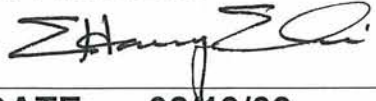


**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
WATER SYSTEM IMPROVEMENT PROGRAM
CONSTRUCTION MANAGEMENT PROCEDURES**

SECTION: WSIP CONSTRUCTION MANAGEMENT	APPROVED: 
PROCEDURE NO.: 057 TITLE: DAILY MONITORING LOG - ENVIRONMENTAL	DATE: 02/19/09 REVISION NO.: 0

1.0 Policy

The Daily Monitoring Logs are prepared daily. In order to document that required surveying and monitoring activities are being performed. These logs shall be in accordance with project environmental requirements including project mitigation measures, permits and Contract Documents.

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 WSIP CM procedure describes the process by which Daily Monitoring Logs are prepared by Specialty Environmental Monitors and then reviewed and approved by the Environmental Inspector.

3.0 Definitions

3.1 Daily Monitoring Log

The Daily Monitoring Log is a required document provided by the Specialty Environmental Monitors. Daily Monitoring Logs provide the daily record of the performance of the contract work and other activities related to specific sensitive resources (e.g., biological, cultural, paleontological, etc.) and the project's environmental compliance requirements. These Logs are part of official project records used for reporting documents.

3.2 Construction Management Information System (CMIS)

The WSIP Construction Management Information System (CMIS) is an on-line management tool for the efficient and effective storage and retrieval of various documents generated during a construction project. Processing of environmental procedures will utilize the WSIP CMIS Daily Inspection Reports module and the Non-compliance notices module, which are process-specific portions of the CMIS application designed to facilitate the processing of environmental procedures; retention of data pertinent to environmental inspection, specialty environmental monitoring, and environmental noncompliance notices; and reporting of these processes and their status. The CMIS is also designed for Contractor entry and Project CM response directly into the system.

4.0 Responsibilities

4.1 Environmental Inspectors

The Environmental Inspectors are responsible for reviewing Daily Monitoring Log in conformance with this procedure, and to keep apprised of problems and issues related to monitoring and surveying activities of the Specialty Environmental Monitors.

4.2 Specialty Environmental Monitors

The Specialty Environmental Monitors are responsible for preparing Daily Monitoring Logs in conformance with this procedure, and for entering data into the Construction Management Information System (CMIS) Daily Monitoring Log module.

4.3 Administrative/Document Control Specialist

The Administrative/Document Control Specialist provides clerical, administrative and document control/records management support to a Project CM office and support to the Regional CM team. The Administrative/Document Control Specialist is responsible for filing the approved Daily Monitoring Log into the project filing system.

5.0 Implementation

5.1 Initiation

Daily Monitoring Logs are prepared at the end of the working day. Daily Monitoring Logs will be numbered sequentially for each originator of a Log, from the first day that surveying or monitoring is performed.

5.2 Specialty Environmental Monitor

Each Specialty Environmental Monitor enters data into the CMIS Daily Monitoring Logs module and forwards to the Environmental Inspector. The CMIS is designed for each Specialty Environmental Monitor to enter Daily Monitoring Logs directly into the system. Security protocols will ensure the monitors have write-only access to specific data fields.

5.3 Environmental Inspector

Each Specialty Environmental Monitor's Daily Monitoring Log is forwarded through the CMIS to the Environmental Inspector. The Environmental Inspector reviews each Log for completeness and conformance to the CM Procedures. He/she may change the content of the Log based on records from the field and in coordination/agreement by the Specialty Environmental Monitor.

5.3.1 If not acceptable, the Environmental Inspector returns the Log to the Specialty Environmental Monitor.

5.3.2 If acceptable, the Environmental Inspector approves the Daily Monitoring Log and forwards it to the Administrative/Document Control Specialist.

5.4 Retention

Administrative/Document Control Specialist verifies/adds the file code, prints a copy and files it in the project file. The electronic copy is stored in the CMIS and accessed through the Daily Inspection module.

