



City of Dallas

City of Dallas Contractor/Vendor/Consultant,

In January 2005, the Dallas City Council adopted an Environmental Policy for the City of Dallas that applies to every City employee and those who work on behalf of the City. The Environmental Policy commits us to maintaining a safe, healthy and sustainable environment by continually improving our environmental performance, preventing pollutions at its source, and complying with all federal, state, and local environmental regulations. As a Contractor/Vendor/Consultant with the City, you are expected to adhere to these commitments.

To assist you with this expectation, the City of Dallas has made resources available to assist you with environmental compliance, pollution prevention and environmental stewardship. As we improve our environmental performance, the City will continue to provide you with the necessary tools to help you meet the City's expectations.

Should you have any questions or need further information, please contact your City of Dallas Project Manager, appropriate City staff, the Office of Environmental Quality, or see our website at <http://www.dallascityhall.com/oeq/contractors.html>. Thank you for doing business with the City of Dallas and for helping us meet our commitment to the environment.

A handwritten signature in black ink, appearing to read 'Kris Sweckard'.

Kris Sweckard, Managing Director
Office of Environmental Quality

I. General

a. Purpose

The City of Dallas (City) is committed to environmental compliance, stewardship and sustainability. The City achieves this commitment by systematically reducing its environmental impacts through pollution prevention, regulatory compliance and continual improvement. Management of this effort is conducted through the City-wide Environmental Management System (EMS) that adheres to 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 and/or on the City's behalf. As you do work for the City, be aware that the City considers important the following interactions with the environment.

ASPECTS
Energy Usage
Material Consumption
Waste Generation and Disposal
Recycling
Air Emissions
Generation of Dust
Spills
Groundwater Discharges
Stormwater / Surface Water Discharges
Wastewater Generation and Disposal
Habitat Quality / Quantity
Land Utilization
Surface Permeability
Noise Pollution
Exposures / Injuries
Mold, Lead, or Asbestos Abatement

The City has prepared this Contractor/Vendor environmental packet to communicate City expectations and to reduce potential environmental impacts generated from Contractor/Vendor activities while conducting work for the City of Dallas.

b. Instructions

City Contractors/Vendors shall review, sign, and submit the Environmental Record Affidavit to the Project Manager or appropriate City of Dallas staff before beginning work (see attachment).

Further, it is the responsibility of the Contractor/Vendor to communicate the City's environmental expectations outlined in this document to its affected employees and/or subcontractors (hereinafter Subcontractors) associated with this work and to secure their commitment to comply with these expectations before proceeding with any City work.

II. Administrative Requirements

The Contractor/Vendor and Subcontractors 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 (CERCLA), the Superfund Amendments and Reauthorization Act of 1986 (SARA), the Hazardous Material Transportation Act (HMTA), Resource Conservation and Recovery Act (RCRA), the Toxic Substances Control Act (TSCA), the Clean Water Act (CWA), the Clean Air Act (CAA), the Oil Pollution Act (OPA) and the Safe Drinking Water Act (SDWA).

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 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'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 and Subcontractors must recognize the need to exercise positive environmental stewardship while purchasing products for use on City of Dallas projects. Purchasing environmentally friendly products can reduce costs, minimize environmental and legal requirements, decrease human health concerns, and minimize environmental impacts and risks. There are numerous products available which reduce environmental impacts with no or minimal additional costs. The Dallas City Council passed 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 the Office of Environmental Quality.

V. Air Quality and Ozone

The City of Dallas is located in a non-attainment area for the criteria pollutant ozone. Emissions from vehicles and construction equipment, coupled with our atmospheric conditions, exacerbate air quality issues in our region. Contractors/Vendors and Subcontractors may receive information regarding Air Pollution Watches and Warnings by signing up for email notification at http://www.tceq.state.tx.us/compliance/monitoring/air/monops/ozone_email.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/Vendors, Subcontractors and their 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. Maintain vehicles and equipment to minimize emissions.
- c. Schedule meetings requiring vehicle trips after 10:00 a.m. or as late in the afternoon as possible.
- d. Restrict the use of paints, solvents, cleaners, or other chemicals containing volatile organic compounds (VOCs) until after 10:00 a.m.
- e. Encourage employees to use public transportation or car pool, when possible, to and from work or to external meetings or functions.
- f. Limit idling of vehicles to less than five minutes. In 2007, the Dallas City Council passed an Anti-Idling Ordinance which prohibits motor vehicles

