

Accomplishment of Environmental Commitments

Topic Areas and Questions

A. District Project Development

1. What process is followed to insure that recommended mitigation measures and permit conditions made during project development are incorporated into the project design; contract plans and specifications; and finally carried out in Construction?

What guidance or instructions are available to require documentation of environmental commitments and implementation at each stage of a project i.e., environmental, design, construction?
2. Who is assigned to track the recommended mitigation, permit requirements, and other environmental commitments throughout to ensure that it is incorporated into the design and construction of a project?
3. What measures are taken to insure proper completion of environmental mitigation: checklists, computerized databases, other methods? How are changes monitored to ensure that commitments continue to be met, for example contract addendums or construction change orders?
4. Who is responsible for maintaining mitigation features? For how long? What procedures are used?
5. Are environmental mitigation features being maintained in a manner consistent with their continued effectiveness? Is there a communication process set up for informing the Maintenance Branch of environmental commitments in a specific area? Are maintenance problems evident ?
6. Have commitments been made during the environmental process that could not be made in design or during the construction phase? If this has occurred, what changes were made, what process was followed?
7. Do you have any suggestions that would improve the existing procedures with regards to implementing environmental commitments?
8. How do you provide feedback to Environmental?
9. How do your Project Engineers/Project Managers become aware of environmental commitments and/or requirements?
10. When do the Project Engineers/Project Managers consult with the Environmental Branch? Is there consultation on-going during all steps of design?
11. What design reviews are done by the Environmental Branch?
12. Does the Environmental Branch review and concur with the final design?

13. How do you ensure that environmental commitments are feasible from a design and constructability point of view during the environmental process?
14. How do you provide feedback to Environmental?
 - a. How does Environmental convey to Design and the Construction Resident Engineer the environmental commitments for a project such as mitigation and permit requirements?
 - b. Is a distinction made by Environmental to Design and the Construction Resident Engineer between environmental commitments (required) and measures to minimize harm (not mandatory but desired)?
15. Are you aware that Environmental Certification is identified in the WBS and the Construction Manual?
16. Are you using this activity code and providing Environmental Certification?
17. How are you implementing the Environmental Certification process?

B. District Construction

1. What type of guidance has been issued to the Construction Office concerning the handling and implementation of environmental commitments?
2. Are the construction field personnel aware of environmental commitments of a project? If so, by whom and how is this done? Through written correspondence or verbal conversation?
3. How do you provide feedback to Environmental?
 - a. How does Environmental convey to Design and the Construction Resident Engineer the environmental commitments for a project such as mitigation and permit requirements?
 - b. Is a distinction made by Environmental to Design and the Construction Resident Engineer between environmental commitments (required) and measures to minimize harm (not mandatory but desired)?
4. During the preconstruction conference, is the contractor made aware of any environmental commitments? By whom? Is this documented? Are representatives from Environmental invited?
5. If changes need to be made, for any reason, to the planned environmental commitments, what process is followed and who is notified of the changes? Who approves these changes?
6. After completion of the project, are the actions to accomplish the environmental commitments documented in contract records including any necessary special instructions for future maintenance? If so, what happens with the information (i.e., who is notified and reviews these records)?

7. Does the commitment involve on-going maintenance activities? If so, how is this accomplished? What is the process followed for assuring that maintenance activities are accomplished?
8. Do you have any suggestions that would improve the existing construction procedures with regards to implementing environmental commitments?
9. Was the commitment accomplished as stated in the Environmental Document?
10. Were there field changes to the scope of the Environmental Document? If so, what were these changes? What approval process was used? How was concurrence by externals documented?
11. Briefly describe how you are made aware of Environmental Commitments on projects.
12. Are CCO's that involve environmental commitments, directly or indirectly, always reviewed by the Environmental Branch?
13. What is the established process you follow that passes on environmental commitments to the Maintenance Branch?
14. Are you aware of the Construction Manual requirement (2-05-4, Environmental Review) that at the completion of construction the Environmental Branch with the Resident Engineer is to conduct a review to ensure that all environmental commitments were completed. In addition, a brief memo giving suggestions for improving future projects is to be sent to the appropriate District and Headquarters functional units? Is a report written on the completion of the project? If so, who receives a copy of the report and where are they filed? Does the report include the status of completing all the environmental commitments?
15. Are you aware that a Certificate of Environmental Compliance is identified in the WBS and the Construction Manual?
16. Are you using this activity code and providing Environmental Certification?
17. How are you implementing the Environmental Certification process?