

**CONTRACT REQUIREMENTS PACKAGE ENVIRONMENTAL REVIEW CHECKLIST COVER SHEET  
(As of July 2016)**

**SECTION I  
PURPOSE**

Purpose of checklist cover sheet: To document the review of the requirements package Performance Work Statement (PWS), Quality Assurance Surveillance Plan, and any applicable source selection evaluation criteria for environmental protection matters. Fort Polk requirement: Inclusion of a signed Environmental Protection cover sheet is required in all requirements packages, except for supply contracts under the simplified acquisition level threshold (\$150,000), field ordering officer actions, and government purchase card purchases. Mandatory review and signatures: The organization must review each requirements package prior to submission to the supporting contracting activity to include coordination with other staff review as appropriate per Section II below.

**SECTION II  
STANDARD CONTRACT LANGUAGE PROVISION/CONTRACT CLAUSE TEXT APPLICABILITY AND/OR ADDITIONAL PWS**

Contract provisions/contract clauses items 1-5 below applies to all installation contracts. If the standard contractual text (provisions or clauses) or clause language in items 6-23 applies, check "YES" and incorporate the standard language in the requirements package PWS. If standard contractual text (provisions or clauses) or clause language does not apply, check "NO". If there is specific language in the requirements package PWS that addressed the requirement related to the standard provision or clause check "PWS". Contract proponents must review the Federal Acquisition Regulation (FAR) System PART 23 (Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace), to determine which FAR provisions or clauses apply to each contract.

<b>CONTRACT PROVISION/CONTRACT CLAUSE</b>	<b>YES</b>	<b>NO</b>	<b>PWS</b>
1. Compliance with Environmental Laws and Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Compliance Environmental Management System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Notification of Federal and State Regulators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Reporting Noncompliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Corrective Action for Noncompliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Compliance with Licenses and Certifications Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Inspections of Work Sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Verification of National Environmental Policy Act Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Assignment of Environmental Compliance Officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Competency Training for Contractor Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Use of Ozone Depleting Compounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Generation of Solid Waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Generation of Hazardous Waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Use of Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Prevention of Storm Water Pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Low Impact Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Use of Pesticides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Drilling of Wells and Boreholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Protection of Work Site Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Prevention of Spills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Demolition of Facilities with Asbestos and Lead-Based Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Use of Asbestos and Lead-Based Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Protection of Sensitive Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION II STANDARD CONTRACT LANGUAGE PROVISION/CONTRACT CLAUSE TEXT**

