

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
INFRASTRUCTURE CONSTRUCTION  
MANAGEMENT PROCEDURES**

**SECTION: SFPUC INFRASTRUCTURE  
CONSTRUCTION MANAGEMENT**

**APPROVED:** 

**PROCEDURE NO: 043**

**DATE: 6/7/2019**

**TITLE: ENVIRONMENTAL DAILY  
INSPECTION REPORTS**

**REVISION: 1**

**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 environmental compliance. This procedure applies to all personnel working on the SFPUC Infrastructure Construction Management (CM) Program to the extent that their work is affected by these 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 SFPUC Infrastructure Procedure describes the process by which Environmental Daily Inspection Reports are prepared by Environmental Inspectors and then reviewed and approved by the Lead Construction Inspector.

**3.0 Definitions**

**3.1 Environmental Daily Inspection Report**

The Environmental Daily Inspection Report (Attachment 043-2) 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 the 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 Notice as discussed in CM Procedure No. 038. 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 or discussions regarding environmental concerns with anyone associated with the Work. The Lead Construction Inspector and other management staff reviewing the Environmental Daily Inspection Reports will be kept apprised of these field discussions.

### 3.2.3 **Incident**

An Incident is an activity or occurrence 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 operations; and
- 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; and
- 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 038, Environmental Non-Compliance Notice).

### 3.3 **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 Environmental Daily Inspection Reports and Environmental Non-Compliance Notices will utilize the CMIS Daily Inspection Reports and the Non-compliance Notices modules, respectively. These modules are process-specific portions of the CMIS application designed to facilitate the processing of environmental documents, the retention of data pertinent to environmental inspection, specialty environmental monitoring, and environmental non-compliance notices, and the reporting of these processes and their status. The Environmental Inspectors enter their daily reports directly into the CMIS for review by the Lead Construction Inspector.

## 4.0 **Responsibilities**

### 4.1 **Environmental Compliance Manager (ECM)**

The ECM is responsible for reviewing Environmental Daily Inspection Reports in order to detect compliance trends, keep apprised of problems and issues, and take actions to keep problems from developing into more significant violations of permit and/or 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 Construction Inspector**

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

#### **4.4 Environmental Inspectors**

The Environmental Inspectors are responsible for preparing Environmental Daily Inspection Reports in conformance with this procedure, and for entering the data directly into the CMIS Environmental Daily Inspection Report module.

4.4.1 The Environmental Inspector conducts daily environmental inspections, prepares daily Environmental Daily Inspection Reports, Monthly Compliance Reports, reports required by the Mitigation Monitoring and Reporting Plan (MMRP), Non-Compliance and violation reports and Variance Request Forms. The Environmental Inspector reviews and approves the Daily Environmental Monitoring Logs.

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

#### **4.5 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 Environmental Daily Inspection Reports, Daily Environmental Monitoring Logs 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 Reports will be numbered sequentially for each originator of a Report, starting from the first day that Environmental Inspector is mobilized.

### **5.2 Data Entry**

Each Environmental Inspector enters data into the CMIS Environmental Daily Inspection Report module and forwards it to the Lead Construction Inspector. The CMIS is designed for each Environmental Inspector to enter Environmental Daily Inspection Reports directly into the system.

### **5.3 Lead Construction Inspector Review**

Each Environmental Inspector's Environmental Daily Inspection Report is forwarded through the CMIS to the Lead Construction Inspector. The Lead Construction Inspector reviews each Report for completeness and conformance to the CM Procedures. The Lead Construction 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, the Lead Construction Inspector returns the Environmental Daily Inspection Report to the Environmental Inspector.

5.3.2 If acceptable, Lead Construction Inspector approves the Environmental Daily Inspection Report 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 Reports module for use by the RE, ECM, and ECCM.

