HIARNG ENVIRONMENTAL CONTRACTOR REQUIREMENTS

PROJECT NAME:	
PROJECT NUMBER:	**SUBMISSION DATE:**
REVIEWER: ENV-Compliance	**DATE REVIEWED:**
	DATE RECEIVED:

	COMMENTS
X	In order to facilitate Emergency Planning and Community Right-to-Know Act (EPCRA) reporting requirements, prior to project start and within 30 days of completion of the project, contractor shall submit to HIARNG-ENV a Hazardous Material Inventory Log of chemical products to be used in the project, and provide an update no later than 31 January of each calendar year. The log shall include the product name and manufacturer ID number, container size, amount used, and maximum number of containers to be stored on site at any given day during the project. HIARNG-ENV may waive this requirement based upon contractor request. (Sample inventory log attached). Safety Data Sheets (SDSs) shall be provided or made available to the government COR/project manager and HIARNG-ENV upon request.
X	Prior to project start, Contractor will provide to HIARNG-ENV and the COR/project manager an estimate of the maximum amount of hazardous waste, universal waste, and other regulated waste (e.g., asbestos, lead paint chips, fluorescent lamps, PCB ballasts) expected to be generated per month, and the total amount anticipated to be stored on-site at any given time. Contractor shall also provide name of disposal/recycling facilities and transporters to be used for hazardous waste, including their EPA ID numbers; disposal/recycling facilities and transporters used must be listed on DRMS's lists of Qualified Facilities and Qualified Transporters at http://www.dispositionservices.dla.mil/newenv/hwdisposal.shtml. All waste will be stored in a secured area pending removal for disposal, with signage indicating contact information, and shall be managed, packaged, and transported in accordance with all applicable federal, state, and local regulations. Monthly waste generation reports shall be provided to HIARNG-ENV and the COR/project manager by the 5th of the month after the end of the month being reported. The reports shall indicate the type of waste and the number of pounds of each type generated in each container each month. (Sample container waste collection log and waste generation report attached).
X	Contractor shall be responsible for all costs for disposal of waste generated from this project and shall provide copies of all waste disposal documentation (including any required lab analyses, waste profiles, and any other supporting documentation) to the HIARNG-ENV and the COR/project manager, along with draft copies of the waste manifests for review prior to waste shipment off-site for disposal. The applicable HIARNG EPA ID Number shall be used on waste manifests, and manifests will only be signed by individuals authorized by HIARNG-ENV.
X	All construction sites are subject to the regulations of 40 CFR 112 *Oil Pollution Prevention* and are required to prepare a site specific Spill Prevention, Control and Countermeasure (SPCC) plan if storing more than 1320 gallons (G) of POL on site. A copy of the SPCC plan must be submitted to HIARNG-ENV before start of the project and kept readily available on site. If the site is storing less than 1320 G of POL no SPCC plan is required, however, the contractor shall implement the applicable HIARNG SPCC plan.
X	Contractor, in general, shall be responsible for assessing whether the project and/or project activities require environmental permits and are responsible for obtaining, implementing and maintaining all applicable permit requirements.
X	All projects that disturb more than 1 acre of soil, including projects that, considered with other related projects (i.e., are part of a larger common plan of development or sale), cumulatively

	disturb more than 1 acre of soil, are required to obtain an applicable National Pollutant Discharge Elimination System (NPDES) stormwater discharge permit from the Hawaii Department of Health (HDOH) and implement all permit requirements, plans, and inspections. Sites less than 1 acre are required to implement best management practices (BMP's) to prevent contaminated stormwater from leaving the site.
X	Contractors shall be responsible for assessing the need for and obtaining the following permits as applicable: NPDES permits for construction activity, underground injection control well (UIC), oil water separator, grease trap, and individual waste water system. The ENV office shall be copied on all permit correspondence, and shall be provided the original copy of all permits.
X	Contractors are required to install and maintain stormwater Best Management Practices (BMPs) and protective measures (regardless of project size or scope) to prevent the pollution of stormwater to the maximum extent practicable (MEP).
X	Contractor shall be responsible for complying with all existing and applicable HIARNG environmental permits, e.g., National Pollutant Discharge Elimination System (NPDES) permits, UIC permits, Industrial Wastewater Discharge permits (IWDPs), Individual Wastewater System (IWS) permits, etc.
X	Contractor shall post emergency contact sign indicating the name and phone number for the government COR/project manager, the contractor emergency contact, police/fire department 911, and HIARNG ENV 672-1013. (Sample sign attached). Contractor shall report spills immediately to the COR and HIARNG-ENV and complete the HIARNG Spill Incident Report Form as required. Contractor shall immediately clean up all spills IAW federal and state guidelines and to the satisfaction of HIARNG-ENV. Contractor shall maintain adequate spill supplies commensurate with the potential for spills, and will contract out spill cleanup beyond their capabilities. Contractor shall accomplish all regulatory verbal and written notifications to the State Emergency Response Commission, Local Emergency Planning Committee (LEPC), National Response Center (NRC), Environmental Protection Agency (EPA), as applicable, and provide HIARNG-ENV copies of all spill reports submitted.
X	Send to HIARNG-ENV the data for non-hazardous **recycled/diverted waste** (i.e. waste that does not go into the landfill or H-POWER) and non-hazardous **disposed waste** for all construction projects. Data can be provided by any means (e.g. receipt copies, Excel table, email message) Data should include: Recycled/Diverted waste -type of material -net weight -recycle facility (e.g. Schnitzer, Island Recycling, Refrigerant Recycling) -ticket number (if available) -cost/revenue (if applicable) Disposed waste -net weight -disposal facility (e.g. PVT, Schnitzer) -ticket number (if available) -cost (if applicable)

HIARNG Spill Incident Report Form

REPORT SPILLS IMMEDIATELY TO HIARNG-ENV AT 672-1013.
Fax this form to 672-1262 or e-mail ng.hi.hiarng.list.nghi-env-comp@mail.mil within 72 hours of the spill.