- 1. Compliance with Environmental Laws and Regulations:** Contractor shall comply with all applicable federal, state, and local environmental laws, statutes, regulations, executive orders, permits, Army regulations (with supplements), and JRTC and Fort Polk Regulations. Contractor shall immediately report any conflicts between applicable federal, state, local environmental laws, statutes, executive orders, provisions of Army Regulation 200-1, JRTC and Fort Polk Regulation 200-1, and any specifications within this contract to the Contracting Officer Representative (COR) and the Directorate of Public Works, Environmental and Natural Resources Management Division (DPW-ENRMD).
- 2. Compliance with Environmental Management System:** The Contractor's work under this contract shall conform with all operational controls identified in the applicable agency or facility Environmental Management System and provide monitoring and measurement information for the Government to address environmental performance relative to the goals of the Environmental Management System.
- 3. Notification of Federal and State Regulators:** Contractor shall immediately notify DPW-ENRMD and COR of the arrival on site of any federal, state, and/or DoD environmental regulator or enforcement agent and/or the receipt of any correspondence from a federal or state environmental agency.
- 4. Reporting Noncompliance:** Contractor shall immediately report any noncompliance and/or nonconformance with applicable federal, state or local environmental laws, Army and installation environmental regulations to the COR and DPW-ENRMD.
- 5. Corrective Action for Noncompliance:** Contractor shall, when given a verbal and/or written notice of environmental noncompliance or nonconformance by the COR, take immediate corrective action. Failure or refusal to comply promptly may be grounds for the COR to invoke the appropriate contractual remedies. This may cause all or part of the work to be stopped immediately until satisfactory corrective action has been taken.
- 6. Compliance with Licenses and Certifications Requirements:** Contractor shall obtain all licenses and certifications required by federal, state, and local environmental laws and regulations necessary to adhere to the specifications of this contract. The Contractor shall submit all plans, notifications, reports, submittal documents, and fees required by federal, state, and local environmental laws and regulations to the appropriate federal, state, and local authority and/or agency as necessary to adhere to the specification of this contract.
- 7. Inspections of Work Sites:** Contractor shall submit to potential federal, state, Army and installation work site environmental regulatory inspections and/or investigations into noncompliance, and fully cooperate with such inspections/investigations by providing the appropriate records and documentation. Environmental regulatory agencies are authorized by law to inspect any work site for environmental compliance with regulatory requirements. If an inspection is conducted, it will not stop or disrupt ongoing contract activities. The inspection will only require the work site environmental officer, or supervisor/manager to answer questions and/or escort the inspector to specific work site areas with the potential to affect environmental quality. Typical environmental work site inspections are conducted in less than 15 minutes with an approximate frequency of one inspection every two months.
- 8. Verification of National Environmental Policy Act Documents:** Contractor shall obtain from the COR and/or DPW-ENRMD, a copy of the installation's completed National Environmental Policy Act document which addresses actions to be taken by Contractor. This document includes but is not limited to the analysis-associated decision document of an Environmental Impact Statement and Record of Decision; Environmental Assessment and Finding of No Significant Impact or Notice to Proceed; or Record of Environmental Consideration on the proposed contract actions prior to commencement of such actions.
- 9. Assignment of Environmental Compliance Officers:** Contractor shall designate Environmental Compliance Officers (ECO) for all contract work periods exceeding 180 consecutive days. Contractor shall designate a primary and alternate ECO for each shop or work area that uses and/or stores hazardous materials and/or generates hazardous wastes. Contractor ECOs shall monitor implementation of all environmental regulatory requirements, report all environmental noncompliance to the work site supervisor, correct all environmental noncompliances, and verify implementation of directed actions to correct identified environmental noncompliance. Contractor shall have at least one ECO on duty at all times at each shop or work area. Contractor shall require all personnel designated as ECOs to complete the 40-hour ECO certification course provided by Fort Polk within 15 days of the start of contract performance. Contractor shall require ECOs to complete an 8-hour re-certification course within 365 days of the completion of the 40-hour certification course to maintain ECO certification. Failure to complete the 8-hour re-certification course within 365 days will necessitate re-taking the 40-hour course to maintain ECO certification. Contractor personnel certified as ECOs may perform other duties provided they do not prevent the performance of ECO duties. Contractors may request a waiver of this requirement through the COR to DPW-ENRMD, if using and/or storing very small quantities of hazardous materials.

**10. Competency Training for Contractor Personnel:** Contractor shall not allow personnel to perform any activities and/or tasks on Fort Polk without proper and adequate qualifications or job competency training. In the event of any identified noncompliance, the Contractor shall, if requested, provide proof of contract personnel training or qualification (individual name, training/qualification type, training/qualification certificate, and date of training/qualification) to perform those contract activities associated with the identified noncompliance.

**11. Use of Ozone Depleting Compounds:** Contractor shall submit in writing the quantity, type, and location of Ozone Depleting Compounds used on the installation quarterly and within 48 hours prior to the expiration of the contract to the DPW-ENRMD. The Contractor shall submit within 10 working days of completing any work on equipment containing more than 50 pounds of refrigerant charge: the building location, name, model, serial number, and capacity of the unit; the amount of refrigerant removed and replaced; description of work performed and results of the subsequent verification testing to the DPW-ENRMD and COR. The Contractor shall complete and submit an Emissions Inventory Questionnaire in accordance with JRTC and Fort Polk Regulation 200-1, Appendix G, to the DPW-ENRMD for actions that modify or add an air emission source on the installation prior to adding or altering any emission source.

