UNIVERSITY OF TEXAS ARLINGTON | ENVIRONMENTAL HEALTH & SAFETY

CONSTRUCTION SITE PROCEDURES FOR CONTRACTORS

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1. GENERAL SAFETY

The purpose of these procedures is to provide a safe work environment for all individuals at the University of Texas Arlington (UTA). All contractors performing services on the UTA campus shall comply with all applicable local, state and federal policies. This includes implementing and providing any required employee training and/or written programs.

Before providing any services, the contractor shall furnish to the Environmental Health & Safety Office (EH&S) a copy of all applicable required written programs and documentation of training for all employees under their control.

2. APPLICABLE REGULATIONS

The terms pollutant, pollution, hazardous waste, hazardous substance, hazardous material, or contaminant, refer to any toxic or harmful substance as defined by the Occupational Safety & Health Act (OSHA), the Resource Conservation and Recovery Act (RCRA), the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the Superfund Amendments and Reauthorization Act (SARA), the National Fire Protection Association (NFPA), Texas Regulations for Control of Radiation (TRCR) and/or any other applicable federal, state, or local law, rule, or regulation.

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

- 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 and 29 CFR 1926
- 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 and CFR 29 1910.22 Subpart D Walking and Working Surfaces
- Excavation, 29 CFR 1926, Subpart P
- Scaffolds, 29 CFR 1926, Subpart L

3. FIRE & LIFE SAFETY REQUIREMENTS

The following information regarding fire and life safety requirements on the UTA campus shall be adhered to during all phases of construction activity:

Hot Work Permit

Hot work can be any of the following: 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. Before beginning any of these hot work activities 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, as well as the required fire watch, must complete UT Arlington's Hot Work Training (provided by EH&S). Please call EH&S at 817-272-2185 at least one day prior to requesting a Hot Work Permit to make arrangements for training. Contractors should also contact EH&S directly when they are ready for the permit to be issued at the site.

Fire Extinguishers
Contractor furnished fire extinguishers are required on all job sites to meet NFPA requirements.

Nuisance Alarms
Prior to beginning any operation that will affect the fire alarms system (i.e., dust, smoke, steam, fog, etc.) contact EH&S to arrange for the temporary disabling and/or disconnection of any potential affected smoke detectors.

Means of Egress
Means of egress must be maintained from occupied spaces at all times. Reduction in required exit width, reduction in the number of means of egress, and/or temporary egress must be approved in advance by EH&S. Temporary exit signs must be in place at all times where necessary.

Emergency Access
Fire Department emergency access, to include the approach and all designated fire lanes, must be in place prior to building construction. In addition to UT Arlington Police Dept. approval, EH&S must be informed of all temporary street obstructions or closures.

Flammable/Combustible Storage
The use of mobile or temporary storage tanks containing flammable or combustible materials will require prior written approval from EH&S.

Temporary Structures
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 EH&S prior to the erection of a tent or temporary structure.

4. PROCEDURES TO FOLLOW WHILE ON THE UTA CAMPUS

Securing the work area - use any means possible to secure the work area and mark it "Construction Area Authorized Personnel Only" to prevent Students. Faculty or Staff from entering the work zone. During interior renovations, contain the work area under renovation to segregate the renovation from the building occupants.

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 into 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 UTA campus building, the contractor shall verify that no asbestos containing or suspected 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 suspected 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 Facilities Management Office at 817-272-3571. All personnel working on the campus who may come into contact with suspected 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 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

All 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 place 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 in EH&S at 817-272-2185.

5. CONTRACTOR REQUIREMENTS AND RESPONSIBILITIES

- The contractor shall maintain a legible copy of a current Safety Data Sheet (SDS) for each hazardous chemical brought to the construction site. SDS(s) shall be readily available, on request, for review by University personnel.
- The Contractors will conduct daily safety inspections of all assigned areas to identify and correct hazards.
- The Contractor will provide employees with required personal protective equipment.
- Contractor will contact UTA EH&S office during the planning phase of confined space operations and again before entering a confined space on construction sites at UTA. The contractor must at a minimum following UTA’s Confined Space Program, If contractors have their own Confined Space Program, EH&S must review and approve prior to beginning of confine space operations and issuing any confined space permit.
- Contractor must provide an attendant to manage the confined space entry operation.
- The Contractors are responsible for establishing and maintaining an effective Housekeeping Program. The 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.

- The Contractors are responsible for ensuring that all discharges from the site comply with applicable regulations.
- No substance that might cause pollution should be dumped, leaked onto the ground, or allowed to run-off of a construction site. Be aware that the contractor is responsible for pollutant contaminated run-off and proper disposal of all waste materials generated.
- No substance should be abandoned on UTA property.

6. STORM WATER REQUIREMENTS

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.