6.0 Other Procedural Requirements

None

7.0 References

CM Procedure 052 Environmental Inspection and Specialty Environmental Monitoring

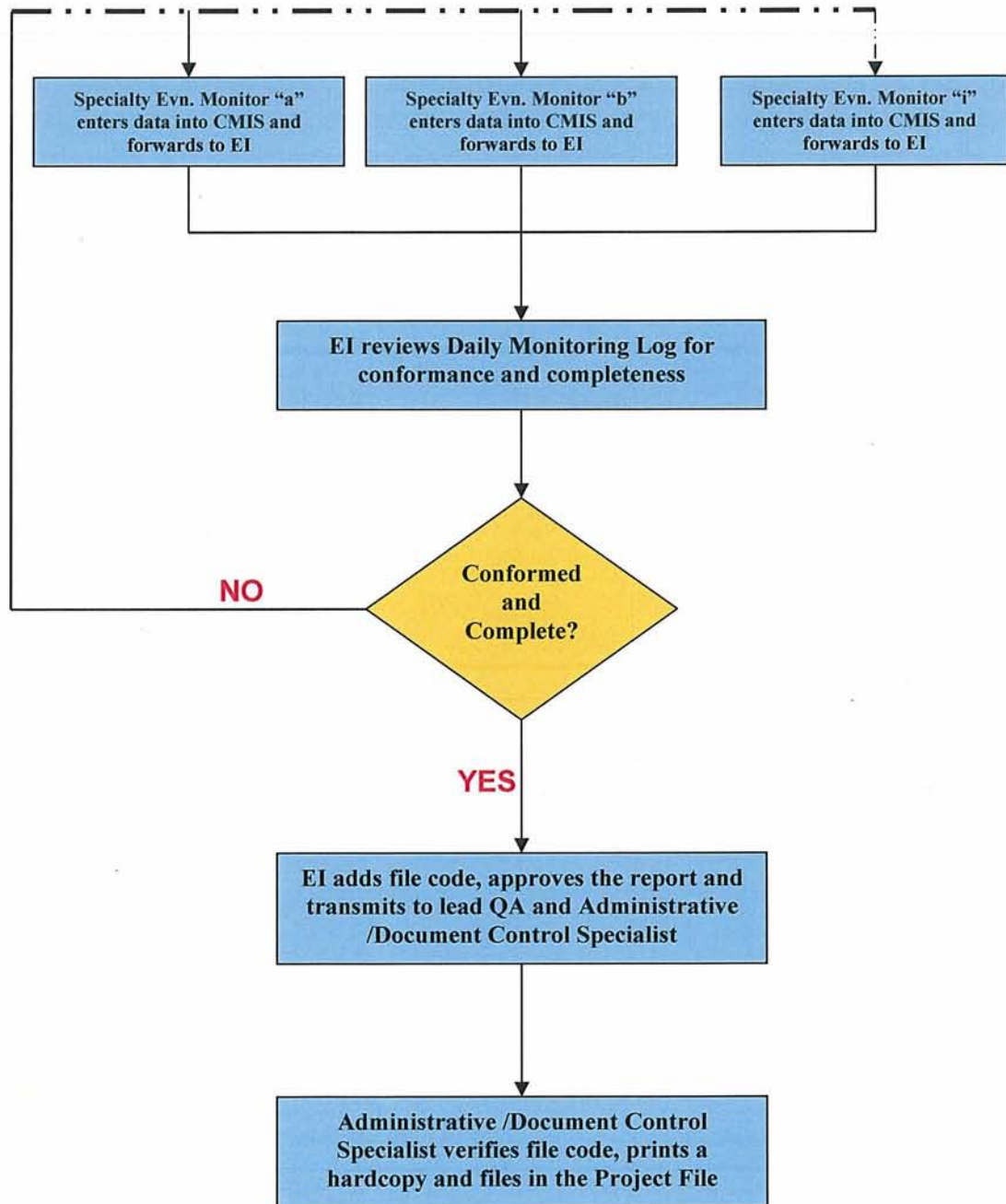
CM Procedure 058 Environmental QA Daily Inspection Reports

