

**THE UNIVERSITY OF TEXAS AT ARLINGTON**  
**Environmental Health & Safety**

**CONSTRUCTION SITE PROCEDURES FOR CONTRACTORS**

**DEFINITIONS**

Pollutant, pollution, hazardous waste, hazardous substance, hazardous material, or contaminant, means any toxic or harmful substance as defined by the Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Superfund Amendments and Reauthorization Act (SARA), and/or any applicable federal, state, or local law, rule, or regulation.

**PROCEDURES TO FOLLOW WHILE ON UTA CAMPUS**

**Equipment Cleaning**

Equipment should be cleaned in a manner that does not create any discharge of cleaning agents, paints, oil, or other pollutants to a storm sewer or waterway. Soaps and detergents should never be discharged to the ground or off-site. When rinsing painting equipment outside, contain rinse water in a bucket or other container. Water based or latex paint rinse water may be discharged to the sanitary sewer. Oil-based paint wastes, including solvents and thinners, should *not* be disposed of in the sanitary sewer. They must be collected and disposed of through the contractor's disposal company. Cement handling equipment should be rinsed in a contained area so there is no drainage off-site.

**Asbestos Containing Materials**

Before beginning work in any University of Texas at Arlington (UTA) campus building, the contractor shall verify that no asbestos containing or suspect asbestos containing materials will be damaged or disturbed during any portion of the work to be performed. This can be verified through the UTA Asbestos Program office at 817-272-7008. If the contractor incidentally damages or disturbs asbestos containing or suspect asbestos containing materials during any portion of the work, the contractor shall immediately stop work in that area, restrict access to the area, and contact the Physical Plant office at 817-272-3571. All personnel working on the campus who may come into contact with suspect asbestos containing materials must attend a 2-hour asbestos awareness class that will be provided by UTA's Asbestos Program office. The training will be held on the UTA campus at a location yet to be determined. This awareness training will not meet the OSHA asbestos training requirements for workers removing asbestos containing materials or the training requirements for an asbestos competent person.

**Trash/Debris Disposal**

Any trash or debris must be cleaned daily, contained on-site and disposed of in a recycling bin or waste receptacle to prevent wind or rain from carrying it off-site into a storm drain or waterway. Petroleum wastes, such as waste oil and used oil filters, should be containerized for recycling or disposal by the contractor. Non-hazardous solid wastes, such as general construction debris can be recycled or disposed of in the trash container. Never dispose of liquid wastes of any kind in dumpsters.

### **Ionizing/Non-Ionizing Radiation**

The contractor may not bring radioactive materials, radiation-producing machines, and/or class IIIb or class IV laser devices on campus without first notifying and obtaining written approval from the UTA Radiation Safety Officer (RSO). Additionally, if it is necessary for a contractor to enter any campus area that is posted "Radioactive Material", "X-ray Radiation" or "Danger Laser" they must first notify and obtain approval from the RSO. The RSO may be reached at the Environmental Health & Safety office (EH&S), 817-272-2185.

## **FIRE SAFETY REQUIREMENTS**

Please review the following information regarding fire and life safety requirements on the UTA campus prior to and during all phases of construction activity. Please note that prior to beginning any hot work on campus the contractor must first obtain a Hot Work Permit issued by the EH&S office. All persons, including contractors, performing hot works on campus must attend UTA's Hot Work Training provided by the EH&S office.

- Fire extinguishers are required on all job sites. The type and number of fire extinguishers will be determined after an onsite inspection by EH&S personnel.
- Fire Department emergency access, to include the approach and all designated fire lanes, must be in place prior to building construction. Temporary street obstructions shall be approved by the EH&S office.
- Temporary structures, including tents, shall be erected and secured in a safe manner. A site plan and a flame retardant certificate shall be provided to the EH&S office prior to the erection of a tent or temporary structure.
- The use of open flames, luminaries, candles, fireworks or any other device or appliance that would sustain a flame or cause an explosion is prohibited on the UTA campus.
- The use of mobile or temporary storage tanks containing flammable or combustible materials will require prior written approval from the EH&S office.
- The use of propane grills or other propane gas cylinders requires a Hot Work Permit.
- Obtaining the Hot Work Permit is the responsibility of the contractor/person(s) performing the hot works.

