

Environmental Briefing Packet and Contractor Method Statement Template

A. Environmental Briefing Package

Introduction

The *Facility/Plant Name* Environmental Management System is designed to meet the requirements of ISO 14001 Standard. The principle elements of the EMS and environmental policy are:

1. to establish and operate effective procedures aimed at controlling environmental performance to comply with all relevant environmental legislation and regulations;
2. to set objectives and targets aimed at achieving continual improvement in environmental performance; and
3. to introduce improvements which contribute to the prevention of the pollution at the source, where possible.

An important part of the EMS relates to the control of contractors and their sub-contractors, who are required to comply with the *Facility/Plant Name* environmental policies and procedures.

The nature of the contractor activities is such that contractor personnel have significant potential to affect the environmental performance and regulatory compliance of the facility. Contractor personnel and the facility must therefore work together to achieve the facility's environmental policy, the environmental objectives and targets, and the protection of the environment.

Contractors must be aware of the importance of compliance with relevant environmental legislation and regulations, and the consequences of non-compliance.

The contractor is responsible for developing a Contractor Method Statement and returning it to the *Facility/Plant Name* Environmental Management Representative or designee.

The contractor is responsible for communicating to all contractor personnel the information in their Method Statement as well as information from the Contractor Environmental Briefing Package.

CONTRACTOR PERSONNEL ENVIRONMENTAL INFORMATION

Facility/Plant Name Environmental Management System

All contractors working at *Facility/Plant Name* are required to comply with the requirements of the EMS and the environmental policy. This Environmental Guide provides general details of the Environmental Management System and Environmental Policy.

Environmental Management Basics - Contractors on-site

Contractors shall not allow discharges to drains and/or sewers without prior approval from the Environmental Coordinator.

Contractors shall provide adequate spill/release prevention for all bulk materials.

Contractors shall immediately notify the *Facility/Plant Name* Safety Committee Champion and the project manager of any spills, releases, or other environmental incidents.

Contractors shall immediately notify the Environmental Coordinator and the project manager of any abnormal conditions found during excavation at the facility. Visibly discolored soils, soils with a discernible odor, and/or heavily stained concrete must not be removed from the site without prior approval of the Environmental Coordinator.

Contractors shall properly label, store, and dispose of all waste materials generated from their activities per *Facility/Plant Name* procedures or guidance.

Facility/Plant Name

Environmental Briefing Packet and Contractor Method Statement Template

If ***Facility/Plant Name*** personnel are required to work with potentially hazardous materials brought on-site by a contractor, prior approval of the material by the Environmental Coordinator is required.

Contractors must be sensitive to the effects of noise, odor, light, fugitive dust emissions, and traffic movement to the facility and in the local community.

Contractors shall be required to prepare and maintain records pertaining to the work performed in accordance with environmental regulatory requirements, including record retention requirements.

Contractors shall ensure protection of the natural environment surrounding the work area.

Contractor shall ensure that all employees are properly trained on such things as the proper handling of material and equipment, proper response to incidents involving their material and general information relating to the ***Facility/Plant Name*** Environmental Management System

Environmental Management System Documents

The ***Facility/Plant Name*** may wish to include or provide the following information prior to Contractors/sub-contractors beginning work

Environmental Policy

Note: The facility/location may want to Include a copy of the Environmental Policy

Index of Environmental Management System procedures

Note: The facility/location may want to Include an index of environmental system procedures

(example)

Procedure Number	Title	ISO 14001 Element
EP-010	Environmental Review of Projects	4.4.6

Index of local procedures and work instruction

Note: The facility/location may want to include an index of all or applicable system procedures and work practices

(example)

System Procedure/ Work Practice Number	Title	Issue Date

Contractor Management Procedure

Note: The facility/location may want to include a copy of the Contractor Control EP-014

Emergency Response Procedure

Note: The facility/location may want to include a copy of the Emergency Preparedness and Response procedure Ep-006

Facility/Plant Name

Environmental Briefing Packet and Contractor Method Statement Template

B. Contractor Method Statement

Introduction:

The Contractor shall prepare and maintain information including a clear method statement, regarding Contractor/sub-contractor activities, which outlines the work to be undertaken and the method(s) for minimizing environmental impacts and maintaining compliance with environmental regulations.

To assist in organizing and maintaining information, background information sections have been included (section I, II, III). Sections can be modified or deleted as required when requesting a method statement from Contractors..

Facility/Plant Name Personnel To Complete Sections I, II, and III
Suppliers Complete Sections IV, V, and VI

Section I Your Information: [type or print]

Name:	
Phone Number:	
Fax Number:	
Dept Name:	
Dept Number:	

Section II. Requisition Information: [type or print]

Requisition Number:	
Project Number: (if applicable)	

Facility/Plant Name

Environmental Briefing Packet and Contractor Method Statement Template

Section III. Service or Activity to be Performed: **[Check all that apply]**

<u>Material/Chemical:</u> (Production/Non-production)	Paint Solvent Sealer	Treatment Chemicals Lubricants, Oils, Greases Gasoline	Janitorial/Maintenance Other (specify) _____ Other (specify) _____
<u>Facilities/Construction:</u>	Electrical Paint Structural	Roofing Mechanical HVAC	General Contractor Arch/Engin/Consulting Other (specify) _____
<u>Industrial Services:</u> (Includes Environmental Services)	Asbestos Lead Maintenance Janitorial	Emergency Response Env. Consulting Paint Booth Cleaning	Waste Management Other (specify) _____
<u>Containerization:</u>	5 gal. or less Drums Totes Bulk Tanks	<u>Type of Contract:</u>	Commodity Management On-site Manager Provided Total Cost Contract