**12. Generation of Solid Waste:** Contractor shall remove from the installation and dispose of all solid waste generated, which cannot be recycled to an approved and permitted off-post disposal facility. Contractor shall make every effort to divert 54 percent of all construction and demolition debris waste and 44 percent of all other solid waste to comply with the Army Integrated Solid Waste Management Policy. Prior to removing any waste from Fort Polk for disposal, the Contractor shall coordinate with the installation Qualified Recycling Program Manager and DPW-ENRMD to arrange for recyclable materials to be removed and diverted from the waste stream and provided to the installation to receive credit toward meeting diversion requirements. Submit in writing the quantities of waste removed and recycled to the DPW-ENRMD Solid Waste Manager on a monthly basis and at the expiration of the contract. The submittal shall include the date of disposal/recycling, the disposal/recycling facility, the types of material disposed/recycled and the quantities of materials disposed/recycled by weight. The Contractor shall establish a program to promote cost-effective waste reduction in all operations and facilities covered by the contract. This includes collection, separation, and processing products or other materials recovered from solid waste streams for use in the form of raw materials. The Contractor shall make maximum effort to reduce and prevent waste and comply with Executive Order 13423.

**13. Generation of Hazardous Waste:** Contractor shall assign all hazardous waste management responsibilities to the Contractor appointed Environmental Compliance Officers (See ECO Specification). Contractor shall contact DPW-ENRMD to obtain technical assistance from installation provided Environmental Customer Service Technicians who will assist Contractor ECOs with achieving and maintaining compliance with hazardous waste storage and disposal requirements. Contractor shall properly profile all waste generated as part of this contract to determine if any waste is hazardous waste as defined by 40 CFR. Contractor shall accumulate hazardous waste prior to disposal shipment in a satellite accumulation point at or near the point of generation or in a less-than-90-day site, in accordance with federal, state, Army, and installation regulations. The Contractor shall properly package the hazardous waste and complete the hazardous waste manifest, then take the manifest to DPW-ENRMD for approval and signature prior to removing any hazardous waste from the installation. Contractor shall contact DPW-ENRMD to obtain the installation's hazardous waste EPA ID number for the hazardous waste manifest. The Contractor shall notify DPW-ENRMD 24 hours prior to removing any hazardous waste from the installation. The contractor shall remove and dispose of manifested hazardous waste generated by contract activities from the installation, to an approved off-post permitted hazardous waste disposal facility. The DPW-ENRMD shall assist contractors with profiling their waste upon request.

**14. Use of Hazardous Materials:** Contractor shall assign all hazardous materials management responsibilities to the Contractor appointed Environmental Compliance Officers (See ECO Specification). Contractor shall contact DPW-ENRMD to obtain technical assistance from installation provided Environmental Customer Service Technicians who will assist contractor ECOs with achieving and maintaining compliance with hazardous material storage, issue, use, and disposal requirements. Contractor shall submit a hazardous material inventory list for all contract work periods exceeding 180 consecutive days. The inventory list will contain the hazardous material type and maximum quantities of materials on hand utilizing Fort Polk Form 156 and submitted within 30 days of work site establishment. The hazardous material will be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. The Contractor shall maintain copies of Material Safety Data Sheets for all hazardous materials used and stored on site during performance of the contract. Contractor shall not supply or deliver any hazardous materials or chemicals to Fort Polk that are listed on the EPA toxic chemical list (see JRTC and Fort Polk Regulation 200-1) without prior written approval from DPW-ENRMD.

**15. Prevention of Storm Water Pollution:** The Contractor shall perform, track, participate, implement, and comply with storm water pollution prevention minimum control measures, protocols, and best management practices (BMP) and ensure that water quality standards are not violated in accordance with all regulations and policies as they apply to the Louisiana Pollutant Discharge Elimination System general permits. Applicable permits include: 1) The installation's Small Municipal Separate Storm Sewer System (MS4) Permit; 2) The Multi-Sector General Permit for Storm Water Discharges Associated with Industrial Activities (MSGP); and, 3) All Construction Activity Storm Water permits.

Contractors will comply with the installation specific minimum control measures under the MS4 permit to include, but not limited to:

- Public Education and Outreach on Storm Water Impacts
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Storm Water Run-off Control
- Post Construction Storm Water Management in New Development and Redevelopment
- Pollution Prevention/Good Housekeeping for Municipal Operations

Contractors will comply with the MSGP permit when the activity is identified as a permitted industrial activity. BMPs include, but are not limited to:

- Practicing spill prevention and good housekeeping.
- Installing and managing erosion and sediment control.
- Meeting the requirements of the MS4 permit.
- Coordinating with the Storm Water Team to schedule inspections and provide corrective actions for noted facility deficiencies.