### **Hot Work Permit**

Before beginning any type of work on campus involving electric arc welding, oxygen acetylene welding, tig/mig welding, cutting/soldering, propane torch, grinding, torch applied roofing, tar kettles and/or any other activity or the use of a device that creates heat or sparks, the contractor must obtain a Hot Work Permit issued by the EH&S office. Prior to beginning hot work all individuals performing the hot work must complete UTA's Hot Work Training provided by the EH&S office. To request a Hot Work Permit contact the EH&S office at 817-272-2185.

## **STORM WATER MANAGEMENT**

UTA has implemented a Storm Water Management Plan covering that portion of the municipal separate storm water system within the corporate boundary of the City of Arlington operated by UTA. Prior to beginning construction, contractors are required to submit a Storm Water Pollution Prevention Plan for review by the EH&S office and the UTA Storm Water Management (SWM) Team.

### **Erosion/Sediment Control**

Proper erosion and sedimentation controls must be in place to prevent sediment or silt run-off. The Storm Water Quality Best Management Practices (BMPs) for Construction Activities Manual produced by the North Central Texas Council of Governments (NCTCOG) provides appropriate design criteria for permanent and temporary structural controls. Sediment (including cement) should never be rinsed off the site; instead, it should be cleaned up in a manner that does not allow it to reach a storm drain or waterway. Equipment tires may be rinsed before leaving the site to avoid tracking sediment into the roadway or off the site.

### **Construction Sites of One (1) or More Acres**

Before starting any construction activities, such as; clearing, grading, excavating or similar activities that will disturb or expose soil, the contractor is required to submit a Storm Water Pollution Prevention Plan to the EH&S Office for review. The contractor will be required to obtain a Texas Pollutant Discharge Elimination System (TPDES) Permit issued by the Texas Commission on Environmental Quality (TCEQ). Operators of such sites are to implement best management practices (BMPs) to the maximum extent practicable to minimize the quantity of storm water pollutants leaving the site. Details for implementing BMPs on site should be described in the Contractors Storm Water Pollution Prevention Plan. Site operators and managers should stress and enforce such practices upon their work force, subcontractors and material suppliers in order to avoid the generation of pollutants by wind and storm water runoff.

*Retain the following documents at the construction site from the date of project initiation to final stabilization.*

1. SWPPP B Storm Water Pollution Prevention Plan
2. Reissued TPDES General Permit
3. Notice of Intent or Construction Site Notice
4. TCEQ TPDES Storm Water Program Notice
5. Inspection Reports
6. Materials List
7. Record of Construction Activities

### **Construction Sites of Less Than One (1) Acre**

Before starting any construction activities, such as; clearing, grading, excavating or similar activities that will disturb or expose soil, best management practices (BMPs) and proper erosion/sedimentation controls must be in place to prevent sediment or silt run-off.

### **Site De-watering, Tank and Pipe Testing**

Discharges from de-watering, hydrostatic tank testing or pipe pressure testing must be free from sediment, chemicals, and any other pollutants. Some discharges, such as those from underground storage tank pits, will require prior approval from the City of Arlington.

### **Petroleum**

Spills of hydraulic fluid, oil and other petroleum products should always be immediately cleaned up to prevent discharge of these fluids with storm water run-off. Petroleum contaminated soil should be cleaned up and disposed of properly. Storage containers should be kept closed, clean, and free of oily residue. Construct a liquid-tight bermed area for temporary fuel tanks used during construction.

### **Separators or Traps**

Before removing oil/water separators or traps connected to the sanitary sewer, the materials in them must have been tested (Toxicity Characteristic Leachate Procedure or TCLP) within the last two years *before* they are cleaned out. Be aware that this test may take three weeks to complete if a recent test has not been completed, so plan accordingly. Documentation of the test results must be submitted to the EH&S Office for review and approval *before* emptying or removing the trap.

## **SPILL PREVENTION, CLEAN-UP AND DISPOSAL**

### **Plan Ahead**

It is cheaper to prevent spills than to clean them up. Be prepared to contain or dike spills to prevent spreading. Small areas are easier to clean than large ones. Keep sorbent materials such as clay (kitty litter), polypropylene booms and pads, rags and sawdust on hand for clean-up of spilled liquids.

### **Clean-up**

Sorbent materials can be used to effectively clean up various materials spilled on pavement, water, and soil. Soil or other media that has been contaminated with petroleum or other pollutants should be excavated or remediated to prevent contaminated discharges to a storm drain or waterway. Excavated contaminated materials should be stored in containers or on plastic and covered so that the contamination is not flushed back onto the ground during a rainstorm.