The purpose of this section is to inform contractors about the Storm Water Pollution Prevention Plan (SWPPP) requirements for UTA. UTA is a co-permittee with the city of Arlington, which is considered a large MS4.

Construction is a specialized type of industrial activity that involves intense, varied activities in a limited area. Erosion and sedimentation are two of the largest potential problems from these sites. Debris and on-site chemicals are other sources to consider.

SWPPPs

A Storm Water Pollution Prevention Plan (SWPPP), if required, must be submitted to EH&S for review no less than two (2) weeks before a project is scheduled to begin. The plan must be approved by EH&S before any earth moving activity takes place. In addition, one of the requirements of a SWPPP will be a field verification (walking of the site). This will be performed by the author of the SWPPP along with EH&S staff.

A SWPPP should include (but not be limited to) the following:

- Site description
- Project and soil description
- List of potential pollutants
- Detailed site map (erosion control plan)
- Description of construction support activities
- Copy of construction general permit
- Copy of Notice of Intent (NOI)- large construction projects, or
  a Construction Site Notice (CSN) for small construction projects
- Discharge plans (filtering and pumping storm water from the site)

Inspections

Inspections will be conducted on a weekly basis. Sites will be walked together by a representative from EH&S and the contractor.

BMPs (Best Management Practices)

BMPs must be installed prior to any earth disturbing activity. Even small projects such as boring, saw cutting, trenching, etc. will be required to utilize erosion and sediment controls. A list of approved BMPs can be found in the *integrated Storm Water Management Technical Manual – Construction Controls. (*http://iswm.nctcog.org/Documents/technical_manual/Construction_Controls_4-2010b.pdf*).*

This manual was produced by the North Central Texas Council of Governments (NCTCOG http://www.nctcog.dst.tx.us/) and provides the design criteria for permanent and temporary structural controls during preconstruction, construction, and post construction phases.

Silt Fence and Inlet Protection Requirements

Silt fence materials and installation requirements must meet stated technical specifications (silt fence and inlet protection specs - http://www.uta.edu/campus-ops/ehs/stormwater/docs/silt-fence.pdf). All inlet protection must be anchored with orange colored gravel bags. There should be no protruding or bent wires that may be potential safety hazards. Such wires must be clipped off, tied down or bent back into place.

Stormwater Pollution Prevention Signage

All permitted construction projects must display appropriate signage. The following link contains examples for both small and large construction sites. (http://www.uta.edu/campus-ops/ehs/stormwater/docs/swppp-signs.pdf). Small construction site notices must contain the operator name, contact name and number, project description, and location of SWPPP. Large site notices should include all the previous items plus a Notice of Intent and the site specific TPDES authorization number. Signs must be displayed at the main entrance.

Permit Coverage Requirements

The size of a project determines the amount of regulation. The flow chart on page 8 will help contractors determine which regulations apply to their particular project.

Final Stabilization

Final stabilization of a construction site is satisfied when all soil disturbing activities are complete and a uniform vegetative cover with 70 percent coverage has been established. Disturbed areas that will not be re-disturbed for 21 days must be stabilized by the 14th day after the last disturbance.

Erosion/Sediment Control

Proper erosion and sedimentation controls must be in place to prevent sediment or silt run-off. 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.

Stormwater Pollution Prevention Resources (SWPPP)

Texas Commission on Environmental Quality (TCEQ) Stormwater Program
(http://www.tceq.texas.gov/permitting/stormwater/sw_permits.html)
NCTCOG Preventing Stormwater Pollution at Construction Sites Field Guide (2011)
(http://www.nctcog.org/envir/SEEclean/stormwater/pubs/documents/constructionguide_final.pdf)
NCTCOG Illicit Discharge Detection and Elimination Field Investigation Guide (2011)
(http://www.nctcog.org/envir/SEEclean/stormwater/program-areas/illicit-discharge/documents/IDDEFieldGuide_Final.pdf)
UTA EH&S Storm Water website

(http://www.uta.edu/campus-ops/ehs/stormwater/index.php)

Separators or Traps

Before removing oil/water separators or traps connected to the sanitary sewer, the materials in them must have been tested within the last two years (Toxicity Characteristic Leachate Procedure or TCLP) *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 EH&S for review and approval *before* emptying or removing the trap.

7. SPILL PREVENTION, CLEAN-UP AND DISPOSAL

Spill Prevention Control and Countermeasure (SPCC)

Contractors are required to have materials on hand at all times in the event of a spill. They are required to notify EH&S at 817-272-2185 immediately if a spill occurs. Additionally, MSDSs are required to be on site for any and all chemicals on site.

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.

Plan Ahead

It is cheaper to prevent spills than to mitigate them. 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 at 817-272-2185.

8. SPILL AND COMPLIANCE RESPONSE PROGRAM

EH&S 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. Discharges of any material or substance that will cause, or could potentially cause, pollution to surface

waters is strictly prohibited. Staff have specialized training in hazardous materials response and spill clean-up regulations. For information about spill clean-up requirements and other regulations, contact EH&S at 817-272-2185.

