1.0 Policy

Environmental Daily Inspection Reports are performed daily in order to document the work being performed and to verify that the Contractor and other project personnel are complying with the project's environmental requirements.

Environmental Inspectors provide Environmental Daily Inspection Reports in order to document and inform the Contractor and other project personnel of the status of environmental compliance. This procedure applies to all personnel working on the Water System Improvement Program (WSIP) to the extent that their work is affected by these WSIP Construction Management (CM) Procedures and does not conflict with specific San Francisco Public Utilities Commission (SFPUC) policies or the Contract under which the Work is executed.

2.0 Description

This WSIP CM procedure describes the process by which Environmental Daily Inspection Reports are prepared by Environmental Inspectors and reviewed and approved by the Lead QA Inspector.

3.0 Definitions

3.1 Environmental Daily Inspection Report

The Environmental Daily Inspection Report (Attachment 058-2) is a required document provided by the Environmental Inspectors. Environmental Daily Inspection Reports provide the daily record of the performance of the contract work and other activities related to the project's environmental compliance requirements. These reports are part of official project records.
3.2 **Compliance Levels**

Compliance Level designations are a management tool and the Environmental Daily Inspection Report system utilizes a tiered approach to document environmental compliance activities. There are 5 compliance levels: acceptable, communication, incident, minor problem and non-compliance. A non-compliance level is documented in an Environmental Non-Compliance Notices as discussed in Construction Management Procedure No. 053. The other 4 levels are defined below:

### 3.2.1 Acceptable

Activities that achieve compliance with the project’s environmental requirements are documented as acceptable inspection events. If all contractor activities are being performed within the approved work limits in accordance with project environmental requirements, then the inspection event would be documented as “acceptable”.

### 3.2.2 Communication

Activities involving meetings regarding or discussion of environmental concern with anyone associated with the Work; the Lead QA Inspector and other management staff reviewing the daily report will be kept apprised of these field discussions.

### 3.2.3 Incident

An Incident is an activity or occurrences that needs to be documented but that doesn’t necessarily have to do with the Contractor’s compliance record (i.e., acceptable, minor problem, or non-compliance), including but not limited to:

- unanticipated cultural or paleontological resource discovery
- an inadvertent return (i.e., fracture-out) that occurs during tunneling operation
- a small leak or hazardous material spill that is cleaned up.

### 3.2.4 Minor Problem

A minor problem is a deviation from the environmental requirements, with little or no impact to sensitive biological or cultural resources, including but not limited to:

- improperly installed, repaired, or maintained erosion or sediment control devices
- neglecting to implement adequate dust control measures
- placing a small amount of soil or construction material outside the approved construction limits but not within an exclusion zone, sensitive habitat (e.g., wetland, vernal pool, riparian habitat) or cultural resource site
Project personnel shall address minor problems immediately, if possible. Although minor problems tend to have little or no impact on sensitive resources, prompt corrective action will minimize the potential for the problem to escalate to a non-compliance level. If the Contractor fails to address a minor problem in a timely manner, or conditions worsen due to lack of response, the determination may be elevated to a Non-Compliance Notice.

3.2.5 Non-Compliance

A non-compliance is an environmental incident that is not in compliance with the Contract Documents or is in contravention to prevailing environmental regulations, a repetition of an otherwise Minor Problem or Incident, or the failure to mitigate an otherwise Minor Problem or Incident. A non-compliance requires the initiation of an Environmental Non-Compliance Notice (see CM Procedure 053, Environmental Non-Compliance Notice).

3.3 Construction Management Information System (CMIS)

The WSIP Construction Management Information System (CMIS) is an on-line management tool for the efficient and effective storage and retrieval of various documents generated during a construction project. Processing of Environmental Daily Inspection Reports and Environmental Non-Compliance Notices shall utilize the WSIP CMIS Daily Inspection Reports and the Non-compliance Notices modules, respectively, which are process-specific portions of the CMIS application designed to facilitate the processing of environmental documents; retention of data pertinent to environmental inspection, specialty environmental monitoring, and environmental noncompliance notices; and reporting of these processes and their status. The CMIS is also designed for Project CM entry response directly into the system.

4.0 Responsibilities

4.1 Regional Environmental Compliance Manager (RECM)

The RECM is responsible for reviewing Environmental Daily QA Inspection Reports, to detect compliance trends, to keep apprised of problems and issues, and to keep apprised of problems and take actions to keep them from developing into more significant violations of permit and mitigation measure conditions.

4.2 Environmental Construction Compliance Manager (ECCM)

The ECCM oversees the effectiveness of environmental compliance monitoring during construction and post-construction, audits environmental activities and documentation for conformance to the procedures during construction, tracks and resolves non-compliant actions, communicates with regulatory agencies, including providing
mandatory compliance reports, and reviews and approves CEQA variance requests.

4.3 **Lead QA Inspector**

On each project, one QA Inspector will be designated a "lead" environmental inspector for the project team to assist the Project CM in planning for and coordinating all environmental inspection activities. The Lead QA Inspector reports to the Project CM. The Lead QA Inspector is responsible for compiling, reviewing and approving all Environmental Daily QA Inspection Reports.

