



CHESTERFIELD COUNTY

ENVIRONMENTAL MANAGEMENT SYSTEM CONTRACTOR ENVIRONMENTAL GUIDELINES

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1.0 Introduction

- 1.1 Chesterfield County (County) operates an Environmental Management System (EMS) that meets the International Organization for Standardization's (ISO) standard for Environmental Management Systems (EMS) (ISO 14001). Chesterfield County is one of only a few counties in the United States that have departments that meet this standard. The County's EMS requires that the County controls activities that may affect the environment including those of Contractors so that adverse environmental impacts are minimized.
- 1.2 The following information is supplied to Contractors who perform work projects for the County. The information presented in these guidelines provides guidance for contractors to make them aware of the EMS and to ensure conformance to the County's Environmental Policy (included herein as an Appendix) and applicable EMS procedures and instructions. Conformance with the environmental policy and all requirements noted in this document is expected of all those persons working for or on behalf of the County which includes Contractors, Subcontractors, Suppliers and their Employees.
- 1.3 Failure to follow these requirements can be grounds for termination of the project work.
- 1.4 For further information, please contact the General Services - Environmental Division at (804) 717-6531.

2.0 General Information

- 2.1 Controlling Significant Environmental Impacts - The County Project Manager shall work with Contractors to ensure that potential significant environmental impacts are addressed and controls put in place prior to any work being performed for or on behalf of the County.
- 2.2 Pollution Prevention - Contractors are responsible for preventing pollution of the air, water and land, and for the proper disposition of waste generated by their activities. The following guidelines provide specific information to assist Contractors with this requirement, but these guidelines do not take the place of federal, state and local regulations.
- 2.3 Environmental Regulation Compliance - In addition to preventing pollution, Contractors must comply with all applicable federal, state and local environmental regulations.
- 2.4 Excavation Control - Contractors will not engage in any excavation activities on site without the prior approval of the County Project Manager.
- 2.5 Community Awareness - Contractors will be sensitive to the effects of noise, odor, light, and traffic movement to the local community.
- 2.6 Good Housekeeping - Contractors are responsible for keeping the project site clean and orderly. Clean up of trash, etc. generated by the Contractor's activities or the activities of its employees are the Contractor's responsibility.
- 2.7 Training - Contract employees shall be trained on applicable federal, state, and local environmental regulations and standards. Contractors will provide copies of employee training certificates to the County Project Manager upon request.

3.0 Waste Management

- 3.1 Non-Hazardous Waste – Non-hazardous waste disposal (i.e., construction debris, scrap metal, municipal solid waste, used oil, etc.) will be the responsibility of the Contractor, the originator of the waste, unless otherwise pre-approved.
- 3.2 Hazardous Waste Notification - The Contractor must notify the County Project Manager of all hazardous waste streams to be generated before a waste is generated and collected on site. The Contractor must also inform the County Project Manager of the location of all generated hazardous waste storage areas, maximum quantities and the container type(s) used.
- 3.3 Proper Waste Handling - Contractors shall properly label, store and dispose of all waste materials.
- 3.4 Waste Container Labeling - Containers must be labeled with the contents of the container and the responsible Contractor's name and contact information. **NO UNLABELED CONTAINERS ARE PERMITTED ON SITE.**
- 3.5 Waste Documentation - Shipping information and paperwork (SDS, Waste Profiles, Bills of Lading and Manifests) must be provided upon request.

4.0 Stormwater Management

- 4.1 Land Disturbance Permit – Contractors must obtain a Land Disturbance Permit from the County Environmental Engineering Department for any land disturbance activities greater than 2500 square feet. An Erosion and Sedimentation Control Plan and Storm Water Management Plan may also be required.
- 4.2 Chesapeake Bay Preservation Act (CBPA) - Contractors are required to comply with all provisions of the CBPA.
- 4.3 Storm Water Control Measures Required - It is the Contractor's responsibility to install storm water control measures such as silt fences, straw bales, etc. to control the solids entering storm drains from erosion or other processes, if necessary.
- 4.4 No Solids into Storm Drains - Solids must be prevented from entering storm drains. Roadways and outside areas must be kept clean. Compliance with the CLEAN WATER ACT and the County's MS-4 permit is mandatory.
- 4.5 No Co-Mingling of Process Materials - No process materials or any other sources of water pollutant shall be co-mingled with storm water.
- 4.6 Cover Dirt Piles - All dirt piles must be covered to prevent solids from entering storm drains unless otherwise directed.
- 4.7 Prevent Vehicle Fluids from Entering Storm Water - Vehicle maintenance shall not be performed near storm drains unless provisions have been made to contain any spills of vehicle fluids, including oil, gasoline and antifreeze.

5.0 Water Discharges

- 5.1 No Discharge to Sanitary Sewers without Approval - Discharge of material other than sanitary sewage to ANY sewer system is prohibited without the prior consent of the County's Pretreatment Manager, WWTP Manager or designee. In the event approval to discharge to sewers is granted, the Wastewater Treatment Plant must still be notified prior to discharges of any significant volume or any discharges that could affect the operations of the Wastewater Treatment Plant.

6.0 Air Quality Management

- 6.1 Dust Control – Contractors will provide adequate control of fugitive dust emissions during all operations and activities.
- 6.2 Other Emissions - Contractors must comply with all Clean Air Act requirements for emissions from their activities. Other emissions such as purposeful venting of CFC-containing refrigerants are strictly prohibited.