### **Contaminated Material Disposal**

Proper disposal of waste materials depends partly on the type of contaminant. Hazardous wastes (such as flammable petroleum products and solvents, thinners) and materials contaminated with hazardous wastes, are considered regulated wastes, and should be containerized for transport and disposal by a permitted company. Disposal also depends on the amount of contaminant. For information on testing of contaminated soil and disposal options contact EH&S, 817-272-2185.

## **SPILL AND COMPLAINT RESPONSE PROGRAM**

The University's EH&S office has a program to enforce water quality regulations and assist you in compliance with those regulations. The EH&S staff respond 24 hours a day, 7 days a week to hazardous materials spills and spills which threaten surface water quality, within UTA. Investigations are conducted to determine compliance with environmental laws and regulations and ensure corrective actions are taken when necessary. Strictly prohibited are discharges of any material or substance that will or might cause pollution to surface waters. Staff have specialized training in hazardous materials response and spill clean-up regulations. For information on spill clean-up requirements and other regulations call EH&S at 817-272-2185.

## **GENERAL SAFETY**

It is UTA's intention to provide a safe work environment for all individuals at this work site. For this reason, all contractors performing services on the campus must comply with and enforce all applicable local, state, federal (i.e., OSHA regulations), and our campus safety policies. This includes having implemented any required employee training and/or written programs.

Before providing any services under this contract, the contractor shall furnish a copy of all applicable required written programs and documentation of training for each employee under their control at the work site to the EH&S office.

The following OSHA regulations may apply to the services performed and require proper employee training, documentation of employee proficiency, and/or a written program by the contractor:

- RESPIRATOR PROTECTION, 29 CFR 1910.134, Subpart I
- PERSONAL PROTECTIVE EQUIPMENT, 29 CFR 1910, Subpart I
- PERMIT-REQUIRED CONFINED SPACES, 29 CFR 1910.146, Subpart J
- THE CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT), 29 CFR 1910.147, Subpart J
- WELDING, CUTTING, AND BRAZING, 29 CFR 1910, Subpart Q
- ELECTRICAL, 29 CFR 1910, Subpart S
- BLOODBORNE PATHOGEN, 29 CFR 1910.1030, Subpart Z
- HAZARD COMMUNICATION, 29 CFR 1910.1200 Subpart Z
- CRANES, DERRICKS, HOISTS, ELEVATORS & CONVEYORS, 29 CFR 1926, Subpart N
- FALL PROTECTION, 29 CFR 1926, Subpart M
- EXCAVATION, 29 CFR 1926, Subpart P
- SCAFFOLDS, 29 CFR 1926, Subpart L

## **CONTRACTOR REQUIREMENTS AND RESPONSIBILITIES**

The contractor shall maintain a legible copy of a current Material Safety Data Sheet (MSDS) for each hazardous chemical brought to the construction site. MSDS(s) shall be readily available, on request, for review by University personnel.

Contractors will conduct daily safety inspections of all assigned areas to identify and correct hazards. Contractor will provide employees with required personal protective equipment.

Contractors are responsible for establishing and maintaining an effective Housekeeping Program. Contractors are responsible for cleaning up and properly disposing of all spilled pollutants brought to the site, including oil, paint, fuels, antifreeze, solvents, etc. Contractors should keep accurate records (such as receipts, copies of analytical results, etc.) indicating proper disposal of spilled materials. Contractors are responsible for ensuring that all discharges from the site are in compliance with applicable regulations.

No substance should be dumped or leaked onto the ground or allowed to run-off of a construction site that might cause pollution. Be aware that the contractor is responsible for pollutant contaminated run-off and proper disposal of all waste materials generated.

## NOTIFICATION REQUIREMENTS AND PROCEDURES

The contractor shall immediately notify EH&S in the event of:

- Any spill that threatens to enter a storm sewer or watercourse.
- All petroleum spills, e.g. hydraulic fluid, transmission fluid, diesel, gasoline, etc.
- Contact with asbestos containing or suspect asbestos containing materials.
- Any hazardous or unknown material spill, e.g. many solvents, cleaners, etc.
- Any discharge from the site that is suspected to be in violation of local, state, and/or federal regulations, e.g. discharges that are cloudy, foul-smelling, colored, contain chemicals or heavy sediment loads.

## CONTACT INFORMATION

Environmental Health & Safety 817-272-2185  
Office hours - 8:00 am to 5:00 pm

Physical Plant  
Main 817-272-3571  
Asbestos Program 817-272-7008  
After-hours Emergency 817-272-3581

UTA Police Department  
Emergency 817-272-3003  
Non-emergency 817-272-3381