

This is a guidance document with sample specification language intended to be inserted into project specifications on this subject as appropriate to the agency's environmental goals. Certain provisions, where indicated, are required for U.S. federal agency projects. Sample specification language is numbered to clearly distinguish it from advisory or discussion material. Each sample is preceded by identification of the typical location in a specification section where it would appear using the SectionFormat™ of the Construction Specifications Institute; the six digit section number cited is per CSI Masterformat™ 2004 and the five digit section number cited parenthetically is per CSI Masterformat™ 1995.

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SECTION 01 30 00 (SECTION 01300) – ADMINISTRATIVE REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes:
1. Project management and coordination.
 2. Construction progress documentation.
 3. Submittal procedures and general requirements for Submittals.

1.2 PROJECT MANAGEMENT AND COORDINATION - ENVIRONMENTAL

- A. Contractor's Environmental Manager: Designate an on-site party responsible for overseeing the Contractor's conformance to environmental goals for the project and implementing procedures for environmental protection.
1. Qualifications: Minimum **[5] [3] [xxxx]** years construction experience on projects of similar size and scope; minimum **[5] [3] [xxxx]** years experience with environmental procedures similar to those of this project; **[familiarity with Environmental Management Systems (EMSs) such as ISO 14001]**; familiarity with environmental regulations applicable to construction operations.
 2. Responsibilities: Responsibilities shall include:
 - a. Compliance with applicable Federal, State, and local environmental regulations, including maintaining required documentation. Refer to Section 01 41 00 (Section 01411) – Regulatory Requirements.
 - b. Implementation of the Waste Management Plan.
 - c. Implementation of the IAQ Management Plan.
 - d. Implementation of the Environmental Protection Plan.
 - e. Training for Contractor personnel in accordance with their position requirements.
 - f. Monitoring and documentation of environmental procedures.
- B. Perform project quality control in accordance with requirements specified in Related Sections, including:
1. 01 40 00 (01400) - Quality Requirements
 2. 01 41 00 (01411) –Regulatory Requirements
 3. 01 57 19.11 (01352) – Indoor Air Quality (IAQ) Management
 4. 01 57.19.12 (01353) - Noise & Acoustics Management
 5. 01 57 19.13 (01354) – Environmental Management
 6. 01 74 19 (01351) – Construction Waste Management
- C. Contractor's Environmental Training Program: Contractor shall provide environmental training for workers performing work on the project site. Training shall include the following:
1. Overview of environmental issues related to the building industry.
 2. Overview of environmental issues related to the Project.

3. Review of site specific procedures and management plans:
 - a. 01 57 19.11 (01352) – Indoor Air Quality (IAQ) Management
 - b. 01 57.19.12 (01353) - Noise & Acoustics Management
 - c. 01 57 19.13 (01354) – Environmental Management
 - d. 01 74 19 (01351) – Construction Waste Management

SPECIFIER NOTE:

Pollution prevention (P2) means "source reduction," as defined under the [Pollution Prevention Act](#), and other practices that reduce or eliminate the creation of pollutants.

The U.S. EPA administers a variety of Pollution Prevention (P2) programs. For information on P2 practices, initiatives, and programs administered by EPA and other organizations, refer to <http://www.epa.gov/p2>

4. Pollution Prevention (P2) practices: Submit evidence of **[P2 training] [participation in P2 programs] [familiarity with P2 practices]**.
5. Green Building Rating Programs: Submit evidence of familiarity with **[USGBC-LEED] [Green Globes] [ICC-700 National Green Building Standard] [ASTM E2432] [xxxx]**.
6. Compliance with environmental regulations: As specified in Section 01 21 00 (01411) –Regulatory Requirements. Submit Contractor 40 CFR employee training records upon request of Owner.

1.3 CONSTRUCTION PROGRESS DOCUMENTATION

- A. Progress Photographs:
 1. Photographically document site conditions prior to start of construction operations. **[Include aerial photographs.]**
 2. Take weekly photographs throughout the entire project. Photographs shall be provided for unrestricted use by Owner.
 - a. Indicate photographs demonstrating environmental procedures.
 3. Submit minimum 20 photographs **[on CD, formatted to ISO 9660] [via email] [in hardcopy]** with each application for payment. Organize photographs by date and description.

SPECIFIER NOTE:

EO 13423 directs Federal agencies to "provide reports on agency implementation of this order to the Chairman of the Council [on Environmental Quality] on such schedule and in such format as the Chairman of the Council may require; and ... provide information and assistance to the Director of the Office of Management and Budget, the Chairman of the Council, and the Federal Environmental Executive.

Refer to <http://www.wbdg.org/sustainableEO>

Additionally, under the Sustainable Building requirements per Guiding Principle #2 Optimize Energy Performance, EO 13423 directs Federal agencies to "Enter data and lessons learned from sustainable buildings into the <http://femp.buildinggreen.com/>.

Executive Order 13514; *Federal Leadership in Environmental, Energy, and Economic Performance*; was signed on October 5, 2009. <http://www.ofee.gov/execorders.asp> It expands upon the environmental performance requirements of EO 13423.

http://www1.eere.energy.gov/femp/regulations/printable_versions/eo13423.html

EO 13514 sets numerous Federal requirements in several areas, including:

- Federal agency heads must designate a senior management official to serve as Senior Sustainability Officer accountable for agency conformance, reporting to the Chair of the Council on Environmental Quality (CEQ) and the Director of the Office of Management and Budget (OMB). The Senior Sustainability Officer shall prepare targets for agency-wide reductions in 2020 for greenhouse gas

(GHG) emissions and shall prepare and submit a multi-year Strategic Sustainability Performance Plan.

- Agency efforts and outcomes in implementing E.O. 13514 must be transparent and disclosed on publicly available Federal Web sites.
- OMB must prepare scorecards providing periodic evaluation of Federal agency performance. Scorecard results must be published on a publicly available Web site.

Documentation of certification to one or more green building programs and documentation of environmental procedures can assist in required Agency reports.

B. Green Building Rating Program Documentation:

1. Prepare and submit package of documentation required in accordance with **[USGBC-LEED] [Green Globes] [ICC-700 National Green Building Standard] [ASTM E2432] [xxxx]**. Respond to requests for answers to questions and other information from **[USGBC] [GBI] [ICC] [xxxx]** to complete the **[LEED] [Green Globes] [ICC-700] [xxxx]** application process.
2. Evaluate progress toward goals set in Section 01 10 00 (01100) - Summary, including green building rating and other goals. Coordinate work as necessary to meet the goals.

SPECIFIER NOTE:

Where violation of environmental procedures requirements will irreversibly damage the site, identify requirements for documentation of progress at specific intervals.

- C. Provide documentation for environmental procedures as specified herein and in accordance with approved Solid Waste Management Plan, IAQ Management Plan, and Environmental Protection Plan.

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF SECTION