9. NOTIFICATION REQUIREMENTS AND PROCEDURES

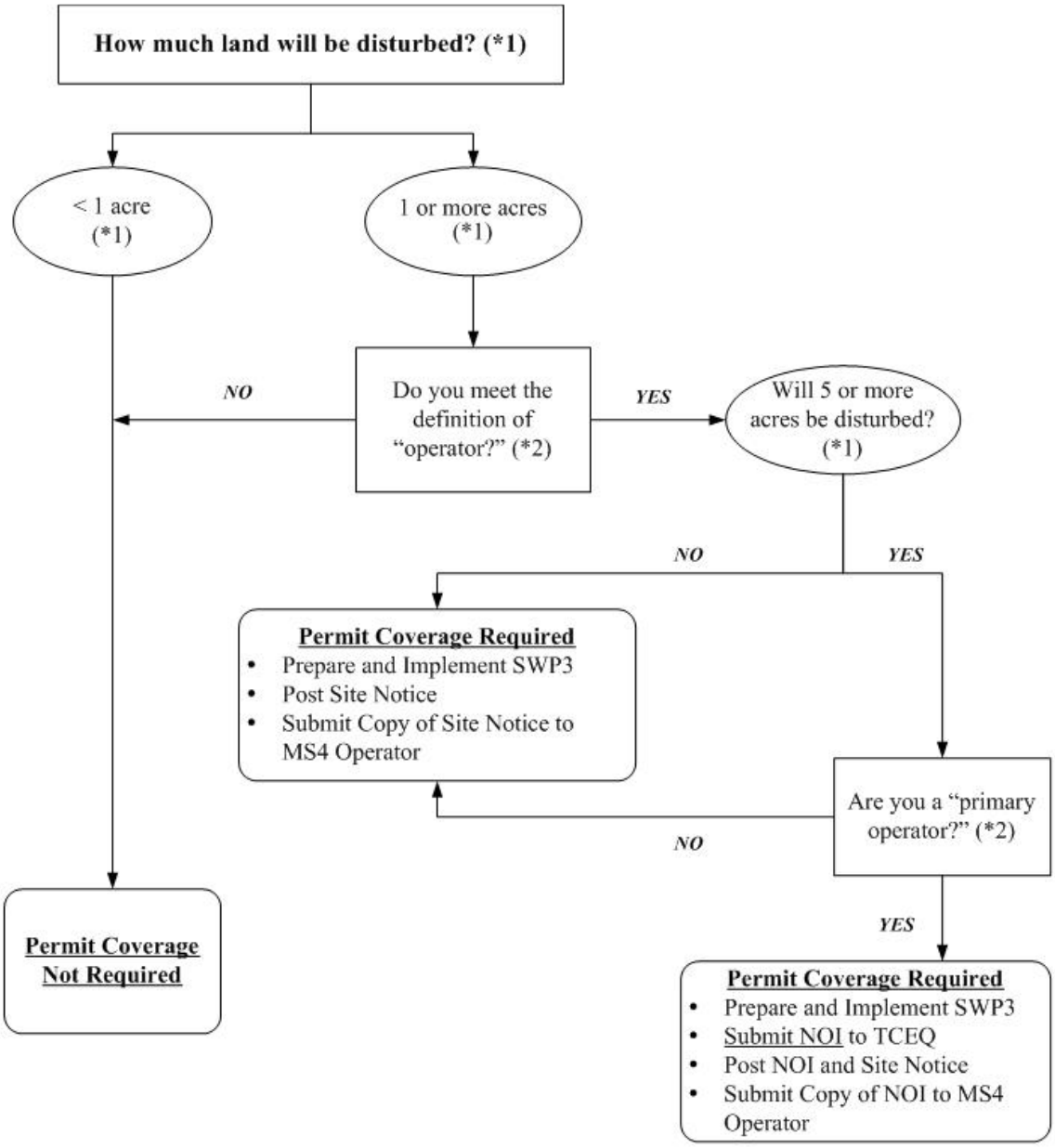
The contractor shall immediately notify EH&S in the event of:

- 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 suspected 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.

10. CONTACT INFORMATION

Environmental Health & Safety	817-272-2185
Office hours – M–F - 8:00 am to 5:00 pm	
Facilities Management	
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

SWPPP Permit Coverage Requirements Flowchart
(based on amount of land disturbed)



*(*1) To determine the size of the construction project, use the size of the entire area to be disturbed, and include the size of the larger common plan of development or sale, if the project is part of a larger project (refer to Part I.B., "Definitions," for an explanation of "larger common plan of development or sale").*

*(*2) Refer to the definitions for "operator," "primary operator," and "secondary operator" in Part I., Section B. of this permit.*