Environmental Protection Plan (EPP)

| **Project Name** |   |
| --- | --- |
| **Contract #** |  |
| **Contractor Name** |  |
| **Contracting Officer and Phone #** |  |
| **Date Prepared or Revised** |  |
| **Version** |  |
| **Date of Project Commencement** |  |
| **Date of Project Completion** |  |
| **Section 1. General Overview and Purpose** |
| 1-1. Project and Site Information*Describe the site and the work to be performed at the site.* |
|  |
| \*Attach a map showing the site location to the end of the EPP. The map should point out where each type of work will be performed. It should also point out where hazardous waste, asbestos wastes, solid waste, and recyclables will be stored. |
| 1-2. Environmental Manager |
| Name: | Telephone #: | Email Address: |
|  |  |  |
| 1-3. Environmental Manager Duties*List the duties and the level of authority assigned to the Environmental Manager.* |
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| \*Attach a letter, signed by an officer of the firm, appointing the Environmental Manager and stating that they are responsible for managing and implementing the Environmental Program as described in this contract, to the end of the EPP. Include the Environmental Manager's responsibility in this letter to ensure environmental compliance. |
| 1-4. Environmental Manager Training*List the training classes/courses the Environmental Manager has successfully completed.* |
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| \*Attach training records/certificates to the end of the EPP. |
| 1-5. Training Methods*Describe the communication and training procedures that the Environmental Manager will use to convey environmental requirements to contractor employees and subcontractors.* |
|  |
| 1-6. Employee-training Records*List the employee training records that are available for review.* |
|  |
| \*Attach training records/certificates to the end of the EPP. |
| **Section 2. Management of Natural Resources [ ]  Not Applicable** |
| 2-1. Describe the methods that you will use to protect natural resources on the site. Provide measures for all types of natural resources, including: land resources and landscape features, trees, stream crossings, fish and wildlife resources, drainages, and wetland areas. |
|  |
| **Section 3. Protection of Historical and Archaeological Resources [ ]  Not Applicable** |
| 3-1. Describe the methods you will use to protect of historical and/or archeological resources on the site. |
|  |
| **Section 4. Air Emissions/Ozone-Depleting Substances (ODS) [ ]  Not Applicable** |
| 4-1. Does the project include the installation or repair to equipment containing Ozone Depleting Substance (ODS) listed in Japan Environmental Governing Standards (JEGS) Table C2.T1., or removal/replacement of any ODS refrigerants/fire suppression agents? | **[ ]**  Yes **[ ]** No |
| 4-2. Describe the disposal methods for removal and control of refrigerants, and training of refrigerant technicians, if applicable. |
|  |
| 4-3 Does the project include the installation, replacement or modification of any of the following: boilers, incinerators, dry cleaning machines, solvent cleaning machines, stationary combustion engines or turbines, Volatile Organic Compound sources (VOCs; painting, printing, cleaning or drying facilities, storage tanks), or emission control stacks? *List applicable items.*  | [ ]  Yes [ ] No |
|  |
| **Section 5. Drinking Water [ ]  Not Applicable** |
| 5-1. Will the potable drinking water supply be interrupted? | [ ]  Yes [ ] No |
| 5-2 Does the project involve the installation or repair of a water main? | [ ]  Yes [ ] No |
| 5-3 Describe how drinking water will be protected from contamination during water main work. |
|  |
| 5-4 Is cross connection control or backflow prevention required during the installation?  | [ ]  Yes [ ] No |
| 5-5 Does the project involve the installation, replacement, or retrofitting of drinking water plumbing fixtures, fittings, piping, meters, storage tanks or other drinking water systems? | [ ]  Yes [ ] No |
| 5-6 Describe the installation and use of lead-free products including solder and flux. |
|  |
| **Section 6. Storm Water and Wastewater [ ]  Not Applicable** |
| **Storm Water** |
| 6-1. Current Conditions*Describe conditions of ground cover at the site and whether there is erodible soil.* |
|  |
| 6-2. Erosion Control Methods*Describe temporary and permanent measures to minimize erosion, including mechanical retardation, revegetation and mulching.* |
|  |
