



City of Dallas

City of Dallas Contractor/Vendor/Consultant

Dear Contractor/Vendor/Consultant,

The City of Dallas is committed to environmental stewardship and compliance with all federal, state, and local environmental regulations. As a City Contractor/Vendor/Consultant, we expect your commitment to the same. The City of Dallas has resources to assist you in your environmental initiatives and concerns. As we move forward with these efforts we will keep you updated as well as bringing to your attention areas for environmental compliance and improvement.

Should you have any questions or need further information please contact Your City of Dallas project manager or appropriate City of Dallas staff or see our website at <http://www.dallascityhall.com/oeq/contractors.html>.

Laura Fiffick, Director
Office of Environmental Quality

I. General

a. Purpose

The City of Dallas (City) is committed to environmental stewardship and sustainability. The City achieves this commitment by systematically reducing its environmental impacts, through pollution prevention, regulatory compliance and continuous improvement. In order to manage this commitment, the City has developed an Environmental Management System (EMS) per the ISO 14001:2004 standard. As a contractor, vendor or consultant (hereinafter contractor/vendor), the City expects you to be knowledgeable and aware of the specific environmental impacts and environmental regulatory requirements of your work conducted while on City property.

The City has prepared this Contractor/Vendor environmental packet to communicate City expectations and to reduce potential environmental impacts generated from contractor/vendor activities. The purpose of this package is to inform you of the City's environment expectations while conducting work for the City of Dallas.

b. Instructions

City contractors/vendors shall review, sign, and submit the Environmental Acknowledgement Form to the Project Manager or appropriate City of Dallas staff before beginning work. (see attachment).

It is the contractor/vendor's responsibility to communicate the environmental commitment outlined in this document to its affected employees and/or subcontractors associated with this work.

II. Administrative Requirements

a. Regulatory Requirements

The contractor/vendor shall comply with any and all applicable federal, state, and local statutes, laws, rules, regulations, ordinances, codes, and any amendments relating to the environment, hazardous substances or exposure to hazardous substances, including without limitation the Comprehensive Environmental Response, Compensation and Liability Act of 1980, the Hazardous Material Transportation Act, Resource Conservation and Recovery Act, the Toxic Substances Control Act, the Clean Air Act, and the Safe Drinking Water Act.

III. Environmental Policy

The Dallas City Council adopted the following Environmental Policy in 2005 to guide the City's environmental efforts:

The City of Dallas is committed to a clean, safe, and healthy environment. As such, we will exercise environmental stewardship in our dealings with employees, other governments, citizens, City contractors, business, and others in the community for our world today as well as for future generations. Caring for the environment is one of our core values, and this is demonstrated by ensuring our activities are in harmony with the natural world around us.

This commitment is embodied by the following actions:

- Implementation of programs and procedures with intent meet or exceed all applicable environmental laws and regulations
- Continual improvement of our environmental performance through proactive environmental management and self-assessments and/or third-party assessments
- Prevention of pollution at its source through implementation of best management practices and resource conservation measures to reuse, reclaim, and recycle materials we generate.
- Utilization of Environmental Management Systems, as appropriate for our operations, to provide a framework for systematically reviewing and reducing our environmental footprint.
- Employees will abide by all environmental regulations and demonstrate environmental compliance in their daily work practices.
- Educate City employees on Dallas's environmental policies and motivate and encourage employees to practice environmental stewardship by raising awareness and sensitivity to environmental issues through City policies, regulations, training, and interactive dialogue.
- Outreach to the citizens and businesses of our community by communication of this Policy and education on the importance of environmental stewardship for clean air and water and sustainable development for the City of Dallas.

IV. Green Purchasing

City contractors/vendors must recognize the importance of exercising positive environmental stewardship while purchasing products for use on City of Dallas contract. Purchasing environmentally friendly products can reduce costs, minimize environmental legal requirements, decrease human health concerns, and minimize environmental impacts and risks. There are numerous products on the market today which reduce environmental impacts without additional cost. The Dallas City Council passed a resolution (04-1722) on May 26, 2004, affirming that the City will (1) purchase environmentally preferred products, whenever feasible and (2) require contractors and consultants to use recycled and other environmentally preferred products whenever feasible. For suggestions on product substitution, please contact your City of Dallas Project Manager, appropriate City of Dallas staff, or OEQ.