1	LOCATION OF SPILL (Facility/Address/Bldg):	DATE & TIME OF SPILL:	
2	CALLER NAME & PHONE NUMBER:	OSC NAME & PHONE NUMBER:	
3	ORGANIZATION REPORTING:		
4	DATE AND TIME OF DISCOVERY:	DURATION OF THE SPILL:	
5	TIME & DATE HIARNG ENV NOTIFIED (672-1013):	PERSON NOTIFIED:	
6	SUBSTANCE SPILLED *(Attach SDS)*:	AMOUNT SPILLED:	SIZE OF AREA IMPACTED:
7	CAUSE AND SOURCE OF THE SPILL:		
8	EXTENT AND SEVERITY OF SPILL: Potential Dangers: ☐ Fire ☐ Explosion ☐ Toxic Fumes/Fluid ☐ Evacuation Needed ☐ Damage or Injuries *(Specify)*:		
	Media into Which the Release Occurred or is Likely to Occur (Check all applicable): ☐ Soil ☐ Concrete ☐ Asphalt ☐ UIC ☐ Storm Drain ☐ Swale ☐ Sewer ☐ Stream ☐ Other *(Specify)*: Raining? ☐ No ☐ Yes Raining Imminent? ☐ No ☐ Yes Direction of Flow:		
9	RESPONSE ACTIONS TAKEN TO STOP, REMOVE, AND MITIGATE EFFECTS OF THE SPILL:		
10	ADDITIONAL ASSISTANCE REQURIED? ☐ No ☐ Yes *(Specify)*:		
11	OTHER HIARNG OR EXTERNAL AGENCIES NOTIFIED *(Agency, Individual, Date, Time, and Incident Number Assigned by Agency)*: ☐ Fire Dept. ☐ Ambulance ☐ Other *(Specify)*:		
12	PREVENTIVE ACTIONS TO BE TAKEN: *(NOTE: This incident is required to be covered in the next unit/activity spill training.)*		
13	SUBMITTED BY *(Name, Title, Phone)*		

For Environmental Office Use Only.

1	REPORTABLE? ☐ No ☐ Yes	REPORTABLE QTY:	Samples Taken? ☐ No ☐ Yes
2	VERBAL NOTIFICATIONS MADE *(Indicate Agency, Individual, Date, and Time Notified, and any Incident Number Assigned)* ☐ SERC (HEER): ☐ LEPC: ☐ NRC (800) 424-8801: ☐ Other (Specify): DATE WRITTEN NOTIFICATIONS MADE:		
3	CORRECTIVE ACTIONS TAKEN/ RECOMMENDED TO PRECLUDE RECURRENCE:		

HAZARDOUS MATERIAL INVENTORY LOG

CONTRACTOR NAME: DATE SUBMITTED:

PROJECT NUMBER & NAME:

PROJECT DESCRIPTION:

PROJECT LOCATION:

PROJECT START DATE: PROJECT END DATE:

GOVERNMENT PROJECT MANAGER NAME AND PHONE: REPORT PERIOD *(circle)*: Start Annual End

Submit to HIARNG Environmental Office prior to start of project, within 30 days of completion, and update by 31 January.

PRODUCT NAME AND IDENTIFICATION NUMBER	MANUFACTURER	SIZE OF CONTAINER	ESTIMATED NUMBER OF CONTAINERS FOR PROJECT	MAXIMUM NUMBER OF CONTAINERS STORED ON SITE AT ANY ONE TIME	ACTUAL NUMBER OF CONTAINERS USED	FOR ENV USE

MONTHLY WASTE GENERATION REPORT

REPORTING MONTH/YEAR (MM/YYYY): DATE SUBMITTED:
CONTRACTOR NAME:
PROJECT NUMBER & NAME
PROJECT LOCATION:
GOVERNMENT PROJECT MANGER NAME AND PHONE:

Submit to HIARNG Environmental Office within 30 days of end of the reporting month.

Accumulation Start Date	Accumulation End Date	Container ID Number	Contents	Category[1]	Beginning Weight (lbs.)	End-of-Month Weight (lbs.)	Waste Picked Up (lbs.)	Monthly Generation (lbs.)	NOTES

[1] HW - Hazardous Waste (e.g., lead paint chips); UW - Universal Waste (e.g., fluorescent lamps); PCB - Polychlorinated Biphenyls (e.g., light ballasts; Asbestos -ASB (e.g., asbestos tiles)

Construction Site Best Management Practices Checklist

Sites < 1 acre are exempt from needed an NPDES permit, however they still need to implement Best Management Practices and Good housekeeping to prevent a harm to human health and the environment.

Best Management Practices	Yes	No	N/A
Do all containers of POL have secondary containment?			
Are storm drains and UIC protected from sediment and contaminated runoff?			
Are all containers of hazardous material and waste labeled and stored in accordance with applicable federal and state regulations?			
Are spill kits positioned in high risk locations?			
Are all stockpiles covered and/or protected from erosion			
Is the silt fence intact and effective at preventing illicit discharges?			
Are slopes stabilized to prevent erosion?			
Are dip pans being used under leaking equipment?			
Have all spills been cleaned up?			
Is the site free of trash and debris? Good housekeeping?			
Are all metal objects stored on pallets			
Is the entrance to the site stabilized to prevent tracking sediment off site?			
Are tires being washed prior to leaving the site?			

Comments