

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
INFRASTRUCTURE CONSTRUCTION  
MANAGEMENT PROCEDURES**

**SECTION: SFPUC INFRASTRUCTURE  
CONSTRUCTION MANAGEMENT**

**APPROVED:** 

**PROCEDURE NO: 041**

**DATE: 6/7/2019**

**TITLE: ENVIRONMENTAL QUARTERLY  
COMPLIANCE REPORTING  
TABLE**

**REVISION: 1**

**1.0 Policy**

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

This SFPUC Infrastructure Construction Management (CM) Procedure applies to all personnel working on SFPUC Infrastructure construction projects 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 by which the Quarterly Environmental Compliance Reporting Table is prepared by the Environmental Compliance Manager (ECM). Attachment 041-1 contains a sample format of a Quarterly Compliance Reporting Table.

**3.0 Definitions**

**3.1 Environmental Requirements Table**

The Environmental Requirements Table is a management tool that is by the ECM to track the status of environmental 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. Refer to CM Procedure No. 036.

### **3.2 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.

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

The Environmental Quarterly Compliance Reporting Table is a formal report prepared by the ECM 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 ECM will submit the Environmental Quarterly Compliance Reporting Tables to the Environmental Construction Compliance Manager (ECCM) for review and approval. After approval, the ECCM will submit the Environmental 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 Environmental Quarterly Compliance Reporting Table prior to submittal to the MEA.

### **4.2 Environmental Compliance Manager (ECM)**

The ECM is responsible for preparing the Environmental Quarterly Compliance Reporting Table with assistance from the Environmental Construction Compliance Coordinator (ECCC) and Environmental Inspector(s).

### **4.3 Environmental Construction Compliance Coordinator (ECCC)**

The ECCC is responsible assisting the ECM with the preparation of the Environmental Quarterly Compliance Reporting Table.

## **5.0 Implementation**

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

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

Environmental Quarterly Compliance Reporting Table. The Quarterly Compliance Reporting Table will include three (3) months of compliance status data including columns that show the following:

- 5.1.1 Mitigation No. – Information for this column is obtained from the project’s MMRP.
  - 5.1.2 Mitigation Measure - Information for this column is obtained from the project’s MMRP.
  - 5.1.3 Monitoring & Reporting Actions - Information for this column is obtained 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) (enter date if complete) – Refer to CM Procedure No. 040 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. 040 for instructions for completing this column.
  - 5.1.7 Non-Compliance - Refer to CM Procedure No. 040 for instructions for completing this column.
- 5.2** All other columns in the Environmental Requirements Table are hidden for production of the Environmental Quarterly Compliance Reporting Table, the objective being that the Quarterly Compliance Reporting Table fit in the 11” x 17” page format. Rows relating to permit tracking are also hidden (i.e., not included) in the quarterly report. The upper left-hand header of the first page of the Environmental 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

**5.3 Format – Cover Sheet**

An 8 ½” x 11” cover sheet that includes a summary table that lists the total number of Environmental Daily Inspection Reports for the current reporting period and the cumulative number of reports to date. The report numbers will be identified by compliance level (i.e., acceptable, communication, minor problem, incident and environmental non-compliance/Non-compliance Notices). Refer to CM Procedure No. 040 for instructions for completing this summary table.

#### **5.4 Supporting Documents**

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

- Contractor's plan 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

5.4.1 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 ECM will compile and submit the Environmental Daily Inspection Reports, Daily Environmental Monitoring Logs, and Environmental Non-compliance Notices at the close-out of the project unless otherwise requested by the ECCM.

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

#### **6.0 Other Procedural Requirements**

None

#### **7.0 References**

##### **7.1 Technical Specifications**

None

##### **7.2 SFPUC Infrastructure CM Procedures**

No. 036 Environmental Requirements Table

No. 040 Monthly Environmental Compliance Report

##### **7.3 Others**

None

## **8.0 Attachments**

- 041 - 1 Quarterly Compliance Reporting Table Cover Sheet Sample Format
- 041 - 2 Quarterly Compliance Reporting Table Sample Format
- 041 - 3 Revision Control Log

**Attachment 041 - 1  
Quarterly Compliance Reporting Table Cover Sheet - Sample Format**

<b>San Francisco Public Utilities Commission</b>		
<Insert Program Logo HERE>	<Insert Program Title HERE>	<Insert Program Logo Here>
<b>Quarterly Compliance Report</b>		

**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>

## Attachment 041 - 2 Quarterly Compliance Reporting Table - Sample Format

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-Contr. 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	Non-Compliance Notices	

**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 columns).  
 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 finalized as required by mitigation measure.)

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

**Attachment 041 - 3  
Revision Control Log**

<b>Revision No.</b>	<b>Revision Date</b>	<b>What changed?</b>
Rev 1	6/7/19	<ul style="list-style-type: none"><li>• Minor format changes;</li><li>• Attachments revised;</li><li>• Revision Control Log updated.</li></ul>
Rev 0	11/14/16	Signed