

PRO590-c: Prepare For and Convene an Environmental Commitments Meeting

See also: [Environmental Manual – Chapter 590](#)

Effective September 2015

Start procedure: The Environmental Coordinator gets concurrence from the Project Office/Manager that they have correctly assigned responsibility to the commitments which belong to the contractor.

End procedure: Participants of the Environmental Commitments Meeting (ECM) identify a list of commitments that need Special Provisions written.

Actor:	Action (before meeting):
Environmental Coordinator	1. Verifies that responsibility has been assigned to the commitments. Refer to PRO590-a for instructions on how to assign responsibility to commitments which belong to the contractor.
Project Office/ Manager	2. Consults with the Environmental Coordinator to establish a date for the Environmental Commitments Meeting (ECM). 3. Creates an agenda (include roles/responsibilities) and sends it to ECM participants along with an electronic meeting invite. Participants shall include: a. Construction Project Engineer (or designee); b. Environmental Coordinator(s); and c. Plans Review Officer (or designee). Note: Work closely with the Environmental Coordinator, or consider delegating this responsibility to them, when performing this step.
Environmental Coordinator	4. Generates a ‘Contract Coverage’ report from the Commitment Tracking System (CTS) from the ‘Manage and View Reports’ menu. (Refer to PRO590-a for instructions on how to create this report.) 5. Sends a follow-up email to ECM participants in advance of the meeting. The email includes, but is not limited to: a. Access to where the environmental documents and permits exist; b. A copy of the Contract Coverage report from CTS; and c. Link to headquarters environmental General Special Provisions .

Environmental Commitments Meeting Participants	6. Reviews the materials provided by the Environmental Coordinator prior to the date of the ECM.
Actor:	Action (during meeting):
Project Office/ Manager	7. Presents an overview (e.g. project scope, work methods, etc.) of the project to the ECM participants and a status of all permits.
Environmental Coordinator	<p>8. Presents an overview of the applicable environmental documents (NEPA/SEPA, biological opinions, concurrence letters, permits, etc.) to the ECM participants.</p> <p>9. Leads the ECM participants in a review of the commitments from each document that are applicable to the contractor.</p> <ul style="list-style-type: none"> a. Review existing contract language assigned by the Environmental Coordinator using CTS. b. Make selections for fill-ins for all General Special Provisions. c. Make adjustments as necessary and work towards consensus on using existing contract language whenever possible. Highlight commitments where the ECM participants disagree. The Project Office/Manager is responsible for recording all decision made on fill-ins for General Special Provisions. d. Highlight commitments where ECM participants agree that a Special Provision must be written. Participants shall provide recommendations to the Project Office/Manager that assist in preparing a quality Special Provision.
Project Office/ Manager	10. Prepare a list of action items to address any unresolved issues and set a follow up Environmental Commitments Meeting if necessary.