Facility/Plant Name

Environmental Briefing Packet and Contractor Method Statement Template

Section IV. Supplier/Contractor Information: [Circle all that apply]

Current Supplier/Contractor to this Facility

New Supplier/Contractor to this Facility

Currently Involved in other Facility project(s)

List Project(s): _____

(Complete Information in table below) [type or print]

Name:	
Address:	
City:	
State:	
Phone Number:	
Fax Number:	
President/General Manager:	
Facility Site Coordinator:	
Email Address:	
Phone Number:	
Mobile Number:	
Fax Number:	
Pager:	
24 Hour Emergency Number:	

Facility/Plant Name

Environmental Briefing Packet and Contractor Method Statement Template

Subcontractor Information: (List suppliers/contractors not identified) [type or print]

Type	Firm Name
Architectural	
Mechanical	
Electrical	
HVAC	
Industrial Services	
Painting	
Roofing	
Asbestos	
Architectural/Engineering Consulting Firm	
Sampling/Testing	
Chemical Supplier	
Other (specify)	
Scrap/ Salvage Dealer	
Waste Disposal	
Demolition Disposal	

Note: It is strongly recommended you have your subcontractors and suppliers involved at this facility complete a separate environmental briefing package for the facility's review.

Facility/Plant Name

Environmental Briefing Packet and Contractor Method Statement Template

Supplier/Contractor is financially responsible for on-site environmental remediation actions resulting from incidents involving their employees and subcontractors. To minimize the risk of environmental accidents please review and initial the items contained in the Environmental Management Basics Table below:

Environmental Management Basics	Supplier/Contractor Initials
Supplier/Contractor understands the importance of compliance with relevant environmental legislation and regulations, and the consequences of non-compliance.	
All Suppliers/Contractors working at the facility are required to comply with and ensure their employees and any Suppliers/Sub-Contractors or agents comply with the facility's Environmental Management System (EMS) and environmental policy.	
All Suppliers/Contractors acknowledge receiving or were made aware of the facility's environmental policy, as well as applicable system procedures and work practices.	
Suppliers/Contractors shall not discharge anything to drains and/or sewers without prior approval from the facility's Environmental Coordinator. Spills and other releases to the environment must be immediately reported to the Safety Committee Champion.	
Suppliers/Contractors shall provide adequate spill release prevention, as approved by the facility's Environmental Coordinator.	
Suppliers/Contractors shall immediately notify the facility's Environmental Coordinator and the Project Manager of any abnormal conditions found during excavation activities at the facility.	
Suppliers/Contractors shall properly label, store, and dispose of all their waste materials used on-site in accordance with facility procedures and all legal requirements.	
If facility personnel are required to work with potentially hazardous materials brought on-site by a contractor, prior approval of the material by the Environmental Coordinator is required.	
Suppliers/Contractors shall minimize the effects of noise, odor, light, fugitive dust emissions, and traffic movement on and/or adjacent to facility property.	
Suppliers/Contractors shall obtain, prior to commencing work, all necessary environmental approvals or permits and present copies of such permits to the facility's Environmental Coordinator.	
Suppliers/Contractors were informed of actions to be taken during an actual emergency situation.	
The Supplier/Contractor understands that the facility may interrupt Supplier/Contractor activities that violate facility policies and/or all legal requirements.	

Environmental Briefing Packet and Contractor Method Statement Template

Section V. Contractor Method Statement:

Respond to the following questions: [use additional space where required]

This method statement must be completed, signed, and returned to the facility's Environmental Management Representative before contracted work commences.

Work Description

Briefly describe the work to be performed while on-site including the activities of each of the suppliers/contractors.

Air Emissions

Will the work you perform produce or cause the release of any air emissions?

YES

NO

IF YES, list air emissions and method for preventing impact to the environment.

Water Discharges

Will the work you perform produce or cause the release of any wastewater?

YES

NO

IF YES, how will the wastewater be handled?

Materials

What materials (chemicals, oils, etc.) and/or equipment will you be handling or bringing on-site to perform the contracted work?

Training

Your employees should be trained on the proper handling of materials and equipment, and the proper response to incidents involving these materials. Describe the training your employees receive.

Waste Generation

Will the work you perform result in any wastes?

YES

NO

IF YES, list the disposal location as well as amounts and types of wastes expected and the proposed disposal method:

Facility/Plant Name

Environmental Briefing Packet and Contractor Method Statement Template

Facility/Plant Name

Environmental Briefing Packet and Contractor Method Statement Template

Will any wastes generated be recyclable?

YES

NO

IF YES, list the recyclable and where and how they will be recycled:

Energy

Will the work you perform consume energy?(electricity, compressed air, natural gas, steam, etc.)

YES

NO

IF YES, explain what type of energy will be consumed, and how you will minimize consumption:

Other

Are there any other ways in which your work will be affecting and/or protecting the environment?

YES

NO

If so, please describe below.

Other

Describe methods for minimizing waste, emissions and energy usage from on-site

Other

Describe any environmental monitoring to be performed including sampling methods, frequency, analytical requirements, and laboratory to be used

Other

Identify environmental legal requirements applicable to the work that was not already addressed by the facility

Facility/Plant Name

Environmental Briefing Packet and Contractor Method Statement Template

Section VI. Supplier/Contractor Certification: [review and sign]

I have reviewed and understand the information contained in this document. I also understand that *Facility/Plant Name* Personnel have the right to inspect our activities and those of our Suppliers/Contractors with regards to our on-site activities. I further understand that activities pertaining to service and/or maintenance contracts may only require submission of this form on an annual basis. The facility's Environmental Management Representative should be contacted to make this determination.

Name	
Title	
Signature	
Date	