Contractors will obtain permit coverage for construction activities disturbing over one acre of land (total acreage is cumulative across all portions of the project). BMPs include, but are not limited to:

- Preparing and implementing a site-specific Storm Water Pollution Prevention Plan (SWPPP) as outlined in the permit and prior to any soil disturbance.
- Installing and managing erosion and sediment control.
- Make available, upon request, permit associated documentation.
- Practicing spill prevention and good housekeeping.
- Meeting the requirements of the MS4 permit.
- Coordinating with the Storm Water Team to schedule inspections and provide corrective actions for noted facility deficiencies.

**16. Storm Water Management Low Impact Design/Development (LID):** The Contractor shall perform, track, participate, implement, and comply with Section 438 of the Energy Independence and Security Act; Executive Order 13514; and the DOA memorandum (2010) for full implementation of low impact design/development (LID) techniques to restore predevelopment hydrology to the maximum extent technically feasible for both new and renovation construction projects regardless of size. In support of LID, Contractors will adhere to installation landscape codes and the guidance found in the Installation Design Guide concerning Low Impact Design/Development for storm water management. The following LID practices include, but are not limited to:

- Restoring predevelopment hydrology to the maximum extent technically feasible
  - Promoting natural removal of pollutants such as nutrients, oil and grease, and sediments from storm water
  - Managing rainfall at the point where it falls
  - Meeting the requirements of the MS4 permit
- Important Note: Utilization of permanent retention/detention ponds is prohibited without authorization from the Installation Planning Division.

**17. Use of Pesticides:** Contractor shall submit the type and quantity of regulated pesticides, herbicides, or fungicides to be applied, the application purpose, and location to the DPW-ENRMD and COR for approval 10 working days prior to the initial application. The Contractor shall submit the actual quantities applied to the DPW-ENRMD and COR within 2 working days (48 hours) after each approved application. The Contractor shall utilize Integrated Pest Management (IPM) technology and procedures in strict compliance with all applicable federal, state, Army, and installation regulations, to include Fort Polk's Pest Management Plan. Pesticide applicators shall be certified and licensed in accordance with the State of Louisiana and/or Department of Defense regulations. The Contractor shall provide evidence of personnel licenses and certifications to the Contracting Officer and the DPW-ENRMD prior to the initial application of pesticides, herbicides, or fungicides. Only those pesticides registered with the US Environmental Protection Agency and approved by the Command Consultant at the Army Environmental Command and the DPW-ENRMD shall be utilized and then only in strict accordance with product labeling. The installation reserves the right to prohibit and limit the amount and type of pesticides used.

**18. Drilling of Wells and Boreholes:** Contractors shall drill, construct, register, and plug wells and boreholes, and meet the well drilling licensing requirements in accordance with the Water Well Rules, Regulations, and Standards State of Louisiana issued by the Department of Transportation and Development Office of Public Works 1985, and the Construction of Geotechnical Boreholes and Groundwater Monitoring Systems Handbook, prepared by The Louisiana Department Of Environmental Quality and Louisiana Department Of Transportation And Development, December 2000. Contractors shall only use drilling additives approved by DPW-ENRMD. Contractors will provide DPW-ENRMD a copy of the Well Registration Short Form (DOTD-GW-1S0), drilling plan, GPS coordinates, and site description for the borehole and/or well. Contractors shall notify DPW-ENRMD 24 hours prior to plugging and abandoning any well and/or borehole, and provide a copy of the Well Plugging and Abandonment Form (DOTD-GW-2) upon completion.

**19. Protection of Work Site Resources:** Contractor shall confine all activities to areas defined by the drawings and specifications. Prior to the beginning of any work, the Contractor shall identify any land resources to be preserved within the work area. Except in areas indicated on the drawings or specified to be cleared, the Contractor shall not remove, cut, deface, injure, or destroy land resources including trees, shrubs, vines, grasses, topsoil, and landforms. The Contractor shall provide effective protection for land and vegetative resources at all times. Prior to site clearing and grubbing, the Contractor shall coordinate harvesting of saleable timber with the DPW-ENRMD. Contractor shall notify the DPW-ENRMD if any trees are required to be disposed or removed. The Contractor is not authorized to remove or dispose of any tree greater than 6 inches in diameter unless permission has been granted in writing by the DPW-ENRMD.