4.4 **Environmental Inspectors**

Environmental Inspectors are responsible for preparing Environmental Daily QA Inspection Reports in conformance with this procedure, and for entering data into the Construction Management Information System (CMIS) Environmental Daily QA Inspection Report module.

4.4.1 The Environmental Inspector conducts daily environmental inspections, prepares daily Environmental Inspection Reports; Monthly Compliance Reports, reports required by the Mitigation Monitoring and Reporting Plan, non-compliance and violation reports and Variance Request Forms. The Environmental Inspector reviews and approves Specialty Monitor Reports.

4.4.2 Specialty Environmental Monitor(s) inspects and monitors Contractor activities for compliance with environmental performance requirements in specific specialty (i.e., biology, hydrology, archaeology, historic and Native American issues, paleontology, etc.) and prepares Specialty Monitor Reports for submittal to the Environmental Inspector for approval.

4.5 **Administrative/Document Control Specialist**

The Administrative/Document Control Specialist (ADCS) provides clerical, administrative and document control/records management support to a Project CM office and support to the Regional CM team. The ADCS is responsible for filing the approved Environmental Daily QA Inspection Report, Specialty Monitor Report and related documents into the project filing system.

5.0 **Implementation**

5.1 **Initiation**

Environmental Daily Inspection Reports are prepared at the end of the working day. Environmental Daily Inspection Report will be numbered sequentially for each originator of a Notice, from the first day of Contractor mobilization of each Environmental Inspector.
5.2 **Data Entry**
Each Environmental Inspector enters data into the CMIS Environmental Daily Inspection Report module and forwards to the Lead QA Inspector. The CMIS is designed for each Environmental Inspector to enter Environmental Daily Inspection Report directly into the system.

5.3 **Lead QA Review**
Each Environmental Inspector's Environmental Daily Inspection Report is forwarded through the CMIS to the Lead QA Inspector. The Lead QA Inspector reviews each Report for completeness and conformance to the CM Procedures. The Lead QA Inspector may change the content of the Environmental Daily Inspection Report based on records from the field and in coordination/agreement by the Environmental Inspector.

5.3.1 If not acceptable, Lead QA Inspector returns the Environmental Daily Inspection Report to the Environmental Inspector.

5.3.2 If acceptable, Lead QA Inspector approves the Environmental Daily QA Inspection Report and forwards to the ADCS.

5.4 **Retention**
The ADCS verifies/adds the file code, prints a copy and files it in the project file. The electronic copy is stored in the CMIS and accessed through the Daily Reports module for use by the Project CM, the RECM, and the ECCM.

6.0 **Other Procedural Requirements**
None

7.0 **References**
Business Process Report No. 4b, Environmental Compliance Field Reporting
WSIP Construction Management Procedure No. 006, Document Control and Correspondence
CM Procedure No. 052 Environmental Inspection and Specialty Environmental Monitoring
CM Procedure No. 053, Environmental Non-Compliance Notice
CM Procedure No. 057 Daily Monitoring Log
Technical Specification 01062, Environmental Mitigation Measures

8.0 **Attachments**
058-1 Environmental QA Daily Inspection Reports Flow Chart
058-2 Environmental QA Daily Inspection Reports - Typical
Daily Environmental Inspection/Specialty Monitoring Reports
Flow Chart

Specialty Monitor "a" enters data into CMIS and forwards to Environmental Inspector

Acceptable? No

Yes

Env. Inspector "a" enters data into CMIS and forwards to Lead QA Inspector

Lead QA Inspector reviews Daily Environmental Inspection Reports for conformance and completeness

Conformed and Complete? Yes

Lead QA Inspector adds file code and transmits to Administrative/Document Control Specialist

Administrative/Document Control Specialist verifies file code, prints a hardcopy and files in the Project file

No

Yes

Specialty Monitor "b" enters data into CMIS and forwards to Environmental Inspector

Acceptable? No

Yes

Env. Inspector "b" enters data into CMIS and forwards to Lead QA Inspector

Specialty Monitor "I" enters data into CMIS and forwards to Environmental Inspector

Acceptable? No

Yes

Env. Inspector "I" enters data into CMIS and forwards to Lead QA Inspector

Yes

Env. Inspector "a" enters data into CMIS and forwards to Lead QA Inspector

Lead QA Inspector reviews Daily Environmental Inspection Reports for conformance and completeness

Conformed and Complete? Yes

Lead QA Inspector adds file code and transmits to Administrative/Document Control Specialist

Administrative/Document Control Specialist verifies file code, prints a hardcopy and files in the Project file
DAILY ENVIRONMENTAL INSPECTION REPORT

SAN FRANCISCO PUBLIC UTILITIES COMMISSION
WATER SYSTEM IMPROVEMENT PROGRAM

CONTRACT:
CONTRACT NO:
REPORT PERIOD:
INSPECTOR/SPECIALITY MONITOR:

WEATHER:

<table>
<thead>
<tr>
<th>TIME</th>
<th>SKY</th>
<th>IMPACT</th>
</tr>
</thead>
</table>

WORK OBSERVED

INSPECTION DETAILS

Activity ID:
Subject:
Contractor/Sub Contractor

Work Activity Performed:
Compliance Level:
Beginning Station (for pipeline project):
Ending Station (for pipeline project):
Facility (or physical area of work):

Inspection/Monitor Notes

Corrective Action (if required):

Test Performed:
### Inspection Details

<table>
<thead>
<tr>
<th>Activity ID:</th>
<th>02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Environmental Training</td>
</tr>
<tr>
<td>Contractor/Sub Contractor:</td>
<td>Biological Monitoring</td>
</tr>
</tbody>
</table>

**Work Activity Performed:**

**Compliance Level:**

**Beginning Station (for pipeline project):**

**Ending Station (for pipeline project):**

**Facility (or physical area of work):**

**Inspection/Monitor Notes**

Conducted environmental training of Dale Bishop and Jeff DeCoste of S/BB.

**Corrective Action (if required):**

**Test Performed:**

<table>
<thead>
<tr>
<th>Activity ID:</th>
<th>03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Biological Survey</td>
</tr>
<tr>
<td>Contractor/Sub Contractor:</td>
<td>Biological Survey</td>
</tr>
</tbody>
</table>

**Work Activity Performed:**

**Compliance Level:**

**Beginning Station (for pipeline project):**

**Ending Station (for pipeline project):**

**Facility (or physical area of work):**

**Inspection/Monitor Notes**

Conducted special-status wildlife survey of new electrical substation area at south shaft in advance of relocation of wildlife exclusion fence to accommodate to substation. No special-status wildlife observed.

**Corrective Action (if required):**

**Test Performed:**
# DAILY ENVIRONMENTAL INSPECTION REPORT

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION**  
**WATER SYSTEM IMPROVEMENT PROGRAM**

## INSPECTION DETAILS

<table>
<thead>
<tr>
<th>Activity ID</th>
<th>Subject</th>
<th>Contractor/Sub Contractor</th>
<th>Work Activity Performed</th>
<th>Compliance Level</th>
<th>Inspection/Monitor Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>Biological Survey</td>
<td>Biological Survey</td>
<td>Acceptable</td>
<td></td>
<td>Conducted nesting bird survey of scrub oak tree located near main access gate at south shaft area in advance of tree removal. No nesting bird were detected and the tree was immediately removed.</td>
</tr>
</tbody>
</table>

**Corrective Action (if required):**

**Test Performed:**

<table>
<thead>
<tr>
<th>Activity ID</th>
<th>Subject</th>
<th>Contractor/Sub Contractor</th>
<th>Work Activity Performed</th>
<th>Compliance Level</th>
<th>Inspection/Monitor Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>Wildlife Exclusion Fence Inspection</td>
<td>Environmental Insp</td>
<td>Acceptable</td>
<td></td>
<td>Portions of the fence have been removed to accomodate the relocation of the fence alignment around the newly approved substation at the south shaft.</td>
</tr>
</tbody>
</table>

**Corrective Action (if required):**

**Test Performed:**
**DAILY ENVIRONMENTAL INSPECTION REPORT**

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION**

**WATER SYSTEM IMPROVEMENT PROGRAM**

**INSPECTION DETAILS**

<table>
<thead>
<tr>
<th>Activity ID:</th>
<th>06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Sediment Flow to Drain in Muck Disposal Area</td>
</tr>
<tr>
<td>Contractor/Sub Contractor:</td>
<td>Environmental Insp</td>
</tr>
<tr>
<td>Minor Problem</td>
<td></td>
</tr>
</tbody>
</table>

**Work Activity Performed:**

**Compliance Level:**

**Beginning Station (for pipeline project):**

**Ending Station (for pipeline project):**

**Facility (or physical area of work):**

**Inspection/Monitor Notes**

Sediment from the neighboring stable access road is flowing onto the project area and subsequently to the drain in the muck disposal area. Discussed this issue with Curtis with S/BB.

**Corrective Action (if required):**

S/BB installed sections of straw wattle on the outside perimeter of the hay bales and immediately surrounding the drain.

**Test Performed:**

---

<table>
<thead>
<tr>
<th>Activity ID:</th>
<th>07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>General Site Inspection</td>
</tr>
<tr>
<td>Contractor/Sub Contractor:</td>
<td>S/BB has laid gravel east of the Connex trailers in areas that required stabilization after soil disturbance.</td>
</tr>
</tbody>
</table>

**Work Activity Performed:**

Wildlife fence relocation has been completed to spoc except for two gaps in the fence which need to be closed.

**Compliance Level:**

Acceptable

**Beginning Station (for pipeline project):**

**Ending Station (for pipeline project):**

**Facility (or physical area of work):**

**Inspection/Monitor Notes**

**Corrective Action (if required):**

**Test Performed:**

---

**REFERENCE NCN NUMBER**

WSIP Construction Management Procedure No. 058, Rev. 0, Page 10 of 11