V. Air Quality and Ozone

The City of Dallas is located in a non-attainment area for ozone. Emissions from vehicles and construction equipment exacerbate air quality issues in our region. Contractors may receive information regarding Air Pollution Watch and Warnings by signing up for email notification at www.trncc.state.tx.us/cgi-bin/monops/warningstatus.html. Your bid specifications may also require you to submit a Clean Air Plan to the City of Dallas for your activities. To every extent possible, Contractors and representatives should comply with the following:

- a. Refuel vehicles after 3:00 p.m. or as late in the afternoon as possible. (The only exception to this policy is an emergency response vehicle which may be refueled as necessary to maintain readiness.) DO NOT top off your fuel tank.
- b. Schedule meetings requiring vehicle trips after 10:00 a.m. or as late in the afternoon as possible.
- c. Restrict the use of paints, solvents, cleaners, or other chemicals containing volatile organic compounds (VOCs) until after 10:00 a.m.
- d. Encourage employees to use public transportation or car pool, when possible, to and from work.
- e. Limit idling of vehicles to less than five minutes.

VI. Material Safety Data Sheets (MSDS)

The MSDS is used to relay important information concerning a chemical to its user or other interested parties, such as spill responders or fire fighters. MSDSs must be available for review by employees during their work shift, and must be kept at the facility at all times while the chemical is in use or stored at that facility. MSDSs are readily available from the chemical manufacturers or suppliers and generally can be obtained through the manufacturer's web site. MSDSs for chemicals used on the City's property need to be provided to the City of Dallas Project Manager or appropriate City of Dallas staff before work can begin or before the chemical is brought onsite.

VII. Spills and Releases

As a City contractor/vendor, you must take measures to prevent pollution of the land, air, or waterways including the stormwater system. If a spill or release occurs, you have a legal responsibility to immediately report such an incident to the appropriate regulatory agency and to the City of Dallas Project Manager or appropriate City of Dallas staff.

Examples of commonly used substances that may cause an adverse effect:

Gasoline/diesel fuel	Paints
Antifreeze/glycol	Solvents

Lubricating oil	Chemicals
Hydraulic Fluid	Sewage
Other petroleum products	Ammonia
Synthetic oils	Hot Asphalt
Free/ CFCs	Propane

VIII. Environmental Notices of Enforcement (NOE) and Notices of Violation (NOV)

The City must be notified of any NOEs or NOV's received in the last five years as part of the bid package. If a NOV or NOE is issued while doing City work then the contractor should let their City of Dallas Project Manager or appropriate City of Dallas staff know within 24 hours.

IX. Endangered Species

The Endangered Species Act is a regulation program established for the conservation of threatened and endangered plants and animals and the habitats in which they are found. The U.S. Fish and Wildlife Service of the Department of the Interior maintains the list of 632 endangered species (326 are plants) and 190 threatened species (78 are plants). If an endangered species or nesting birds are uncovered during construction, immediately stop work and notify your City Project Manager or appropriate City of Dallas staff.

X. Wetland Regulatory Authority

Section 404 of the Clean Water Act (CWA) establishes a program to regulate the discharge of dredged or fill material into waters of the United States, including wetlands. Activities in waters of the United States regulated under this program include fill for development, water resource projects (such as dams and levees), infrastructure development (such as highways and airports) and mining projects. Section 404 requires a permit before any dredged or fill material may be discharged into waters of the United States, unless the activity is exempt from Section 404 regulation (e.g. certain farming and forestry activities). City of Dallas contractors are required to comply with Section 404 of the Clean Water Act and any association permit requirements. If, during construction, a wetland is encountered, avoid the wetland and immediately notify your City Project Manager.

XI. Storm Water Control/ Permits

Federal and state storm water regulations require elimination and/or reduction of pollutants that enter our storm drains, rivers, and washes from rainwater from other sources. Water from any source that contains pollutants is prohibited from entering the storm drain system, which includes streets, catch basins (street grates), ditches, washes and rivers. Pollutants include, but are not limited to sediment, trash,

chemicals, oils and/or greases. A storm water permit may be required during construction for disturbance of greater than one acre and a Storm Water Pollution Prevention Plan (SWPPP) developed and implemented. It is important to remember whether a storm water permit is required or not, discharges of pollutants into any water body is strictly prohibited by federal, state, and local regulations. Please contact your City Project Manager or the City of Dallas Public Works Storm Water division for assistance.