**20. Prevention of Spills:** Contractor shall develop, maintain, and post at the work site a written site-specific Spill Response Plan if transporting, processing, storing, or in any way managing hazardous waste, hazardous material, petroleum-oils-lubricants, or other restricted items. In case of a spill, the person in control of the spill site or their designated representative shall take appropriate action to protect workers and bystanders; contain the spill (if it can be done safely); secure the spill site; restrict ignition sources; and immediately contact the installation Fire and Emergency Services (Fire Department) for assistance (911 or 531-2026). Contractors storing 1,320 gallons or more of any oil-based product in an aboveground storage tank at a construction site shall develop a Spill Prevention Control Countermeasure (SPCC) Plan and present such plan to the DPW-ENRMD prior to placement. Immediately respond to actual emergencies and accidents, prevent or mitigate associated adverse environmental impacts, and contact the installation Fire and Emergencies Services at 911.

**21. Demolition of Facilities with Asbestos and Lead-Based Paint:** Contractor shall submit AAC-2 and Lead Paint Notification environmental notification forms to the DPW-ENRMD for review prior to submission to the Louisiana Department of Environmental Quality (LDEQ) when performing demolition and/or renovation activities, and/or abating asbestos or lead-based paint. The Contractor must allow enough time for a review by the DPW-ENRMD and notification to the LDEQ 10 working days prior to the project start date. The Contractor shall assume that materials on Fort Polk contain asbestos and/or lead-based paint unless otherwise documented. The Contractor shall notify the State of Louisiana of asbestos and lead-based paint abatement. In the notification, the Contractor shall describe procedures to be used to prevent the release of asbestos and lead contaminants into the work area and the environment. Air monitoring is required for all abatement projects as specified in the Fort Polk Asbestos and Lead-Based Paint Management Plan. A government representative must sign all waste manifests. The Contractor shall be responsible for ensuring his/her employees and Subcontractors are adequately trained and qualified for the classification of work they are performing (29 CFR 1926.62 and 1926.1101). The Contractor's on-site manager shall be trained and qualified as a "Competent Person" (29 CFR 1926.1101) capable of identifying asbestos or lead-based paint hazards in workplaces, capable of selecting the appropriate control strategy, and having the authority to take prompt corrective measures.

**22. Use of Asbestos and Lead-Based Paint:** Contractor shall not provide Asbestos-Containing Materials (ACM) or products, or paint with a lead content higher than 0.06 percent by weight, to the installation without written approval of the DPW-ENRMD. Contractors must provide a certificate to the COR at the conclusion of the contract verifying that contract materials and products used are asbestos free. Common ACM include, but are not limited to adhesives, mastics, sheetrock muds, and vinyl and tile flooring. Contractors installing new thermal system insulation must identify the new insulation with a blue band or cap at the locations where the new insulation begins and ends, and stencil "Non ACM" or "Asbestos Free" on the new insulation.

**23. Protection of Sensitive Areas:** Contractor shall comply with all installation designated sensitive and/or off-limit area restrictions. Sensitive areas are marked with orange carsonite signs with reflective stickers indicating what activities (e.g., driving, digging, foot traffic) are prohibited. These stakes are placed on the boundary of the sensitive area. The stakes will show one or a combination of symbols. The Contractor shall also adhere to the following installation sensitive areas requirements:

23.1. **Cultural Resources Sites:** Do not excavate, remove, damage, or otherwise deface any archeological resource located on public lands.

23.2 **Endangered Species Habitats:** Do not initiate any action that may disturb, endanger, or damage to any degree the habitat of a Red-Cockaded Woodpecker (RCW) or cavity tree. Individual RCW cavity trees are marked with two 6" wide white bands at eye level and a 200-foot buffer zone extends around each RCW cavity tree.

23.3 **Wetlands:** Do not excavate or take any action that could fill or damage any wetland unless working under a project specific Corps of Engineers 404 permit. Wetlands include streams, riparian areas, bogs, marshes, and swamps.

**SECTION III  
REMARKS**

**SECTION IV  
CERTIFICATION**

**Environmental Protection Review: I have reviewed the requirements package and understand my responsibilities IAW Army Regulation 200-1 and JRTC and Fort Polk Regulation 200-1.**

REVIEWER: FIRST NAME/LAST NAME, RANK/GRADE

DIGITAL SIGNATURE

DATE

PHONE NUMBER