| 6-3. Potential Sources of Stormwater Pollution*List all sources of pollution (e.g., sediment/dust, chemicals, etc.) that may impact the quality of stormwater discharge from the site.* | 6-4. Stormwater Best Management Practices (BMPs)Detail management procedures or BMPs you will use to mitigate *each source of stormwater pollution identified in block 6-3.* |
|  |  |
| **Wastewater** |
| 6-5. Types of Wastewater:*List of all types of wastewater the contractor expects to generate. Wastewater includes, but is not limited to, wash water, rinse water, soapy water, and oily water.* | Disposal Method:*Describe how you plan to dispose of the wastewater (e.g., off-base treatment, hazardous waste yard, discharge to the sewer, use of oil water separator).* |
|  |  |
| 6-6. Wastewater Sampling |
| 6-7. Is wastewater sampling necessary?  | **[ ]**  Yes **[ ]** No |
| 6-8. List applicable JEGS table number or specific test items if 6-6-1 is (Yes). |
|  |
| \*Attach a copy of the laboratory’s certificate to the end of the EPP. |
| **Section 7. Hazardous Materials [ ]  Not Applicable** |
| 7-1. Are Hazardous Materials (HAZMAT) to be brought on site for daily use? | **[ ]**  Yes **[ ]** No |
| 7-2. Have the latest Safety Data Sheet(s) (SDSs) been submitted to CFAS PWD Environmental with Hazardous Material Inventory Sheet? | **[ ]**  Yes **[ ]** No |
| 7-3. Types of HAZMAT Anticipated:*List the types of HAZMAT that you expect to use during this project.* | 7-4. Daily Average Amount of HAZMAT Expected:*Provide the approximate weight or volume of each HAZMAT that you expect to use.* |
|  |  |
| 7-5. Describe how you will temporary store HAZMAT on site. |
|  |
| When a HAZMAT is used, follow the guidance below.1. A SDS information must be maintained on site.
2. HAZMAT must be properly used and stored in accordance with SDS.
3. Dispensing areas must be properly maintained.
4. Dispensing areas must be located away from catch basins and floor/storm drains.
5. Containers must not leak.
6. Contents must be clearly marked on the container.
7. Drip pans/absorbent materials must be placed under containers to prevent spills.
8. Flammable HAZMAT and corrosive HAZMAT must be stored separately in appropriate lockers, and acids must be stored separately from alkali
 |
| **Section 8. Solid Waste, Industrial Waste, and Recyclable Waste [ ]  Not Applicable** |
| 8-1. Types of Solid Waste and Industrial Wastes Anticipated*List the types of solid waste that you expect to generate during this project.* | 8-2. Disposal Method for Solid Waste and Industrial Waste*Describe the proposed method for disposal for each type of solid waste listed (i.e. land-filled, treated, incinerated, off-site processing, etc.). Include the name, location, and phone number of each disposal/processing site.* |
|  |  |
| \*Attach a copy of all applicable transportation and disposal permits, certifications, and licenses to the end of the EPP. |
| 8-3. Types of Recyclable Material Anticipated*List the types of recyclable material that you expect to generate during this project.* | 8-4. Recycling Facility*List if the recyclable materials will be recycled at the CFAS PWD Qualified Recycling Program (QRP) (Bldg 323) or recycled via a Japan Government approved off-site recycling facility. If the materials cannot be recycled at the CFAS PWD QRP, explain why not. Also explain whether the material can be used/reused in its current form.* |
|  |  |
| \*Contact CFAS PWD QRP Manager (252-3932) for a list of materials that MUST BE recycled through Bldg 323, CFAS QRP. Justification for off-base recycling is required to be submitted and approved by CFAS QRP before recycling off-base. |
| **Section 9. Hazardous Waste [ ]  Not Applicable***Note 1:* All Hazardous Waste must be disposed of through the CFAS HWSA (Bldg. 1653) unless otherwise directed.*Note 2:* Wastes generated from non-government furnished materials must be disposed of properly by the contractor. Materials brought onto CFAS must be managed in accordance with note 1.*Note 3:* Complete Section 10 for Asbestos Containing Material (ACM) wastes and Section 11 for Polychlorinated Biphenyl (PCB) wastes. |
| 9-1. List all hazardous wastes (HWs) that you expect to generate, provide the approximate weight or volume of each HW that you expect to generate, list who transports each HW to a disposal facility, and provide the name and location (city and prefecture) of the permitted/licensed facility where each HW will be disposed of. |
| Hazardous Waste Expected: | Amount/volume Expected: | Transporter (name): | Disposal Facility (name, city and prefecture): |
| 1.
