SAN FRANCISCO PUBLIC UTILITIES COMMISSION INFRASTRUCTURE CONSTRUCTION MANAGEMENT PROCEDURES	
SECTION: SFPUC INFRASTRUCTURE CONSTRUCTION MANAGEMENT	APPROVED:
PROCEDURE NO: 042	DATE: 6/7/2019
TITLE: DAILY ENVIRONMENTAL MONITORING LOGS	REVISION: 1

1.0 Policy

The Daily Environmental Monitoring Logs are prepared daily in order to document that required surveying and monitoring activities are being performed. These logs shall be in accordance with project environmental requirements including project mitigation measures, permits and contract documents.

This SFPUC Infrastructure Construction Management (CM) Procedure applies to all personnel working on SFPUC Infrastructure construction projects to the extent that their work is affected by this CM Procedure and does not conflict with specific SFPUC policies or the Contract under which the Work is executed.

2.0 Description

This SFPUC Infrastructure Procedure describes the process by which Daily Environmental Monitoring Logs are prepared by Specialty Environmental Monitors and then reviewed and approved by the Environmental Inspector.

3.0 Definitions

3.1 Daily Environmental Monitoring Log

The Daily Environmental Monitoring Log is a required document provided by the Specialty Environmental Monitors. Daily Monitoring Logs provide the daily record of the performance of the contract work and other activities related to specific sensitive resources (e.g., biological, cultural, paleontological, etc.) and the project's environmental compliance requirements. These Logs are part of the official project records used for reporting purposes.

3.2 Construction Management Information System (CMIS)

The CMIS is an on-line management tool for the processing of contract documents based on established SFPUC Infrastructure CM Business Processes. It serves as a tool for effective storage and retrieval of various documents generated during a construction project. Processing of Daily Environmental Monitoring Logs will utilize the CMIS. The Specialty Environmental Monitors enter their daily logs directly into the CMIS for review by the Environmental Inspector.

4.0 Responsibilities

4.1 Environmental Inspectors

The Environmental Inspectors are responsible for reviewing the Daily Environmental Monitoring Logs in conformance with this procedure, and to keep apprised of problems and issues related to monitoring and surveying activities of the Specialty Environmental Monitors.

4.2 Specialty Environmental Monitors

The Specialty Environmental Monitors are responsible for preparing Daily Environmental Monitoring Logs in conformance with this procedure, and for entering data into the CMIS Daily Monitoring Log module.

4.3 Administrative/Document Control Specialist (ADCS)

The ADCS provides clerical, administrative and document control/records management support to the Project CM office and support to the CM team. The ADCS is responsible for filing the approved Daily Monitoring Log into the project filing system.

5.0 Implementation

5.1 Initiation

Daily Environmental Monitoring Logs are prepared at the end of the working day. Daily Environmental Monitoring Logs will be numbered sequentially for each originator of a Log, starting from the first day that surveying or monitoring is performed.

5.2 Specialty Environmental Monitor

Each Specialty Environmental Monitor enters data into the CMIS's Daily Monitoring Logs module and forwards the data to the Environmental Inspector. The CMIS is designed for each Specialty Environmental Monitor to enter Daily Monitoring Logs directly into the system. Security protocols will ensure the Specialty Environmental Monitors have write-only access to specific data fields.

5.3   Environmental Inspector

Each Specialty Environmental Monitor's Daily Monitoring Log is forwarded through the CMIS to the Environmental Inspector. The Environmental Inspector reviews each Log for completeness and conformance to the CM Procedures. he may change the content of the Log based on records from the field and in coordination/agreement with the Specialty Environmental Monitor.

5.3.1   If not acceptable, the Environmental Inspector returns the Log to the Specialty Environmental Monitor.

5.3.2   If acceptable, the Environmental Inspector approves the Daily Monitoring Log and forwards it 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 Inspection module.

6.0   Other Procedural Requirements

None

7.0   References

7.1   Technical Specifications

None

7.2   SFPUC Infrastructure CM Procedures

No. 037   Environmental Inspection and Specialty Environmental Monitoring

No. 043   Environmental Daily Inspection Reports

7.3   Others

None

8.0   Attachments

042 -1   Daily Monitoring Log – Typical

042 -2   Revision Control Log

Attachment 042 - 1
Daily Monitoring Log – Typical

<Insert Program Logo HERE>	**SAN FRANCISCO PUBLIC UTILITIES COMMISSION** **<Insert Program Title HERE>**	<Insert Program Logo HERE>

Contract: _____

Contract No.: _____   **Date:** _____

Date	Company	Number	Inspector	Approved Date	Non-Comp Created?	Subject	Work Activity Performed	Compliance Level

Attachment 042 - 2
Revision Control Log

Revision No.	Revision Date	What changed?
Rev 1	6/7/19	• Minor format changes; • Attachments revised; • Revision Control Log updated.
Rev 0	11/14/16	Signed