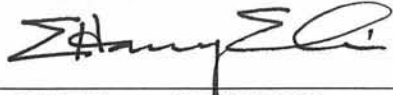


**SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
WATER SYSTEM IMPROVEMENT PROGRAM  
CONSTRUCTION MANAGEMENT PROCEDURES**

<b>SECTION: WSIP CONSTRUCTION MANAGEMENT</b>	<b>APPROVED:</b> 
<b>PROCEDURE NO.: 056 TITLE: ENVIRONMENTAL QUARTERLY COMPLIANCE REPORTING TABLE</b>	<b>DATE: 02/18/09  REVISION NO.: 0</b>

**1.0 Policy**

During construction, Bureau of Environmental Management (BEM) will direct the preparation of a Quarterly Compliance Reporting Table for submittal to San Francisco Planning Department, Major Environmental Analysis Division (MEA). The Quarterly Compliance Reporting Table will summarize the status of compliance activities all of the California Environmental Quality Act (CEQA) mitigation measures, Standard Construction Measures, and greenhouse gas measures.

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 (SFPUC) policies or the Contract under which the Work is executed.

**2.0 Description**

This procedure describes the process by which the Regional Environmental Compliance Manager (RECM) produces the Quarterly Compliance Reporting Tables by modifying the Environmental Requirements Table, refer to CM Procedure No. 051.

**3.0 Definitions**

**3.1 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 Mitigation Monitoring and Reporting Program (MMRP) mitigation

measures as well as the following: 1.) greenhouse gas measures; 2.) Standard Construction Measures; and 3.) certain other requirements contained in the project's environmental permits.

### **3.2 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.

### **3.3 Quarterly Compliance Reporting Table**

The Quarterly Compliance Reporting Table is a formal report prepared by the RECM for each project during construction. This report is a result of modifying the Environmental Requirements Table to provide the required status of compliance activities related to construction. The RECM will submit the Quarterly Compliance Reporting Tables to the ECCM for review and approval. After approval, the ECCM will submit the Quarterly Compliance Reporting Table to the MEA.

## **4.0 Responsibilities**

### **4.1 Environmental Construction Compliance Manager (ECCM)**

The ECCM or their designee is responsible for reviewing and approving the Quarterly Compliance Reporting Table prior to submittal to the MEA.

### **4.2 Regional Environmental Compliance Manager (RECM)**

The RECM is responsible for preparing the Quarterly Compliance Reporting Table with assistance from the Regional Environmental Coordinator (REC).

### **4.3 Regional Compliance Coordinator (REC)**

The REC is responsible assisting the RECM with preparation of the Quarterly Compliance Reporting Table.

## **5.0 Implementation**

### **5.1 Format – Quarterly Compliance Reporting Table**

The RECM will modify the Environmental Requirements Table (i.e., hide columns or rows that aren't required for inclusion) to produce the Quarterly Compliance Reporting Table. The Quarterly Compliance Reporting Table

will include three (3) months compliance status including columns that include show the following:

- 5.1.1 Mitigation No. – Information for this column is from the project's MMRP.
- 5.1.2 Mitigation Measure - Information for this column is from the project's MMRP.
- 5.1.3 Monitoring & Reporting Actions - Information for this column is from the project's MMRP.
- 5.1.4 Implementation Schedule - Information for this column is obtained from the project's MMRP.
- 5.1.5 Completion Status (C/N/O) (if Complete enter date) – Refer to CM Procedure No. 055 for instructions for completing this column.
- 5.1.6 Compliance Level (A, GA, U)/ Supporting Document (EDIR, DML) or notes – Refer to CM Procedure No. 055 for instructions for completing this column.
- 5.1.7 Non-Compliance - Refer to CM Procedure No. 055 for instructions for completing this column.