 |  |  |  |
| \*Attach copies of the laboratory certifications and laboratory results and copies of the HW transportation and disposal permits and licenses at the end of the EPP. When HWs will be turned into the Hazardous Waste Storage Area (HWSA) at Bldg. 1653, disposal permits and licenses are not required. |
| 9.2. Hazardous Waste Accumulation and Management Methods*Explain where HW will be accumulated; how it will be accumulated and managed, including but not limited to, types of containers, labeling and marking, secondary containment system, and security on site; and how long it will be accumulated until removal for disposal.* |
|  |
| 9-3. Hazardous Waste Accumulation Point (HWAP) |
| Will any HW be accumulated on site overnight? [ ]  Yes [ ]  No (Skip to 9-4) |
| HWAP Establishment | Date Completed/Anticipated |
| a. Read and acknowledge Contractor HWAP documentation for requirements |  |
| b. Submit the following to the CFAS PWD Environmental via the Contracting Office:* + 1. Completed Contractor HWAP Documentation Form with a location map of proposed HWAP
		2. ECATTS Training certificates of the following modules as applicable.
		- Asbestos for Contractors
		- Hazardous Waste for Contractors
		- PCBs Management for Contractors
		- Pollution Prevention
		- Spill Response for Contractors
		- Waste Management Guidelines for Contractors
 |  |
| \*A site visit inspection will be performed, and the requested HWAP must be approved prior to its use. Plan accordingly because this process may take a few weeks or more depending on the quality of submittals from the contractor. |
| 9-4. Hazardous Waste Transportation Methods*Explain how HW will be transported to the disposal facility (the HWSA or off-base disposal facility).* |
|  |
| 9-5. Hazardous Waste On-Base Disposal Job Order Number (JON)*Provide assigned JON for on-base disposal at the HWSA. State “NA” for off-base disposal and complete Section 9-6.* |
|  |
| 9-6. Hazardous Waste Off-Base Disposal Methods*Explain how HW will be disposed of at the off-base disposal facility. State “NA” for turn-in to the HWSA.* |
|  |
| \*Legible copies of Waste Disposal Manifest (“A” and "E") with appropriate stamp or signature and date must be submitted to CFAS PWD Environmental via the Contracting Office upon completion of disposal. |
| **Section 10. Asbestos Containing Material (ACM) [ ]  Not Applicable** |
| 10-1. Has an Asbestos Abatement Plan been submitted to CFAS PWD ACM Manager? | **[ ]**  Yes **[ ]** No |
| 10-2. List all ACM wastes that you expect to generate; provide the approximate weight or volume of each ACM waste that you expect to generate; name Type I or Type II for each ACM waste; list who transports each ACM waste to a disposal facility; and provide the name and location (city and prefecture) of the permitted/licensed facility where each ACM waste will be disposed of. |
| ACM Waste Expected: | Amount/volume Expected: | Type (I or II): | Transporter (name): | Disposal Facility (name, city and prefecture): |
| 1.
