


Utah Transit Authority	Prepared by	Reviewed by	Approved by	
	Dan Locke	EMS Team	Steve Meyer	Revision no. 2
CONTR 4.4.6-2 Contractor Environmental Management Procedure				

Persons responsible:	Manager Procurement Grants-Contracts	EMS Management Representative	
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1. PURPOSE

- 1.1 To ensure contractor compliance with all environmental regulations, policies and procedures at all UTA facilities and properties prior to any work being performed.
- 1.2 To communicate applicable procedures and requirements related to UTA's identified significant environmental aspects of goods and services provided by contractors, suppliers and vendors, who work on behalf of UTA.

2. SCOPE


- 2.1 This procedure is responsive to ISO 14001: 2004, Section 4.4.6, "Operational Control" and covers operations of all UTA facilities and its respective contractors, suppliers and vendors.

3. DEFINITIONS

- 3.1 **Project Manager:** Any UTA employee responsible for directing activities performed by a contractor at UTA facilities or on UTA assets, including management of suppliers and vendors of products, goods or services.
- 3.2 **Contractor:** A company, individual or group of individuals contracted by UTA to perform specific functions on its behalf, including suppliers and vendors of products, goods or services.

4. RESPONSIBILITY AND AUTHORITY

- 4.1 The Purchasing Department ensures that all projects that require on-site contract services have a completed Contractor Environmental Activity Checklist, a Contractor EMS Orientation and Acknowledgement Statement, and if required a Contractor Environmental Activity Briefing Package / Environmental Plan before a purchase order number is assigned to a requisition.
- 4.2 The EMS Management Representative (EMR) or designee ensures that all reviews of projects that require on-site contract services are conducted for environmental aspects that may affect a UTA facility or asset.

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- 4.3 It is the responsibility of Project Managers to ensure that all necessary applications, checklists and approvals are complete prior to commencing any activity or work by a contractor at UTA facilities or on UTA assets.

5. PROCEDURES

- 5.1 Upon inquiry or receipt of a proposal for on-site contracted activities or work, the Project Manager or Purchasing Department will request from the contractor information about any potential significant environmental aspects using the form, 4.4.6-F1 Contractor Environmental Activity Checklist.
- 5.2 The contractor will return the completed form to the UTA requestor, who in turn will forward it on to the EMR or designee for review.
- 5.3 The EMR or designee reviews the submitted Contractor Environmental Activity Checklist to ensure that all relevant environmental issues have been identified.
- 5.4 If the EMR or designee determines that the contractor's activities or work do not present a risk of causing a significant environmental impact, they will approve the Contractor Environmental Activity Checklist.
- 5.5 If the completed Contractor Environmental Activity Checklist identifies significant environmental impacts, the EMR or designee will request that the contractor submit an environmental plan that will mitigate any environmental impacts.
- 5.6 The requestor or designee will send the Contractor Environmental Activity Briefing Package to the contractor and a request for an environmental plan that identifies methods and procedures to mitigate environmental impacts identified by the EMR.
- 5.7 The contractor will sign and submit the Contractor Environmental Activity Briefing Package along with an environmental plan to the requestor, who will in turn forward the environmental plan to the EMR or designee for review.
- 5.8 The EMR or designee will review the contractor's environmental plan to determine if all of the significant environmental aspects have been addressed and if all standards set by all UTA facilities have been fulfilled.
- 5.8.1. If the submitted document is inadequate, the EMR or designee will work with the requestor or prospective contractor to obtain additional information for the contractor's plan.
- 5.9 Once the contractor's environmental plan has been reviewed and approved, the EMR or designee will submit the original contractor's environmental plan and approval to the requestor.
- 5.10 The requestor will complete the box for emergency contacts on form 4.4.6-F2 Contractor EMS Orientation and Acknowledgement and submit it to the contractor for verification and acknowledgement of training their employees, who will perform onsite work, on the information contained on the form.
- 5.11 Once all of the requested forms referenced in this procedure have been signed, received and approved:
- 5.11.1. The Purchasing Department may proceed with assigning a purchase order number for the procurement of services; or
- 5.11.2. The Project Manager may commence with the activity or work by the contractor.
- 5.12 All original signed forms are to be maintained on file with:
- 5.12.1. The original contract or purchase order in the Purchasing Department; or
- 5.12.2. The Project Manager's contractor file in lieu of a contracted service.

6. REFERENCES AND RELATED DOCUMENTS

- 6.1 ES 4.4.6-1 Operational Control Procedure
- 6.2 CONTR 4.4.6-3 Contractor Environmental Activity Briefing Package
- 6.3 CONTR 4.4.6-F1 Contractor Environmental Activity Checklist
- 6.4 CONTR 4.4.6-F2 Contractor EMS Orientation and Acknowledgement
- 6.5 EQS 4.5.4-1 Control of Records Procedure