weighing over 14,000 pounds from idling more than five minutes in the city of Dallas. The law is enforced during Ozone Season, April 1st – October 31st of every year. The purpose of the Anti-Idling ordinance is to improve air quality in Dallas. The Anti-Idling Ordinance can be reviewed by visiting the City’s Green Dallas website at the following address: <http://www.greendallas.net/pdfs/IdlingOrdinance.pdf>.

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 first-responders. 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 and/or projects 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. Mobile equipment transporting said chemicals to and from job sites should also be equipped with a copy of MSDS for those chemicals in the event of a spill or accident.

VII. Spills and Releases

As a City Contractor/Vendor or Subcontractor, you must take measures to prevent pollution of the land, air, or waterways including the municipal stormwater system and sanitary sewer system. If a spill or release occurs, you have a legal obligation 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. You also have a legal obligation to clean up every spill and dispose of the cleanup wastes appropriately.

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

Gasoline/diesel fuel	Paints
Antifreeze/glycol	Solvents
Lubricating oil	Chemical lime
Hydraulic fluid	Sewage
Other petroleum products	Ammonia
Synthetic oils	Hot asphalt
Freon	Chlorinated water
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 by Contractor/Vendor or Subcontractor 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. Failure to report an NOE or NOV constitutes fraud and may be subject to legal remedies.

IX. Endangered Species Act

The Endangered Species Act is a regulatory 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 410 endangered animal species, 600 endangered plant species, 162 threatened animal species, and 146 threatened plant species. 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. Visit the following website to obtain more information regarding Endangered Species regulatory requirements: <http://www.fws.gov/endangered/>.

X. Wetland Regulatory Authority

Section 404 of the Clean Water Act (CWA) and Section 10 of the Rivers and Harbors Act (RHA) establish programs to regulate the discharge of dredged or fill material into waters of the United States, including wetlands, whether water is present or not. 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. Sections 404/10 require a permit before any dredged or fill material may be discharged into waters of the United States, unless the activity is exempt from Sections 404/10 regulations (e.g. certain farming and forestry activities). City of Dallas contractors are required to comply with Section 404 of the Clean Water Act and Section 10 of the Rivers and Harbor Act and any associated permit requirements. If, during construction of any project, a delineated wetland is encountered, avoid the wetland and immediately notify your City Project Manager. Written proof of exemption from regulations by the U.S. Army Corps of Engineers may be requested as proof of compliance.

XI. Stormwater Control / Permits

Federal, state and local stormwater regulations require elimination and/or reduction of pollutants that enter our storm drains and ultimately discharge into local water bodies. Water from any source that contains pollutants is prohibited from entering the storm drain system, which includes streets, catch basins (street grates), ditches, drainage swales and rivers. Pollutants include, but are not limited to sediment, trash, chemicals, oils and/or greases. A stormwater permit is required for construction projects that disturb one or more acres of land. Less than one acre of disturbance also requires a Stormwater permit if the activity is part of a larger common plan of development or sale that will meet or exceed the one acre threshold. A Storm Water

Pollution Prevention Plan (SWPPP) must be developed and implemented and permits for all operators must be posted at the site entrance prior to commencing construction activity. Construction activities include clearing, grading, excavating, stock piling of fill material, and demolition of existing structures. It is important to remember that whether a stormwater permit is required or not, discharges of pollutants into any water body are strictly prohibited by federal, state, and local regulations. Refer to Article IX, Section 19-118 of the Dallas City Ordinance for details regarding stormwater requirements that exceed federal and state regulations. Please contact your City Project Manager or the City of Dallas Public Works Stormwater Management Section for assistance.