7.0 Materials and Supplies Storage

- 7.1 SDS Knowledge Requirement – Contractors will not transport hazardous chemicals onto the project site without having prior knowledge of the associated Safety Data Sheets (SDS). These materials include, but are not limited to, sealers, adhesives, paints, coatings, fuels, oils, acids and caustics. All sizes of containers require review and approval before their use on site.
- 7.2 SDS Availability Requirement - The Contractor will have SDS's available for all chemical products that they will be using on County property. SDS's will be made available upon request.
- 7.3 County Consent Required for Material Storage - There will be no storage of any materials and supplies on County property without the consent of the County Project Manager.
- 7.4 Secondary Containment Requirement - Approved outside storage areas for chemical materials must be equipped with non-earthen secondary containment equal to 150% of the capacity of the largest container by the Contractor.
- 7.5 Labeling Requirement - The Contractor will ensure that all material containers owned or managed by the Contractor will be properly labeled in accordance with the OSHA HAZARD COMMUNICATION STANDARD (i.e., contents, primary hazard).
- 7.6 Keep Chemical Containers Closed - The Contractor will ensure that chemical containers are closed and secured except when in use.

8.0 Spill Prevention and Spill Management

- 8.1 Prevention – Contractors will provide adequate spill/release prevention (such as secondary containment) for all bulk materials.
- 8.2 Preparedness and Spill Kit Requirement – Contractors will maintain spill kits to contain and clean up small spills generated by their work activities, to include equipment and vehicle leakage. Spill kits will be kept on site and will be easily accessible during an emergency.
- 8.3 Spill Response - THE CONTRACTOR WILL IMMEDIATELY REPORT ALL SPILLS OR RELEASES OF MATERIALS OTHER THAN INCIDENTAL SPILLS to **911**. The Contractor will also report the spill incident to the County Project Manager and the County Environmental Manager at (804) 717-6531. Contractors will assist the County in spill mitigation and documentation until the spill incident is deemed closed by the County Environmental Manager.

9.0 Special Substances Requirements

9.1 PCBs

- 9.1.1 Suspected PCB Notification - If a material is suspected to have PCB contamination, the County Project Manager is to be notified. Contractors must manage materials and waste that contains PCB in accordance with the Toxic Substances Control Act (TSCA).
- 9.1.2 Coordination of PCB Removal - All PCB removal conducted by the Contractor shall be coordinated with the County Project Manager.
- 9.1.3 Lighting Ballast Disposal - Any lighting ballast that does not state that it is a non-PCB containing ballast must be disposed of as PCB containing.

9.2 Asbestos Containing Material (ACM)

- 9.2.1 Notification Requirement – Contractors will contact the County Project Manager prior to any construction or demolition work that could disturb existing structures or equipment.
- 9.2.2 County Asbestos Management Procedure - All asbestos removal and disposal activities will be conducted in accordance with procedures approved by the County Project Manager.
- 9.2.3 Compliance with Regulations - Contractors engaged in activities that involve ACM shall comply with 29 CFR 1926.1101, 29 CFR 1910.001 (and related Virginia regulations) as regulated by the Virginia Department of Professional and Occupational Regulation (DPOR).

9.3 Lead

- 9.3.1 Notification Requirement – Contractors will contact the County Project Manager prior to any surface preparation or grinding or welding on structural steel.
- 9.3.2 County Lead Management Procedure - All lead removal and disposal activities will be conducted in accordance with procedures approved by the County Project Manager and the applicable OSHA Lead Standard for the specific project activities.
- 9.3.3 Compliance with Regulations - Contractors engaged in activities that involve lead shall comply with 29 CFR 1910.25 (the general industry lead standard) and, for construction activities 29 CFR 1926.62 (in conformance with the requirements of the Virginia Department of Labor and Industry).

9.4 Refrigerants (CFCs)

- 9.4.1 Training Requirement – Contractors will provide copies of employee training certificates to the County Project Manager upon request.
- 9.4.2 No CFC Venting - Intentional venting of CFCs to the atmosphere is strictly prohibited.

10.0 Equipment Decommissioning

- 10.1 Inspection Requirement - All equipment will be thoroughly inspected by the Contractor for fluids and other hazardous materials prior to removal.
- 10.2 Fluids and Hazardous Material Management Requirement - All fluids and other hazardous materials in the equipment will be removed prior to decommissioning and disposal of any waste generated will be handled in accordance with the above instructions in section 3.0.



Chesterfield County, Virginia

James J. L. Stegmaier, County Administrator

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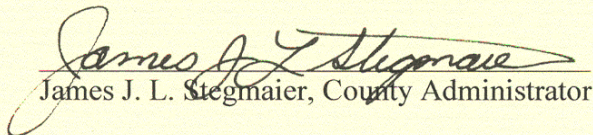
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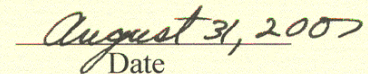
Chesterfield County Environmental Management Policy

The County of Chesterfield is committed to improving countywide environmental practices, and to being responsible protectors of the environment in conformance with its mission of providing a "First Choice Community through Excellence in Public Service." In support of this commitment, the county will:

1. Meet or exceed all applicable environmental laws, regulations, municipal standards, and other environmental initiatives to which the county subscribes.
2. Educate, train, and recognize employees for enhanced environmental performance and increased awareness of environmental issues.
3. Practice the principles of pollution prevention.
4. Respond to environmental incidents at county properties and facilities quickly and effectively.
5. Continually improve our environmental management program and make it an integral part of our standard business practices.
6. Develop and periodically review environmental objectives and targets as part of maintaining the county's environmental management program.
7. Promote the education of all citizens in the awareness of environmental issues and pollution prevention.
8. Encourage the use of sound environmental principles and practices by all county contractors and vendors.

This commitment to protect the environment is required by all persons working for Chesterfield County at all levels.


James J. L. Stegmaier, County Administrator


Date

REV02. The Chesterfield County Environmental Policy was established and implemented on May 7, 2003.

Providing a FIRST CHOICE community through excellence in public service