

**Sierra Army Depot
Environmental Briefing &
Contractor Method Statement**

Environmental Briefing and Contractor Method Statement

A. Environmental Briefing Package

Contractors must comply with Federal, State, Local and Army regulations.

The contractor is responsible for completing a Contractor Method Statement (CMS) and returning it to the Sierra Army Depot (SIAD) Contracting Office, Contracting Office Representative (COR) or Contracting Office Technical Representative (COTR) for dissemination to the Environmental Office.

The contractor is responsible for communicating the information in the Environmental Briefing Packet and Contractor Method Statement to their personnel.

CONTRACTOR ENVIRONMENTAL INFORMATION

SIAD Environmental Management System

Contractors working on or for SIAD are required to comply with the requirements of SIAD's Environmental Management System (EMS) and environmental policy. Information pertaining to SIAD's EMS Awareness Training program and environmental policy are available at:
<http://www.sierra.army.mil/Public/>

In the event of a spill of any chemicals, petroleum products or residues from processes or operations, etc., Contractors shall immediately initiate the following actions:

1. Evacuate personnel from the immediate area as necessary.
2. Notify Emergency Services by calling: **911**
3. Emergency Services will then notify Fire Department, Safety and Environmental Office.
4. Notify your COR/COTR and project manager.

If it is safe to do so and within your level of training, stop the source of the leak and/or berm the area to minimize risk to the environment.

B. Contractor Method Statement (CMS)

The Contractor shall prepare and maintain information including a CMS regarding Contractor/sub-contractor's activities which outlines the work to be performed and the method(s) for minimizing environmental impacts.

Environmental Office POC to Complete Sections I and II
Contractors Complete Sections III, IV, V, VI and VII

Section I. Environmental Office POC (type or print):

Name:	
Phone Number:	
Fax Number:	530 / 827-4349
Dept. Name:	Risk Management – Environmental Office
Dept. Number:	530 / 827-4622

**Sierra Army Depot
Environmental Briefing &
Contractor Method Statement**

Section II. Requisition Information (type or print):

Requisition Number:	4283 #	
Project Number (if applicable):	Contract #	

Section III. Service or Activity to be performed (circle all that apply):

Material/Chemical:	Paints/Sealers	Treatment Chemicals	Janitorial/Maintenance
	Solvent	Lubricants/Oils/Greases	Gasoline/Fuels
	Other (specify):		
Facilities/Construction:	Electrical	Roofing	Painting
	Structural	Mechanical	Roads & Grounds
	General Contractor	Architecture/Engineering/Consulting	Earth Moving
	Other (specify):		
Industrial Services (includes Environmental Services):	Asbestos	Lead	Waste Management
	Emergency Response	Environmental Consulting	Paint Booth Cleaning
	Maintenance		
	Other (specify):		
Containerization:	5 gal. or less	Drums	Totes
	Bulk: Tanks/Bins		
	Other (specify):		

Section IV. Subcontractor Information (type or print subcontractors not identified):

Activity	Subcontractor Name/Telephone Number

**Sierra Army Depot
Environmental Briefing &
Contractor Method Statement**

Section V. Responsibilities:

Contractor/subcontractor is financially responsible for environmental remediation actions resulting from incidents involving their employees and subcontractors. To minimize risk of environmental accidents please review and initial the items contained in the Environmental Management Basics table below:

Environmental Management Basics	Contractor/ Subcontractor Initials
Contractors/subcontractors working at the facility are required to ensure their employees and any suppliers/sub-contractors or agents comply with SIAD's Environmental Management System (EMS) and environmental policy.	
Contractors/subcontractors shall not discharge any regulated materials to drains and/or sewers. Spills and other releases to the environment must be immediately reported by calling 911.	
Contractors/subcontractors shall provide adequate spill prevention.	
Contractors/subcontractors shall immediately notify the SIAD's Project Manager and the Environmental Office of any abnormal conditions found during excavation activities. Visibly discolored soils, soils with a discernible odor, and/or heavily stained concrete must not be removed from the site without approval of the Environmental Office.	
Contractors shall provide appropriate containers, properly label, store, and dispose of solid and hazardous wastes generated from their activities. Coordination with the Environmental Office shall occur before any waste is generated. The Environmental Office must sign all Hazardous Waste Manifests.	
Contractors/subcontractors shall minimize the effects of noise, odor, light, fugitive dust emissions, and traffic movement on and/or adjacent to facility property.	
Prior to commencing work, Contractors/subcontractors shall obtain all necessary environmental approvals/permits and present copies of such documentation to SIAD's Contracting Office, COR/COTR for dissemination to the Environmental Office.	
The Supplier/Contractor understands SIAD reserves the right to interrupt Supplier/Contractor activities (through the COR/COTR) that violate legal requirements and/or SIAD policies.	
Contractors shall be required to prepare and maintain records pertaining to the work performed in accordance with environmental regulatory requirements including record retention requirements.	

**Sierra Army Depot
Environmental Briefing &
Contractor Method Statement**

Section VI. Contractor Method Statement:

Respond to the following questions (use additional space if required).

This method statement must be completed, signed, and returned to SIAD's Contracting Office or the contract COR for dissemination to the Environmental Office before contracted work commences.

WORK DESCRIPTION:		
Briefly describe the work to be performed while on site including the activities of each contractor/subcontractor:		

AIR EMISSIONS:		
Will the work you perform produce or cause the release of any air emissions (e.g. dust, noxious gases, etc.)? Circle yes or no.	YES	NO
If YES, list type and quantity of air emissions and method for preventing/minimizing impact to the environment. Provide Safety Data Sheets to COR/Environmental for materials being used that will affect emissions:		

WATER DISCHARGES:		
Will the work being performed produce or cause a discharge to any surface, wastewater system or groundwater? Circle yes or no.	YES	NO
If YES, how will the discharge be handled or controlled?		

MATERIALS:		
What materials (chemicals, oils, etc.) and/or equipment will be used or brought on site to perform the work?		

**Sierra Army Depot
Environmental Briefing &
Contractor Method Statement**

WASTE GENERATION:		
Will the work being performed result in any solid or hazardous waste generation? Circle yes or no.	YES	NO
If YES, list the amounts and types of wastes expected, the planned on site control, and the proposed disposal method:		
Describe methods for minimizing waste:		
Will any wastes generated be recyclable?	YES	NO
If YES, list the recyclables and where and how they will be recycled:		

ENERGY:		
Will the work being performed consume energy (electricity, compressed air, natural gas, fuel, etc)? Circle yes or no.	YES	NO
If YES, explain what type of energy will be consumed and how you will minimize consumption.		

ENVIRONMENTAL MONITORING:		
Will the work performed require environmental monitoring? Circle yes or no.	YES	NO
If YES, describe any environmental monitoring to be performed including sample collection methods, frequency, analytical requirements, and laboratory to be used:		

**Sierra Army Depot
Environmental Briefing &
Contractor Method Statement**

OTHER:		
Are there other ways in which work being performed will affect the environment, whether adverse or beneficial?	YES	NO
If YES, please describe:		

LEGAL REQUIREMENTS:
Identify environmental legal requirements or permits applicable to the work that was not already addressed by the facility.

TRAINING:
Your employees must be trained on proper handling of materials/equipment being used and the proper response to incidents involving materials/equipment. Describe the training your employees receive:

Section VII. Supplier/Contractor Certification (review and sign):

I have reviewed and understand the information contained in this document. I also understand that SIAD personnel, along with the COR/COTR, have the right to inspect our activities and those of our contractors/subcontractors with regards to our on-site activities. I further understand that activities pertaining to service and/or maintenance contracts may require submission of this form on an annual basis. SIAD's Environmental Office should be contacted to make this determination.

Name:	
Title:	
Signature:	
Date:	