8.0 Attachments

057 -1 Daily Monitoring Log Flow Chart

057 -2 Daily Monitoring Log – Typical

Daily Monitoring Log Flow Chart



DAILY ENVIRONMENTAL MONITORING LOG



SAN FRANCISCO PUBLIC UTILITIES COMMISSION WATER SYSTEM IMPROVEMENT PROGRAM



CONTRACT:

CONTRACT NO:

Date:

Date	Company	Number	Inspector	Approved Date	Non-Comp Created?	Subject	Work Activity Performed	Compliance Level
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DAILY INSPECTION REPORT LOG



SAN FRANCISCO PUBLIC UTILITIES COMMISSION WATER SYSTEM IMPROVEMENT PROGRAM



CONTRACT: WD-2498 New Crystal Springs Bypass

CONTRACT NO: WD-2498

Date: 2/19/2009

Date	Company	Number	Inspector	Approved Date	Non-Comp Created?	Subject	Work Activity Performed	Compliance Level
2/6/2009								
	PUC-CMB	E0020				Inspection		Acceptable
	PUC-CMB	E0020				Speed Limit Signage		Acceptable
	PUC-CMB	E0020				SWPPP Measures		Acceptable
Env								
12/8/2008								
	PUC-CMB	E0001			NO	South Shaft	Environmental Insp	Acceptable
	PUC-CMB	E0002			NO	North Shaft	Environmental Insp	Acceptable
	PUC-CMB	E0002			NO	Environmental Inspector	Environmental Insp	Acceptable
	PUC-CMB	E0003			NO	North Shaft	Environmental Insp	Acceptable
	PUC-CMB	E0003			NO	North Shaft	Environmental Insp	Acceptable
	PUC-CMB	E0004			NO	Investigatory Drilling Mor	Environmental Insp	Acceptable
	PUC-CMB	E0004			NO	Investigatory Drilling Mor	Environmental Insp	Acceptable
	PUC-CMB	E0004			NO	Investigatory Drilling Mor	Environmental Insp	Acceptable
	PUC-CMB	E0004			NO	Investigatory Drilling Mor	Environmental Insp	Acceptable
	PUC-CMB	E0004			NO	Investigatory Drilling Mor	Environmental Insp	Acceptable
	PUC-CMB	E0005			NO	Staking & Flagging of CE	Environmental Insp	Acceptable
	PUC-CMB	E0006			NO	Environmental Briefing	Environmental Insp	Acceptable
	PUC-CMB	E0007			NO	South Shaft Site Exclusic	Environmental Insp	Acceptable
	PUC-CMB	E0008			NO			
	PUC-CMB	E0009			NO	South Shaft Site Exclusic	Environmental Insp	Acceptable
	PUC-CMB	E0009			NO	South Shaft Site Exclusic	Environmental Insp	Acceptable
	PUC-CMB	E0010			NO	Trailer Mobilization	Environmental Insp	Acceptable
	PUC-CMB	E0010			NO	S Shaft Site Exclusion Fe	Environmental Insp	Acceptable
	PUC-CMB	E0001			NO	S Shaft Site Exclusion Fe	Environmental Insp	Acceptable
	PUC-CMB	E0001			NO	Trailer Mobilization	Environmental Insp	Acceptable
	PUC-CMB	E0002			NO	South Shaft Site Trailer M		Acceptable
	PUC-CMB	E0003			NO	South Shaft Site Trailer M	Environmental Insp	Acceptable
	PUC-CMB	E0004			NO	North Shaft Site Fence Ir	Environmental Insp	Acceptable
	PUC-CMB	E0004			NO	Trailer Mobilization	Environmental Insp	Acceptable
	PUC-CMB	E0005			NO	South Shaft	Environmental Insp	Acceptable
	PUC-CMB	E0006			NO	Trailer Mobilization	Environmental Insp	Acceptable
	PUC-CMB	E0006			NO	Fence Installation	Environmental Insp	Acceptable
	PUC-CMB	E0007			NO	Fence Installation	Environmental Insp	Acceptable
	PUC-CMB	E0007			NO	Fence Installation / Traile	Environmental Insp	Acceptable
	PUC-CMB	E0008			NO	Trailer Mobilization	Environmental Insp	Acceptable
	PUC-CMB	E0009			NO	Fence Installation / Traile	Environmental Insp	Acceptable
	PUC-CMB	E0010			NO	Site Excavation	Environmental Insp	Acceptable
	PUC-CMB	E0001			NO	Fence Installation	Environmental Insp	Acceptable
	PUC-CMB	E0011			NO	Fence Installation / Traile	Environmental Insp	Acceptable

