SAN FRANCISCO PUBLIC UTILITIES COMMISSION INFRASTRUCTURE CONSTRUCTION MANAGEMENT PROCEDURES	
SECTION: SFPUC INFRASTRUCTURE CONSTRUCTION MANAGEMENT	APPROVED:
PROCEDURE NO: 036	DATE: 6/7/2019
TITLE: ENVIRONMENTAL REQUIREMENTS TABLE	REVISION: 1

1.0 Policy

During the California Environmental Quality Act (CEQA) process, the Bureau of Environmental Management (BEM) will direct the preparation of a Mitigation Monitoring and Reporting Plan (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 project complies with not only the CEQA mitigation measures but also other agency commitments.

This SFPUC Construction Management (CM) Procedure applies to all personnel working on SFPUC Infrastructure Projects during construction to the extent that their work is affected by this CM Procedure and does not conflict with specific SFPUC policies or the Contract under which the Work is executed.

2.0 Description

This SFPUC Infrastructure 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 Environmental Compliance Manager (ECM)

3.0 Definitions

3.1 Mitigation Monitoring and Reporting Plan (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 ECM 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 SFPUC Infrastructure CM 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 (ECCM)

The ECCM is responsible for ensuring that the ECM 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 Environmental Compliance Manager (ECM)

The ECM is responsible for developing and updating the Environmental Requirements Table with input from the Environmental Inspector(s) and assistance from the Environmental Construction Compliance Coordinator (ECCC). The ECM 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 Environmental Construction Compliance Coordinator (ECCC)

The ECCC is responsible assisting the ECM with preparation and updating of the Environmental Requirements Table.

4.4 Environmental Inspectors

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

5.0 Implementation

5.1 Data Input

The ECM will transfer the MMRP Word file data into an Excel file to facilitate tracking of compliance with the various mitigation measures. The ECM 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 Prevention Plan, stream crossing schedules, notice of completions, etc.).

5.2 Data Update

The ECM 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 Technical Specification Section 01 41 00, Regulatory Requirements 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

7.1 Technical Specifications

None

7.2 SFPUC Infrastructure CM Procedures

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

No. 040   Monthly Environmental Compliance Report

No. 041   Environmental Quarterly Compliance Reporting Table

7.3   Others

None

8.0   Attachments

036 - 1   Environmental Requirements Table Heading Sample - Format

036 – 2   Mitigation Monitoring Reporting Plan Table Heading - Format

036 - 3   Revision Control Log

ATTACHMENT 036 -1
ENVIRONMENTAL REQUIREMENTS TABLE HEADING - FORMAT

Project Name and Case Number: _____

Project Number: _____

Reporting Period: _____

Report Preparer's Name and Phone Number: _____

| | | | | Monitoring and Reporting Program | | | | Implementation Schedule | | | | | Compliance Status | |
| | | | | Implementation and Reporting | | | | | | | | | Jan-09 | |
Impact No.	Impact Summary	Mitigation No.	Mitigation Measure	Responsible Party	Reviewing and Approval Party	Monitoring and Reporting Actions	Implementation Schedule	Design	Pre-Construction	Construction	Post-Construction/Man/Oper	Completion Status (C/NC/O) (If complete enter date)	Compliance Level (A, GA, U) /Supporting Document (EDIR, DML) or Notes	Non-Compliance and Non-Compliance Notices
									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 needed 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 finalized as required by mitigation measure).

Supporting Document:

DWL - Daily Monitoring Log

EDIR - Environmental Daily Inspection Report

ATTACHMENT 036 - 2
MITIGATION MONITORING REPORTING PLAN TABLE HEADING - FORMAT

| | | | | Monitoring and Reporting Program | | | |
| | | | | Implementation and Reporting | | | |
Impact No.	Impact Summary	Mitigation No.	Mitigation Measure	Responsible Party	Reviewing and Approval Party	Monitoring and Reporting Actions	Implementation Schedule

Attachment 007 - 3
Revision Control Log

Revision No.	Revision Date	What changed?
Rev 1	6/7/19	• Minor format changes; • Attachments revised; • Revision Control Log updated.
Rev 0	11/14/16	Signed