	EHS Contractor Requirements	**Revision: #3**
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EHS Procedure	**Responsible Organization:** WCF Facilities Division	
	Approved By: Marcelo Dijamco	**Signature: <electronically approved>**

1.0 PURPOSE

To define the Environmental, Health, and Safety (EHS) requirements for contracted services at the Bureau of Engraving and Printing (BEP), Western Currency Facility (WCF) in Fort Worth, Texas.

2.0 SCOPE

Contracted services including construction and service contractors and resident contractors.

3.0 ROLES AND RESPONSIBILITIES

3.1 The Facilities Division Manager is responsible for:

- Approving and implementing this document.

3.2 The Environmental Engineering Branch and/or Safety and Occupational Health Branch Manager(s) are responsible for:

- Coordinating with the Contracting Officer's Representatives (CORs) on EHS requirements that may arise during construction and other contracted services.
- Revising and maintaining this document as needed.

3.3 CORs are responsible for:

- Ensuring the specifications of this procedure are in the contract.
- Communicating with the Environmental Engineering Branch Manager and/or Safety and Occupational Health Branch Manager when these requirements need to be changed.
- Communicating project status to the EHS representatives assigned to monitor construction and services contracts.
- Facilitating communications between the Contractor and EHS representatives.

- Ensuring that EHS representatives are invited to a pre-performance or pre-construction meeting.
- Providing other requested documentation to EHS for review and approval to ensure compliance.
- Providing Safety Data Sheets (SDSs) to EHS for review and approval prior to being brought on site for use.
- Including EHS representatives in periodic project status meetings with the Contractor.
- Directing a work stoppage in the event of observed conditions or behaviors that represent a serious or imminent danger to the safety or health of contractors' personnel, BEP personnel, or the facility itself. Safety-related work stoppage orders should be at the concurrence of Safety and Occupational Health staff.

3.4 The Contractor is responsible for:

- Following the requirements contained herein or communicated to them by the COR or WCF EHS representatives.
- Correcting any noncompliance issues with requirements in this document or others that are incorporated by reference.

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4.0 SPECIFICATIONS

4.1 General

4.1.1 Regulatory Compliance and Conformance with BEP EMS

Contracted services must be performed in a manner consistent with the BEP Environmental Management System (EMS) Business Policy (see section 4.1.2), and applicable EHS laws, regulations, and other applicable requirements, codes, and standards. The BEP contractually transfers responsibility to its Contractors for compliance with applicable EHS laws and regulations, BEP policies, and for adherence to standards identified in contracts.

The provisions contained in this document supplement existing applicable BEP EHS programs and procedures.

All Contractors must comply with the EHS requirements and procedures established through the BEP WCF EMS. These requirements include those contained in this document and those that are communicated by the COR or WCF EHS representatives.

Note: 48 CFR FAR Section 52.223-19 Compliance with Environmental Management Systems, contains the following requirement:

Compliance with Environmental Management Systems
The Contractor's work under this contract shall conform with all operational controls identified in the applicable agency or facility Environmental Management Systems and provide monitoring and measurement information necessary for the Government to address environmental performance relative to the goals of the Environmental Management Systems.

4.1.2 BEP EMS Business Policy

All Contractors conducting construction or other services at the WCF must carry out their contractual services in a manner that is consistent with the principles and commitments reflected in BEP's EMS Business Policy.

BEP EMS Business Policy
Everything we do supports producing secure, high-quality banknotes that meet customer requirements, minimizing our environmental impact, and exceeding our compliance requirements. We are committed to continually improving products and processes, protecting the environment through the prevention of pollution, and investing in our employees, facilities and equipment to enable that improvement and provide a safe workplace.

4.2 Competency, Training and Awareness

4.2.1 Pre-construction or Pre-performance EHS Briefing

Construction and Service Contractors will attend a pre-construction or pre-performance EHS Briefing prior to the beginning of their onsite project or the first year of the contract. The Contractor's Competent Person must sign the pre-construction or pre-performance EHS Briefing checklist. All attendees must sign the attendance sheet.

For projects with non-English speaking workers, the Contractor must have a person fluent in English to translate information from the pre-performance or pre-construction EHS briefing or for any training conducted at the BEP WCF.