DAILY INSPECTION REPORT LOG



SAN FRANCISCO PUBLIC UTILITIES COMMISSION WATER SYSTEM IMPROVEMENT PROGRAM



CONTRACT: WD-2498 New Crystal Springs Bypass

CONTRACT NO: WD-2498

Date: 2/19/2009

Date	Company	Number	Inspector	Approved Date	Non-Comp Created?	Subject	Work Activity Performed	Compliance Level
Env								
1/27/2009								
	PUC-CMB	E0012			NO		Environmental Insp	Acceptable
	PUC-CMB	E0013			NO	South Shaft		Acceptable
	PUC-CMB	E0013			NO	South Shaft		Minor Problem
	PUC-CMB	E0013			NO	Environmental Training		Communication
	PUC-CMB	E0013			NO	Environmental Training		Communication
	PUC-CMB	E0013			NO	South Shaft		Acceptable
	PUC-CMB	E0021			NO	Inspection		Acceptable
	PUC-CMB	E0021			NO	Environmental Training	Environmental Insp	Acceptable
	PUC-CMB	E0021			NO	Wildlife Exclusion Fence	Environmental Insp	Acceptable
	PUC-CMB	E0021			NO	SWPPP Inspection	Environmental Insp	Minor Problem
	PUC-CMB	E0021			NO	Gravel/Mud Trackout	Environmental Insp	Communication
	PUC-CMB	E0021			NO	Environmental Training	Environmental Insp	Acceptable
	PUC-CMB	E0022			NO	Inspection	Biological Survey	Acceptable
	PUC-CMB	E0022			NO	Wildlife Exclusion Fence	Environmental Insp	Minor Problem
	PUC-CMB	E0022			NO	General Site Inspection	Environmental Insp	Communication
	PUC-CMB	E0022			NO	Biological Monitoring	Biological Monitoring	Acceptable
	PUC-CMB	E0023			NO	Biological Survey	Biological Survey	Acceptable
	PUC-CMB	E0023			NO	Wildlife Exclusion Fence	Environmental Insp	Acceptable
	PUC-CMB	E0023			NO	SWPPP Compliance	Environmental Insp	Acceptable
	PUC-CMB	E0023			NO	Communication	Environmental Insp	Minor Problem
	PUC-CMB	E0024			NO	Biological Survey	Biological Survey	Acceptable
	PUC-CMB	E0024			NO	Wildlife Exclusion Fence	Environmental Insp	Acceptable
	PUC-CMB	E0024			NO	SWPPP Compliance	Environmental Insp	Acceptable
	PUC-CMB	E0024			NO	Environmental Training	Biological Monitoring	Acceptable
	PUC-CMB	E0024			NO	Post Storm Event Check	Environmental Insp	Acceptable
	PUC-CMB	E0024			NO	Gate Closure Per Biologi	Environmental Insp	Communication
	PUC-CMB	E0025			NO	Biological Survey	Biological Survey	Acceptable
	PUC-CMB	E0025			NO	Environmental Training	Biological Monitoring	Acceptable
	PUC-CMB	E0025			NO	Biological Survey	Biological Survey	Acceptable
	PUC-CMB	E0025			NO	Biological Survey	Biological Survey	Acceptable
	PUC-CMB	E0025			NO	Wildlife Exclusion Fence	Environmental Insp	Acceptable
	PUC-CMB	E0025			NO	Sediment Flow to Drain i	Environmental Insp	Minor Problem
	PUC-CMB	E0025			NO	General Site Inspection		Acceptable