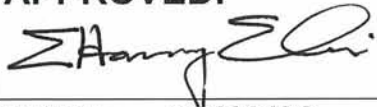


**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
WATER SYSTEM IMPROVEMENT PROGRAM
CONSTRUCTION MANAGEMENT PROCEDURES**

SECTION: WSIP CONSTRUCTION MANAGEMENT	APPROVED: 
PROCEDURE NO.: 051 TITLE: ENVIRONMENTAL REQUIREMENTS TABLE	DATE: 02/19/09 REVISION NO.: 0

1.0 Policy

During the California Environmental Quality Act (CEQA) process, Bureau of Environmental Management (BEM) will direct the preparation of a Mitigation Monitoring Reporting Program (MMRP) that summarizes all of the CEQA mitigation measures. Prior to construction this table will be expanded to include other environmental requirements (e.g., environmental permits, Standard Construction Measures, agency agreements, etc.) to ensure that the projects comply with not only the CEQA mitigation measures but also other agency commitments.

This procedure applies to all personnel working on the Water System Improvement Program (WSIP) to the extent that their work is affected by these WSIP Construction Management (CM) Procedures and does not conflict with specific San Francisco Public Utilities Commission's (SFPUC) policies or the Contract under which the Work is executed.

2.0 Description

This procedure describes the process for developing an Environmental Requirements Table that includes requirements in the MMRP, permit requirements, Standard Construction Measure requirements, and other agency agreements by the Regional Environmental Compliance Manager (RECM).

3.0 Definitions

3.1 Mitigation Monitoring and Reporting Program (MMRP)

The MMRP includes 1.) the California Environmental Quality Act (CEQA) mitigation measures, 2.) means of implementing and enforcing mitigation measures, and 3.) means of monitoring or reporting on the implementation

and enforcement of mitigation measures. The MMRP was prepared to ensure that mitigation measures imposed to mitigate or avoid significant environmental effects are implemented in compliance with the Public Resources Code section 21081 and CEQA Guidelines.

3.2 Environmental Requirements Table

The Environmental Requirements Table is a management tool that is developed and updated by the RECM to track the status of compliance activities related to construction. This comprehensive table includes the MMRP measures as well as certain other requirements contained in the project's Standard Construction Measures and environmental permits.

3.3 Standard Construction Measures

The SFPUC has established Standard Construction Measures for all WSIP projects that would be implemented as part of project requirements. The main objective of these measures is to reduce impacts on existing resources to the extent feasible. The Standard Construction Measures can be found in the project description of the CEQA document (i.e., Environmental Impact Report or Mitigated Negative Declaration or Categorical Exclusion).

4.0 Responsibilities

4.1 Environmental Construction Compliance Manager

The ECCM is responsible for ensuring that the RECM has developed the Environmental Requirements Table that includes the MMRP, permit requirements, Standard Construction Measures, and other agency agreements a minimum of one month in advance of construction activities.

4.2 Regional Environmental Compliance Manager (RECM)

The RECM is responsible for developing and updating the Environmental Requirements Table with input from the Environmental Inspector(s) and assistance from the Regional Environmental Coordinator (REC). The RECM is also responsible for submitting an electronic (i.e., Excel) version of the Environmental Requirements Table to the ECCM a minimum of one month in advance of construction activities.

4.3 Regional Environmental Coordinator (REC)

The REC is responsible assisting the RECM with preparation and updating of the Environmental Requirements Table.

4.4 Environmental Inspectors

Environmental Inspectors are responsible for providing the RECM with the data needed to update the status of compliance activities related to inspection and monitoring.

5.0 Implementation

5.1 Data Input

The RECM will transfer the MMRP Word file data into an Excel file to facilitate tracking of compliance with the various mitigation measures. The RECM will add additional environmental requirement data into this Excel file under a separate tab for tracking during construction as follows:

- Standard Construction Measures as identified in the project's CEQA document (i.e., Environmental Impact Report or Mitigated Negative Declaration).
- Environmental permit requirements that require documentation, logging, reporting, or submittals by the Contractor or others immediately prior to, during and post construction (e.g., water quality testing logs and lab results, stormwater inspection logs, Dust Control Plan, Stormwater Pollution Preventions Plan, stream crossing schedules, notice of completions, etc.).

5.2 Data Update

The RECM will update the Environmental Requirements Table on a monthly basis to reflect the following:

- compliance or noncompliance with the mitigation measures associated with construction activities including pre-construction biological surveys required prior to the commencement of construction;
- dates when the various Contractor environmental plan submittals identified in the Specification 01062 Environmental Mitigation Measure section of the Contract Documents have been approved; and
- dates when the various permit submittals were submitted by the Contractor to the SFPUC and/or provided to the agencies.

6.0 Other Procedural Requirements

None

7.0 References

Sections of the Environmental Requirements Table will be included into the following reports:

- CM Procedure 055 Monthly Environmental Compliance Report
- CM Procedure 056 Quarterly Environmental Compliance Report

8.0 Attachments

051 -1 Environmental Requirements Table Heading Sample Format

051 -2 Mitigation Monitoring Reporting Program Table Heading Sample Format

051-1 Environmental requirements Table Heading Sample Format

Project Name and Case Number:
 Project Number:
 Reporting Period:
 Report Preparer's Name and Phone Number:

Impact No	Impact Summary	Mitigation No.	Mitigation Measure	Monitoring and Reporting Program				Implementation Schedule				Completion Status (C/NC/O) (if Complete enter date)	Compliance Status Jan-09	
				Implementation and Reporting		Monitoring & Reporting Actions	Implementation Schedule	Design	Pre-Construction	Construction	Post-Contr./Mon./Oper.		Compliance Level (A, GA, U)/Supporting Document (EDIR, DML) or Notes	Non-Compliance and Non-Compliance Notices
				Responsible Party	Reviewing & Approval Party									
AESTHETICS														

Compliance Levels:

A - Acceptable (Entered if there are no non-compliances or Non-Compliance Notices for the reporting period)

GA - Generally Acceptable (Entered if the activities were generally acceptable for the reporting period with the exception of non-compliances or Non-Compliance Notices as noted in the Non-Compliance column(s).

U - Unacceptable (Entered if all the activities related to this mitigation activity were unacceptable for the reporting period (e.g., Non-Compliance Notices only or Plan not finalize as required by mitigation measure).

Supporting Document:
 DML - Daily Monitoring Log
 EDIR - Environmental Daily Inspection Report