All other columns in the Environmental Requirements are hidden for production of the Quarterly Compliance Reporting Table, the objective being that the final Quarterly Compliance Reporting Table fit in the 11" x 17" page format. Rows relating to permitting tracking are also hidden (i.e., not included) in the quarterly report. The upper left hand header of the first page of the Quarterly Compliance Reporting Table will include the following information:

- Project Name and Case Number
- Project Number
- Reporting Period
- Report Submittal Date
- Report Preparer's Name and Phone Number

## **5.2 Format – Cover Sheet**

An 8 ½" x 11" cover sheet that includes a summary table that identifying the total number of acceptable, incidents, minor problems, communications, and non-compliances (including Environmental Non-Compliance Notices) reported in the Environmental Daily QA Inspection Reports to date and for the current quarter will be attached as part of the Quarterly Compliance Reporting Table.

### **5.3 Supporting Documents**

On a quarterly basis for each project, the RECM is responsible for compiling and submitting to the ECCM on a CD, documents in support of the Quarterly Compliance Reporting Table. Examples of Quarterly Compliance Reporting Table backup documentation include the following:

- Contractor's plans submittals deemed acceptable (e.g., Storm Water Pollution Prevention Plan, Traffic Control Plan, etc.)
- Contractor's report, inventory, log, photograph, and video submittals (e.g., noise level reports, on-road truck inventory, construction vehicle maintenance logs, roadway video records, etc.)
- Environmental training sign-in sheets

The files for the document submittals will be identified by applicable mitigation measure number(s) and plan, log, and/or report name as applicable. Additionally, the RECM will compile and submit the Environmental Daily Inspection Reports, Daily Monitoring Logs, and Environmental Non-Compliance Notices at the close-out of the project unless otherwise requested by the ECCM.

**5.4** The ECCM or their designee is responsible for reviewing and approving the Quarterly Compliance Reporting Table prior to submittal to the MEA.

### **6.0 Other Procedural Requirements**

None

### **7.0 References**

CM Procedure No. 051 Environmental Requirements Table

CM Procedure No. 055 Monthly Environmental Compliance Report

### **8.0 Attachments**

056 -1 Quarterly Compliance Reporting Table Cover Sheet Sample Format

056 -2 Quarterly Compliance Reporting Table Sample Format

# QUARTERLY COMPLIANCE REPORT



## SAN FRANCISCO PUBLIC UTILITIES COMMISSION WATER SYSTEM IMPROVEMENT PROGRAM



**SUBMITTAL DATE:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**CASE NUMBER:**

**REPORTING PERIOD:**

**REPORT NUMBER:**

**REPORT PREPARED BY:** \_\_\_\_\_ Title: \_\_\_\_\_  
 \_\_\_\_\_ Title: \_\_\_\_\_  
 \_\_\_\_\_ Title: \_\_\_\_\_

**Environmental Daily QA Inspection Report Summary Table**

*[Insert numbers produced from the Construction Management Information System for all levels except Non-Compliance Notice which will have to be tracked separately by the RECM.]*

Compliance Level	No. of Reports During Current Reporting Period	Cumulative to Date
Acceptable	87	463
Communication	16	98
Incident	2	5
Minor Problem	0	2
Non-Compliance and Non-Compliance Notice	1	6
<b>Total Reports</b>	<b>106</b>	<b>574</b>

**QUARTERLY COMPLIANCE REPORT TABLE HEADING TEMPLATE SAMPLE**

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

Mit. No.	Mitigation Measure	Monitoring and Reporting Program Monitoring & Reporting Actions	Implementation Schedule			Compliance Status August 2008		Compliance Status September 2008		Compliance Status October 2008		
			Design	Pre-Construction	Construction	Post-Const./Monitoring	Completion Status (C/NC/O) (if Complete enter date)	Compliance Level (A, GA, U) /Supporting Document (EDIR, DML) or Notes	Non-Compliance Notices	Compliance Level (A, GA, U) /Supporting Document (e.g., DML) or Notes	Non-Compliance Notices	Compliance Level (A, GA, U) /Supporting Document (EDIR, DML) or Notes

**LEGEND:**

**Completion Status:**

- C - Complete
- NC - Not Complete
- O - Ongoing

**Compliance Levels:**

- A - Acceptable (Entered if there are no non-compliances for the reporting period)
- GA - Generally Acceptable (Entered if the activities were generally acceptable for the reporting period with the exception of non-compliances 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 only or Plan not finalize as required by mitigation measure ).

**Supporting Document:**

- DML - Daily Monitoring Log
- EDIR - Environmental Daily Inspection Report