be thoroughly inspected by the contractor for fluids and other hazardous materials prior to removal.

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- 4.2 All fluids and other hazardous materials in the equipment will be removed prior to decommissioning and 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 *Public Works Facility Management Division* .
- 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 *Public Works Facility Management Division* approves discharges to sewers, the wastewater treatment plant must still be notified 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 *Public Works Facility Management Division*
- 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).
- 6.4 The contractor will have available the material safety data sheets (MSDS) for all chemical products in use at all times that their employees are working on site. MSDS's will be made available to 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 *Public Works Facility Management Division* at 804.733.2411. Contractors will follow up by submitting a completed Tracking of Spills and Releases form.

7.0 Storm Water Management

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- 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 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 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 oil, gasoline and antifreeze.
- 7.6 In the event that a stormwater management plan is required (i.e. greater than 1 acre of land is disturbed), the plan will be submitted to the Department Public Works: Engineering – Storm Water Management for approval.

8.0 PCBs

- 8.1 If a material is suspected to have PCB contamination, the [To Be Determined] is to be notified.
- 8.2 All PCB removals shall be coordinated by the [To Be Determined]
- 8.3 Any lighting ballast that does not state that it is a non-PCB containing ballast must be disposed of as PCB containing.

9.0 Asbestos

- 9.1 Contractors will contact the Facility Management Division prior to any construction or demolition work that could disturb existing structures or equipment.
- 9.2 All asbestos removal and disposal activities will be conducted in accordance with procedures approved by the Department Public Works.

10.0 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 an approved lab as directed by the Public Works – Facility Management Division.
- 10.2 All lead removal and disposal activities will be conducted in accordance with procedures approved by the Department Public Works.

11.0 CFCs

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- 11.1 Contractors will provide copies of employee training certificates to the Public Works – Facility Management Division upon request.
- 11.2 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.

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This form must be completed, signed and returned before the 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:

(Organization Name) site: _____

Briefly describe the activities or work to be undertaken by your company at the (Organization Name) 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.

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?

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Materials:

What materials (chemicals, oils, etc.) 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 that your employees receive.

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

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(electricity, compressed air, natural gas, steam, etc.)

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

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Other:

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 whenever on the property. My company will train all personnel contracting on the property. Sign-in sheets will be maintained as evidence that environmental training has been conducted and will be made available upon request. The Public Works – Facility Management Division will communicate applicable changes of the *Custodial Services Environmental Management System* to my company. Re-training of affected individuals will be conducted, as appropriate.

For questions or additional information contact the Petersburg, Public Works – Facility Management Division

Print Name: _____ Title: _____

Signature: _____ Date: _____

(Project Manager) Review and Approval

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: _____

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CSEMS Mgt. Rep. Signature: _____ Date: _____