



# Environmental Best Management Practices Guide for Construction Projects



## In this Package:

- The City of Dallas Environmental Policy
- Environmental Responsibilities Information for Contractors working with the City of Dallas
- Contractor Environmental Acknowledgement Form\*

*\*Contractors involved in construction and hired by the City of Dallas must sign this Form. Construction includes exterior work involving ground disturbance, construction of new infrastructure, improvement of existing infrastructure and upgrades to a site.*





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## 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. To manage this commitment, the City has developed an Environmental Management System (EMS) per the ISO 14001:2004 standard. As a Contractor, 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.

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## Instructions



- As a Contractor for the City of Dallas, your review and signature on the Contractor Environmental Acknowledgement Form is required prior to beginning work.
  - As a Contractor for the City of Dallas, it is your responsibility to communicate this Information to all onsite personnel that are engaged in carrying out the work or providing material to the job site, including Subcontractors. It is possible that during the course of the work, the City of Dallas may review the information in this document with you and your personnel.
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# The City of Dallas' Environmental Policy



The City of Dallas is committed to a clean, safe, and healthy environment. As such, we will exercise environmental stewardship in our dealing 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 an intent to 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' 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.

## The Three Commitments of the City of Dallas' Environmental Policy

1. *Compliance*
2. *Continued Improvement*
3. *Pollution Prevention*



# Environmental Responsibilities Information For Contractors



## Compliance

The State of Texas and the City of Dallas have enacted environmental laws and regulations based on state, Federal, and local laws to protect the environment and minimize pollution. As a Contractor, it is your responsibility to know which of these regulations, Federal, State and or City, apply to your operations in the work you do in and for the City of Dallas. Further, it is your responsibility to obtain and maintain all approvals and/or permits related to your activities and to maintain and document compliance with all applicable regulations. Failure to comply with regulation can result in civil and/or criminal penalties.



## Awareness and Competence

Contractors/Vendors/Consultants working on behalf of The City of Dallas are expected to be competent to perform their work and must be aware of applicable environmental requirements. Awareness and competence can be achieved through proper education, training or experience. Contractors/Vendors/Consultants must also ensure that Subcontractors are aware of their environmental responsibilities and are competent to perform their work.



The City of Dallas hosts education and training sessions on our environmental requirements and responsibilities. The Office of Environmental Quality also maintains a library of training videos. Please contact the Office of Environmental Quality for education and training schedules, and to request training videos at, 214-670-1200.



# Environmental Responsibilities Information For Contractors

## Environmental Best Management Practices

When working on City of Dallas projects, please follow the guidelines outlined below for activities involving:

- Excavation and soil disruption,
- Saw cutting and coring,
- Tree protection,
- Waste management and recycling,
- Properly responding to spills and chemical releases,
- Fueling vehicles and equipment,
- Handling contamination, and
- Idling vehicles.



City of Dallas

## Erosion and Sediment Control

Construction activities can result in soil in erosion and sedimentation, which if left uncontrolled, can harm the environment. This may include the loss of valuable topsoil and sedimentation in rivers and other water bodies. In an effort to reduce environmental impacts from construction activities, the following things need to be done to control soil erosion, waterway sediment and airborne dust generation.



- Create and implement an Erosion and Sedimentation Control (ESC) Plan that conforms to the erosion and sedimentation requirements of the 2003 EPA Construction General Permit, or
- Create and implement local erosion and sedimentation control standards and codes, whichever is more stringent.

The Plan shall describe the measures implemented to accomplish the following objectives:

- Prevent loss of soil during construction by stormwater runoff and or wind erosion, including protecting topsoil by stockpiling for reuse.
- Prevent sedimentation of storm sewer or receiving streams
- Prevent polluting the air with dust and particulate matter

The Construction General Permit (CGP) outlines the provisions necessary to comply with Phase I and Phase II of the National Pollutant Discharge Elimination System (NPDES) program. While the CGP applies only to construction sites greater than 1 acre, the requirements are applied to all projects for the purposes of this prerequisite. Information on the EPA CGP is available at <http://cfpub.epa.gov/npdes/stormwater/cgp.cfm>.

## Soil Conservation and Stockpiles

Storage and stockpiling of soil is common to City operations. There are a number of environmental issues related to stockpiling of soil including: generation of dust, introduction of sediment into the storm drain system, increased sedimentation and blockage of watercourses.

Appropriate soil conservation and stockpiling practices that can prevent or eliminate erosion and the loss of topsoil may include, but are not limited to, the following:

- Locate stockpiles away from catch basins, inlets, watercourses and water bodies;
- Do not store soil on graded slopes;
- Minimize storage time; and
- Employ protective measures (such as a tarp) to protect the soil from wind and rain.