 |  |  |  |  |
| \*Attach copies of the laboratory certifications and laboratory results and copies of ACM waste transportation and disposal permits and licenses at to the end of this EPP. |
| 10-3. ACM Waste Accumulation and Management Methods*Explain where ACM waste will be accumulated; how it will be accumulated and managed, including but are not limited to, types of containers, labeling and marking, secondary containment system, and security on site; and how long it will be accumulated until removal for disposal.* |
|  |
| 10-4. Hazardous Waste Accumulation Point |
| Will any ACM waste be accumulated on site overnight? [ ]  Yes (Complete 9-3) [ ]  No |
| 10-5. ACM Waste Transportation Methods*Explain how ACM waste will be transported to disposal facility (the HWSA or off-base disposal facility).* |
|  |
| 10-6. ACM Waste On-Base Disposal JON*Provide assigned JON for on-base disposal at the HWSA. State “NA” for off-base disposal and complete Section 10-7.* |
|  |
| 10-7. ACM Waste Off-Base Disposal Methods*Explain how ACM waste will be disposed of at the off-base disposal facility. State “NA” for turn-in to the HWSA.* |
|  |
| \*Legible copies of Waste Disposal Manifest (“A” and "E") with appropriate stamp or signature and date must be submitted to CFAS PWD Environmental via the Contracting Office upon completion of disposal. |
| **Section 11. Lead Based Paint (LBP) [ ]  Not Applicable** |
| 11-1. Have LBP abatement plan been submitted to CFAS PWD LBP Manager? | **[ ]**  Yes **[ ]** No |
| 11-2. For disposal of LBP (contaminated) wastes, complete Section 9, Hazardous Waste. |
| **Section 12. Polychlorinated Biphenyl (PCB) [ ]  Not Applicable** |
| 12-1. Newly Procured Transformer and Equipment Containing Dielectric or Hydraulic Fluid*List all applicable transformers and equipment containing dielectric or hydraulic fluid including fluorescent light ballasts. State “NA” if not applicable.* |
| 1.
 |
| \*Attach 1) a manufacturer’s certification that the transformer/equipment contains no detectable PCBs at the time of shipment and 2) a copy of permanent label(s) affixed the transformer/equipment stating it is PCB-free (no detectable PCBs). |
| 12-2. Will any PCB waste be generated? [ ]  Yes [ ]  No (Skip to next section) |
| List all PCB wastes that you expect to generate associated weight or volume of each  |
| PCB Waste Expected: | Amount/Volume Expected: |
| 1.
 |   |
| \*Attach copies of the laboratory certifications and laboratory results to the end of the EPP. |
| 12-3. PCB Waste Accumulation and Management Methods*Explain where PCB waste will be accumulated; how it will be accumulated and managed, including but are not limited to, types of containers, labeling and marking, secondary containment system, and security on site; and how long it will be accumulated until removal for disposal.* |
|  |
| 12-4. Hazardous Waste Accumulation Point |
| Will any PCB waste be accumulated on site overnight? [ ]  Yes (Complete 9-3) [ ]  No |
| 12-5. PCB Waste Transportation Methods*Explain how PCB waste will be transported to disposal facility (the HWSA or off-base disposal facility).* |
|  |
| 12-6. PCB Waste On-Base Disposal Job Order Number (JON)*Provide assigned JON for on-base disposal at the HWSA. State “NA” for off-base disposal and complete Section 12-7.* |
|  |
| 12-7. PCB Waste Off-Base Disposal Methods*Explain how PCB waste will be disposed of at the off-base disposal facility and provide the name and location (city and prefecture) of the permitted/licensed facility where each PCB waste will be disposed of. State “NA” for turn-in to the HWSA.* |
|  |
| \*Attach copies of PCB waste transportation and disposal permits and licenses at the end of the EPP. Legible copies of Waste Disposal Manifest (“A” and "E") with appropriate stamp or signature and date must be submitted to CFAS PWD Environmental via the Contracting Office upon completion of disposal. |
| **Section 13. Contaminated Soil & Sludge [ ]  Not Applicable**  |
| 13-1. Temporary Storage Methods of Excavated Soil/Sludge*Describe the methods on how the project will store excess soil/sludge during the temporary storing of excavated soil until off base disposal or backfill. Provide location of the temporary laydown area and erosion control measures for the grubbing, excavation, grading and other land work that will disturb the soil and create the potential soil run-off at the project sites.* |
|  |
| 13-2. Where will be the final location of the excavated soil /sludge at the end of the project? | [ ]  Back to the original location (Skip to next section) [ ]  Off-Base Disposal Facilities  |
| 13-3. Has Soil/Sludge Sampling Plan been submitted to CFAS PWD Environmental? | **[ ]**  Yes **[ ]** No |
