

- 610.01 Prepare a Compliance Binder or Notebook for The Project
- 610.02 Discuss Environmental Compliance at the Preconstruction Meeting
- 610.03 Verify Contractor Credentials
- 610.04 Take Environmental Training
- 610.05 Provide Notifications and Submittals to Resource Agencies
- 610.06 Mark Clearing Limits and Protect Sensitive Areas
- 610.07 Procedures for Construction
- 610.08 Abbreviations and Acronyms
- 610.09 Glossary

610.01 Prepare a Compliance Binder or Notebook for the Project

Compiling all of the environmental requirements, reference materials, and contact information into one place is a useful tool for Project Engineers and their staff. Most Regions prepare an environmental compliance binder or notebook to accomplish this. The binders include, but are not limited to the following information:

- Contacts – WSDOT region environmental contacts and regulatory agency contacts
- Permits
- Environmental notification requirements
- Environmental commitments
- Inspection forms/checklists
- Procedures for inadvertent discovery of archaeological or cultural resources
- Monitoring plans and forms
- Noncompliance notification triggers and reporting requirements
 - Refer to [Procedure 610-a](#) for guidance preparing a compliance binder or notebook for a project.

610.02 Discuss Environmental Compliance at the Pre-Construction Meeting

Construction Manual Section 1-2.1C requires the Project Engineer to discuss the project with the Contractor and exchange a variety of information. The most common form of communication is the pre-construction meeting. Use this meeting to establish environmental expectations with the contractor. Alternatively, for projects with complex environmental issues, it may be necessary to hold a separate environmental specific pre-construction meeting. Staff from the Region Environmental Office shall support the Project Engineer at these meetings. Consider discussing the following topics:

- Locations and protection environmentally sensitive areas
- Risky elements of the construction project
- Schedule for earth work and implementing best management practices
- Inspections and documentation
- Submittals of contractor prepared environmental protection plans
 - Refer to [Procedure 610-b](#) for preparing environmental topics to discuss at a pre-construction meeting

610.03 Verify Contractor and WSDOT Credentials

Per Chapter 1-1 of the [Temporary Erosion and Sediment Control Manual \(TESCM\)](#) staff overseeing implementation of temporary erosion and sediment control (TESC) activities should obtain training to become a Certified Erosion and Sediment Control Lead (CESCL). Projects that have obtained coverage under the Construction Stormwater General Permit are required to have a CESCL on the project site to ensure compliance with this permit. The Project Engineer should use the pre-construction meeting to identify who is the contractor's CESCL and ensure they have the required credentials. The Washington State Department of Ecology maintains an online [database](#) of contractors that have current TESC training. People that have obtained their CESCL certification should be able to provide their CESCL number and certification card.

610.04 Take Environmental Training

The [2004 Compliance Implementing Agreement](#) with Washington Department of Ecology also requires that WSDOT assign an environmental inspector to projects that are trained in the 401 Water Quality Certification, Construction Stormwater General Permit, mitigation requirements, and compliance procedures. WSDOT keeps track of all staff training in the Learning Management System. Courses in the Learning Management System relevant to environmental compliance during construction include:

- Environmental Compliance for Construction ([Instructor Lead](#))
- Endangered Species Act for Non-Biologists ([On-Line](#))
- Construction Site Erosion and Sediment Control ([Instructor Lead](#))
- Environmental Overview – Compliance for Construction Inspectors ([On-Line](#))
- Endangered Species Act for Non-Biologists ([On-Line](#))
- Spill Plan Reviewer ([On-Line](#))
- Cultural Resources Policies and Procedures ([Instructor Lead](#))
- WSDOT's Commitment Tracking System ([Instructor Lead](#))
- Introduction to Wetlands ([Instructor Lead](#))
 - Refer to [Procedure 610-c](#) to verify CESCL certification

610.05 Provide Notifications and Submittals to Resource Agencies

Project permits and agreements may require WSDOT to provide notifications to regulatory agencies prior to beginning certain activities. Failure to provide notification can result in violations and possible project delays and monetary penalties. Some examples of activities or situations that trigger notifications include:

- Geotechnical boring
- Well installation or decommissioning
- Underground storage tank removal
- Demolition (especially buildings containing asbestos)
- Pre-construction meeting
- In-water work
- Completion of project work

- Noncompliance with a permit condition or regulation
- Sampling that indicates an exceedance
- Stream restoration/reclamation
- Permitted work within wetlands
- Removal of contaminated soil
- Stream diversions
- Mining (including surface pits)

Whenever a wetland or stream mitigation site is constructed, WSDOT must submit a right-of-way plan or sundry site plan to confirm that it is recorded as a protected area, preventing it from future disturbance. Failure to provide these submittals can result in violations and possible project delays and monetary penalties.

The Project Engineers should work with staff from the Region Environmental Office to determine which notifications are required for the project.

610.06 Mark Clearing Limits and Protect Sensitive Areas

All WSDOT projects have boundaries that must be marked to keep contractors from clearing land not permitted for impacts. *Construction Manual Section 2-1.1B* provides instructions on marking clearing limits. The *Temporary Erosion and Sediment Control Manual* M3109.01 and the *Standard Specifications* (Section 1-08.4) requires these limits be marked prior to the start of clearing activities. Flagging, staking, and silt fence, for example, are some appropriate methods to define the project boundary.

The *2004 Compliance Implementing Agreement* and WSDOT Standard Specifications require high visibility fence to be installed as a first order of work. Use high visibility fence to protect sensitive areas and their buffers where impacts are not permitted. The high visibility fence shall be maintained throughout the life of the project. Sensitive areas include, but are not limited to:

- Wetlands and their buffers
- Surface water features and their buffers
- Mitigation areas
- Areas of vegetation to be preserved
- Archaeological and historical features
- Contaminated areas

If the permits or approvals allow impacts to sensitive areas, the WSDOT Project Engineer must notify Washington State Department of Ecology 10 days in advance of starting such work, excluding placement of high visibility fence. The *2004 Compliance Implementing Agreement* also requires the contractor to submit a detailed work plan to the Project Engineer for approval prior to beginning any work in sensitive areas. This plan allows the Project Engineer to ensure the contractor does not violate environmental permits or approvals.

- Refer to [Procedure 610-d](#) for guidance on marking clearing and protecting sensitive areas.

610.07 Procedures for Construction

The [procedures available for construction](#) on the WSDOT internet include:

- Prepare a compliance binder or notebook for the project
- Prepare environmental topics to discuss at the pre-construction meeting
- Verify contractor has a Certified Erosion and Sediment Control Lead
- Mark clearing limits and protect sensitive areas
- Prepare a water quality monitoring plan (WQMP)

610.08 Abbreviations and Acronyms

Please see [Section 600.04](#) for a list of abbreviations and acronyms.

610.09 Glossary

Please see [Section 600.05](#) for the glossary.