## Saw Cutting and Coring

Slurry generated from saw cutting and coring activities may contain several contaminants including sediment, hydrocarbons and elevated pH levels in the runoff. If your operations include saw cutting or coring of asphalt and/or concrete, the resulting slurry must not be allowed to enter the stormwater system or other water bodies. Federal, State and City legislation prohibits the discharge of substances to the stormwater system and water bodies that can result in adverse effects on the environment or the City infrastructure.



Some recommended methods for controlling releases can include, but are not limited to, the following:

- Minimize the amount of water being used to cool the saw;
- Avoid performing saw cutting or coring operations during wet weather;
- Contain the slurry in the work area through the use of erosion and sediment controls;
- Cover/block sewer inlets or gutters to prevent slurry from entering;
- Collect slurry using appropriate vacuum equipment; and
- Use saws with built-in slurry containment systems.

## Tree Protection

Trees are an important part of an urban environment. Trees can:

1. Reduce the urban heat-island affect,
2. Reduce water run-off,
3. Prevent soil erosion, muffle noise, absorb dust and other pollutants, and provide wildlife habitat, and
4. Help conserve energy.



Trees in Dallas represent a significant investment and are highly valued by citizens as long-term assets to the community.

Trees may become stressed due to drought, shifts in temperature, and shorter cold seasons that encourage parasites. Recently, due to redevelopment and construction activities, trees are facing new stressors which put them in jeopardy and can result in a loss of resources for the City. Construction damage often occurs to the root system as a result of compaction, trenching, soil contaminants, and erosion.

Please follow the guidelines below:

- A root protection zone equal to 1.25 feet for each inch in tree diameter (measured at 4.5 feet above the ground) should be established, fenced, mulched, watered, and monitored during construction activities. No activities, personnel, or equipment should be allowed in this area.
- Avoid filling and grading (adding or taking away) 2 inches or more of the soil in the clay soils prevalent around Dallas. Consider a no fill or grade zone encircling the entire root protection zone for trees that are to be retained on site (see above construction bullet).
- Excavate the edge closest to the root protection zone using an air spade followed by severing roots cleanly with a saw. Avoid tearing or crushing roots with a bulldozer, back hoe, or similar equipment.



Remember, trees grow where conditions are ideal. If it was successful, the conditions of that location should not be altered without seeking the advice of professionals.

# Environmental Responsibilities Information For Contractors



## Waste Management and Recycling

The City of Dallas undertakes many activities that generate waste and recyclables. If improperly managed, waste can negatively impact the environment.



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There are a number of federal, state and municipal laws or ordinances that require proper handling, storage, transportation and disposal of non-hazardous and hazardous wastes. It is your responsibility to know about and adhere to the regulatory requirements that apply to the work that you perform. Contractors are responsible for ensuring that waste material is disposed of at an approved area or facility in accordance with the law.

The City of Dallas operates one landfill and three transfer stations.

- McCommas Landfill accepts Commercial waste, Household waste, Municipal waste, Grass clippings/brush, and Appliances
- The transfer stations accepts Recyclables, Grass clippings, and Municipal waste on Mondays and Tuesdays. City of Dallas transfer stations are:
  - Northeast (Fair Oaks) Transfer Station
  - Northwest (Bachman) Transfer Station
  - Southwest (Oak Cliff) Transfer Station

Chemical waste may be taken to Home Chemical Collection Center, located on 11234 Plano Road in Dallas.

The City of Dallas also encourages Contractors to reduce and divert waste from landfills through recycling. At a minimum, you are expected to consider recycling cardboard, wood, concrete and metal that is generated onsite. Construction materials with recycled content should be used where reasonably practical.

Please contact the Sanitation Department for questions and assistance with waste disposal at (214) 670-3555

## Offsite Disposal of Excavated Soil or Material

Any material that is excavated from a site that is not required or suitable for fill or other purposes must be appropriately disposed offsite. Contractors are responsible for ensuring that such material is disposed at an approved area or facility in accordance with the law.



**Recycling is about to get easier**



# Environmental Responsibilities Information For Contractors



## Spills and Releases

Spills can cause environmental damage. If a substance leaks into a drain it can pollute the local water supply. If humans are exposed to a hazardous substance, serious health effects can occur. If a substance is flammable, explosive, or reactive, it can also create other hazards.

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

### Examples of Commonly Used Substances That May Cause an Adverse Effect on the Environment

Gasoline /diesel fuel	Paint	Propane
Antifreeze/glycol	Solvents	Oil containing PCB's
Lubricating oil	Chemicals	Acids or caustics
Hydraulic fluid	Sewage	Fertilizers
Other petroleum products and synthetic oils	Erosion and sedimentation materials	Excessive smoke, fumes, odors
Freon/CFCs	Ammonia	Chlorine
Industrial wastes	Hot asphalt	Pesticides and herbicides

This list is not all-inclusive, and other substances may cause an adverse effect on the environment.

### Reporting to a Regulatory Agency

There are specific legal requirements related to reporting spills and releases. As a City of Dallas Contractor, **you must ensure that spills and releases are immediately reported to the appropriate regulatory agencies as required by law.**

Failure to report could result in enforcement action against persons responsible, including you.