## **6.0 Other Procedural Requirements**

None

## **7.0 References**

### **7.1 Technical Specifications**

Section 01 35 43 Environmental Procedures

### **7.2 SFPUC Infrastructure CM Procedures**

No. 006 Project Documents and Correspondence Control

No. 037 Environmental Inspection and Specialty Environmental Monitoring

No. 038 Environmental Non-compliance Notice

No. 042 Daily Environmental Monitoring Logs

**7.3 Others**

None

**8.0 Attachments**

043 - 1 Environmental Daily Inspection Reports – Typical

043 - 2 Revision Control Log

Attachment 043 – 1

Page 1 of 5

Environmental Daily Inspection Reports – Typical

**San Francisco Public Utilities Commission**

<Insert Program  
Logo HERE>

<Insert Program Title HERE>

<Insert Program  
Logo Here>

**Environmental Daily Inspection Report**

CONTRACT:

CONTRACT NO:

REPORT PERIOD:

INSPECTOR/SPECIALITY MONITOR:

NO:

DATE:

DAY:

WEATHER:

TIME

SKY

IMPACT

**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:

Page 1 of #

Form: f\_dr\_05\_sfpuc\_env\_daily\_report

Environmental Daily Inspection Reports – Typical

**San Francisco Public Utilities Commission**

<Insert Program  
Logo HERE>

<Insert Program Title HERE>

<Insert Program  
Logo Here>

**Environmental Daily Inspection Report**

**INSPECTION DETAILS**

Activity ID: 02  
Subject: Environmental Training  
Contractor/Sub Contractor: Biological Monitoring  
Acceptable

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 Biship and Jeff DeCoste of S/BB.

Corrective Action (if required):

Test Performed:

Activity ID: 03  
Subject: Biological Survey  
Contractor/Sub Contractor: Biological Survey  
Acceptable

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:

**Attachment 043 – 1**  
*Page 3 of 5*  
**Environmental Daily Inspection Reports – Typical**

<Insert Program Logo HERE>	<Insert Program Title HERE>	<Insert Program Logo Here>
<b>San Francisco Public Utilities Commission</b>		
<b>Environmental Daily Inspection Report</b>		

**INSPECTION DETAILS**

Activity ID: 04  
Subject: Biological Survey  
Contractor/Sub Contractor: Biological Survey  
Acceptable

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 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.

Corrective Action (if required):

Test Performed:

Activity ID: 05  
Subject: Wildlife Exclusion Fence Inspection  
Contractor/Sub Contractor: Environmental Insp  
Acceptable

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

Inspection/Monitor Notes

Portions of the fence have been removed to accomodate the relocation of the fence alignment around the newly approved substation at the south shaft.

Corrective Action (if required):

Test Performed:

**Attachment 043 – 1**  
*Page 4 of 5*  
**Environmental Daily Inspection Reports – Typical**

<b>San Francisco Public Utilities Commission</b>	<b>&lt;Insert Program Title HERE&gt;</b>	<b>&lt;Insert Program Logo Here&gt;</b>
<b>&lt;Insert Program Logo HERE&gt;</b>	<b>Environmental Daily Inspection Report</b>	<b>&lt;Insert Program Logo Here&gt;</b>

**INSPECTION DETAILS**

Activity ID: 06  
Subject: Sediment Flow to Drain in Muck Disposal Area  
Contractor/Sub Contractor: Environmental Insp  
Minor Problem

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:

Activity ID: 07  
Subject: General Site Inspection  
Contractor/Sub Contractor: S/BB has laid gravel east of the Connex trailers in areas that required stabilization after soil disturbance.

Work Activity Performed: Wildlife fence relocation has been completed to spec 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

Environmental Daily Inspection Reports – Typical

**San Francisco Public Utilities Commission**

<Insert Program  
Logo HERE>

<Insert Program Title HERE>

<Insert Program  
Logo Here>

**Environmental Daily Inspection Report**

Certified By: PUC-CMB

Date: 2/20/2009

Signed: \_\_\_\_\_

**Attachment 043 - 2  
Revision Control Log**

<b>Revision No.</b>	<b>Revision Date</b>	<b>What changed?</b>
Rev 1	6/7/19	<ul style="list-style-type: none"><li>• Minor format changes;</li><li>• Attachments revised;</li><li>• Revision Control Log updated.</li></ul>
Rev 0	11/14/16	Signed