| \*Soil/Sludge Sampling Plan shall include sampling methods, sampling equipment and container, number of samples to be tested, sample volumes (minimum quantity required per container), preservation techniques, holding times, and chain of custody (COC) to CFAS PWD Environmental Planner at (252-3248) prior to sampling, even if excess soil will be off base disposal.  |
| 13-4. Excess Soil/Sludge From The Excavation Disposal and Ditches*Describe how the project disposes of excess soil from the excavation and ditches.* |
|  |
| 13-5. Contaminated Soil/Sludge Treatment/Disposal Method And Location*List the name and location of the permitted facility(ies) where the contaminated soil will be treated and disposed.* |
|  |
| \*Attach a copy of the treatment/disposal facility’s certification(s) at the end of the EPP. |
| **Section 14. Aboveground Storage Tanks and Underground Storage Tanks [ ]  Not Applicable** |
| 14-1. Aboveground Storage Tank (AST) Containing Fuel*Provide information in below table if any ASTs are involved in the project.* |
| Tank ID | Location | Tank Capacity(GAL) | Contents | Type of Work (Installation, Demolition, Repair or Tank Cleaning etc.) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 14-2. Newly-installed AST |
| 14-2-1. Secondary Containment System*Describe what types of secondary containment system are to be installed.* |
|  |
| 14-2-2. Sign board providing tank details as applicable. |
|  |
| 14-3. Underground Storage Tanks (USTs)*Provide information in below table if any USTs are involved in the project.* |
| Tank ID | Location | Tank Capacity(GAL) | Contents | Type of Work (Installation, Demolition, Repair or Tank Cleaning etc.) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 14-4. Petroleum Oil and Lubricant (POL) USTs To Be Newly Installed |
| 14-4-1. Explain how each tank will be protected from corrosion. |
|  |
| 14-4-2. Describe spill/overfill prevention system. |
|  |
| 14-4-3. Provide leak detection to be equipped if all pressurized piping or suction piping were to appear in each tank. |
|  |
| 14-5 Explain how the exposed free product and/or obviously contaminated soil in the immediate vicinity of the tank will be appropriately removed and managed. |
|  |
| 14-6. USTs To Be Modified/Constructed/Relocated/Replaced/Closed/Removed*Explain how all of the product and sludge in the tank are appropriately removed and managed; how the tank is emptied and cleaned if the product stored in the tank is changed; and how the corrosion protection and leak detection systems are operated and maintained if tank is temporarily closed.* |
|  |
| **Section 15. Pesticides and Herbicides** **[ ]  Not Applicable** |
| 15-1. Have Contractor’s Work Plan been submitted to NAVFAC FE Pest Management Consultant via PWD Environmental Pest Management Coordinator? | **[ ]**  Yes **[ ]** No |
| 15-2. Complete Section 7 to provide information for all pesticides and herbicides to be brought on site. |
| **Section 16. Spill Prevention and Control [ ]  Not Applicable** |
| 16-1. Spill Prevention and Control Equipment*Describe equipment that will be used to prevent and control any spills/releases to the environment. Equipment may include, but are not limited to, on-site spill equipment, absorbent mats, secondary containment, drip pans, etc.* |
|  |
| 16-2. Spill Prevention Methods*Describe procedures to prevent any spills/releases to the environment.* |
|  |
| 16-3. Spill Control Methods When Responding*Describe procedures to control any spills/releases to the environment when responding.* |
|  |
| 16-4. Spill Notification Procedure*Describe who and how you will notify the Government in the event of a spill/release to the environment.* |
|  |

**Include all relevant attachments at the end of the EPP, including:**

* Letter designating the Environmental Manager
* Work site map(s)
* Transportation and disposal permits/licenses for Solid Waste
* Transportation and disposal permits/licenses for Industrial Waste
* Transportation and disposal permits/licenses for Hazardous Waste
* Transportation and disposal permits/licenses for ACM waste
* Transportation and disposal permits/licenses for PCB waste
* Transportation and disposal permits/licenses for Contaminated Soil
* HWAP establishment request form with required documents (when ready)
* Laboratory certifications and analysis results for Hazardous Waste, ACM wastes, PCB wastes, and/or Wastewater
* Manufacturer’s certification that the equipment contains no detectable PCBs at the time of shipment and a copy of permanent label(s) affixed the transformer/equipment stating they are PCB-free (no detectable PCBs).
* Certification/roster sheet of the latest CFAS Environmental Management System (EMS) Awareness Training