Release reporting is also a requirement of Federal and State legislative bodies such as the Environmental Protection Agency and the Texas Commission on Environmental Quality.

**As a City of Dallas Contractor, you must notify The City Designate of a spill or release at the earliest possible opportunity.**

### Cleaning Up a Spill or Release

After ensuring the health and safety of the public and workers, the most important component of managing a non-hazardous or hazardous material spill or release is to initiate steps to immediately control and minimize the spilled or released material's impact on the environment. The type of material spilled, the quantity spilled, and the spill location are factors to take into account when deciding what appropriate actions to take.

The person or entity that causes a spill or release of non-hazardous or hazardous material into the environment is responsible to satisfactorily clean and, if necessary, remediate the affected area. The Contractor is responsible for identifying a satisfactory level of clean-up in consultation with the City of Dallas and other relevant regulatory agencies. **Adequate quantities of absorbent material or berming devices must be readily available to clean up spills.** Waste material generated during spill clean-up activities must be properly disposed in accordance with Federal and State requirements.





# Environmental Responsibilities Information For Contractors



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## Fueling

Fuel spills can occur during fueling operations at construction sites. Measures to ensure that fueling operations do not cause an environmental impact include, but are not limited to, the following:

- Place berms around fuel storage tanks,
- Labeling all fuel storage tanks,
- Conduct fuel operations away from catch basins and water bodies;
- Ensure contractor personnel are present during fueling operations for the duration of the fueling process;
- Communicate operating procedures to onsite personnel; and,
- Keep adequate quantities of absorbent materials readily available.



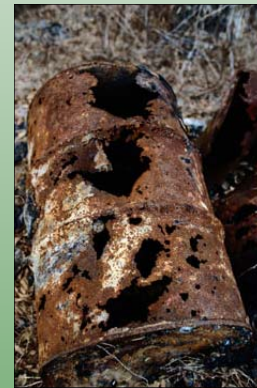
**Fueling or maintenance of equipment must not take place within 30 ft of waterways including the stormwater system or environmentally sensitive areas unless a written Standard Operating Procedure is in place.**

## Contamination Discovery

Contractors are expected to follow the City of Dallas Contamination Discovery Response Procedure.

During construction, indications of possible contamination include, but are not limited to, the following:

- Rusted barrels and containers;
- Stained or discolored earth in contrast with adjoining soil;
- Fill material containing debris;
- Household trash covered by earth or industrial waste debris;
- Non-earthly odors, or other strange smells;
- Oily residue intermixed with earth;
- Sheen on groundwater; and,
- Structures such as asbestos cement pipe, abandoned pipes and underground storage tanks.



**As a City of Dallas Contractor, you must report any suspected contamination discovery to The City of Dallas Project Designate as soon as possible.**

## Chemical/Oil Storage

The City of Dallas expects contractors to be in compliance with City, State and Federal regulations on chemical handling, transportation and storage, including but not limited to Dallas City Code, Texas Hazardous Communication Act, DOT regulations, FIFRA, SARA, EPCRA and OSHA requirements.

Proper storage is required to minimize the hazards associated with chemical and oil storage. Further, contingency and spill control and countermeasure plans need to be created and implemented.

Some elements of chemical and oil storage requiring consideration should include: separation of incompatible chemicals, solvents, flammables versus combustibles, acids versus bases, oxidizers, poisons, explosives and unstable reactives. Some chemicals may require storage in flammable or acid proof containers while others may have distance requirements.



# Environmental Responsibilities Information For Contractors



## Imported Fill Material

When imported fill material is proposed for use at a construction site, Contractors are responsible for reporting the source location of the material to the City of Dallas Project Designate.

**The source location of any imported or recycled fill material must be reported to the City of Dallas Project Designate prior to material being brought onsite.**

The Contractor may be asked to verify the suitability of the material for its intended use.



## Vehicle Idling

Vehicle idling contributes to several environmental problems such as the deterioration of air quality and the production of unnecessary emissions of greenhouse gases such as carbon dioxide (CO<sub>2</sub>). In addition to these environmental concerns, idling of vehicles also wastes fuel and may damage vehicle engines. According to City of Dallas Ordinance 26766, vehicles with a gross vehicle weight rating equal to or greater than 14,000 pounds must not idle for more than 5 minutes.

Contractors working on behalf of the City are encouraged to minimize idling of vehicles that is not essential for the performance of their work.



## Useful City of Dallas Sources of Information

The following City of Dallas websites can be accessed for municipal requirements that are referenced in the Contractor Environmental Responsibilities Package:

For Contractor environmental requirements and corporate environmental programs:  
[www.dallascityhall.com](http://www.dallascityhall.com)> Departments> Office of Environmental Quality

For information on City Codes: <http://www.dallascityhall.com/html/codes.html>