4.2.2 Training

Contractors are responsible for ensuring that all contract personnel assigned to the project are trained and competent to carry out their assigned tasks. Contractor personnel will possess and maintain appropriate certifications and training related to their duties at BEP WCF. At the time of the Preconstruction briefing, the contractor may be asked to provide employee training records relevant to the project. Training records may also be requested at any time during the span of the contracted work. This may include but not be limited to the following types of training, as relevant to the project:

- Fire extinguisher training
- Powered Industrial Truck training
- Hazard Communication training
- HAZWOPER training
- Fall protection training
- Lockout/Tagout training
- Electrical safety training
- Hearing conservation training
- Confined space training
- Respiratory protection training
- Hazardous waste training
- Aerial lifts and scissor lifts

Contractor personnel that are not qualified or trained to perform their duties safely shall not be allowed to work on the project.

4.2.3 Records of Competency and Training

The Contractor shall maintain records of training and verification of competency, which will be made available upon request by the COR. The COR shall make training documents available to EHS representatives upon request.

4.2.4 Fitness for Duty

The Contractor is responsible for determining whether personnel assigned to specific tasks are physically and medically fit for safely performing those tasks.

4.3 Submittals

As determined by the EHS review process, the Contractor shall submit the following to the COR for WCF EHS review:

4.3.1 Safety & Fire Prevention Plan

The Contractor shall submit a project or contract-specific Safety & Fire Prevention Plan for review and approval. The Plan shall demonstrate that the Contractor understands the relevant safety, health, and fire prevention requirements necessary for the project. The Plan must be submitted at least fourteen (14) calendar days before work onsite commences. The Plan shall contain the estimated quantities of flammable liquids (as defined in 29 CFR 1910.106(a)(19)) that will be used during the project and how and where they will be stored. The flammable liquids shall be categorized as Category 1, 2, 3, or 4 consistent with the Globally Harmonized System (GHS) per 29 CFR 1910.106(a)(19).

The Safety & Fire Prevention Plan shall include a mandatory provision to perform Job Safety Analyses (JSA) or equivalent. Before beginning each different and distinct work activity (e.g. demolition, movement of materials, installation, etc.) involving a type of work presenting hazards, the Contractor(s) performing that work activity shall prepare a JSA (or equivalent). In addition, all operations, materials, and equipment shall be evaluated to determine the presence of hazardous environments or if hazardous or toxic agents that could be released into the work environment.

JSAs (or equivalent) shall define the activities being performed and identify the work sequences, the specific anticipated hazards, site conditions, equipment, materials, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk.

Work shall not begin until the JSA for the work activity has been accepted by the COR and discussed with all engaged in the activity, including the Contractor, subcontractor(s), and a WCF EHS representative at preparatory meetings.

The names of the Competent/Qualified Person(s) required for a particular activity (for example, excavations, scaffolding, fall protection, other activities) as specified by OSHA shall be identified and included in the JSA.

4.3.2 Safety Data Sheets (SDS) for Hazardous Materials

In accordance with FAR in 48 CFR Subpart 23.302(c) and Subpart 52.223-3 Hazardous Material Identification and Material Safety Data, the contractor must provide a SDS and BEP Form 1030 for each chemical-based product the

contractor intends to use or store. SDS requirements for employers are driven by OSHA regulations in 29 CFR 1910.1200 and EPA Emergency Planning and Community Right-to-Know regulations as codified in 40 CFR 370 and 372. The Contractor shall submit a SDS to the COR for review and approval by EHS prior to product use or storage. Once approved, no substitutions are allowed without prior approval. SDSs must be submitted at least two (2) weeks prior to the expected use of the product(s) during the project or contract.

4.3.3 Waste Management Strategy

The Contractor, COR, and WCF EHS staff shall discuss and review the following during the preconstruction or pre-performance meeting:

a) Contractor's construction waste management strategy,
b) Procedures, schedules, specific requirements for waste materials recycling, disposal and coordination
c) Estimate of types and quantities of waste expected to be generated.

The Contractor may be required to write agreed-upon procedures and submit it to the COR for review and approval by the Environmental Engineering Manager or designee before disposing of regulated (EPA & TCEQ) waste generated from the site. If required, the Contractor must submit procedures ten (10) days prior to start of work.

See Waste Management Section (4.11.4) for specific requirements for hazardous waste generated during the project.

4.3.4 Environmental Records

A copy of environmental records will be provided to the CO/COR. These records include, but may not be limited to:

a) Employee training records
b) Records associated with monitoring or measurement of environmental controls
c) Spill reports
d) Bills of lading associated with the shipment and disposal of non-regulated waste
e) Other items identified during EHS review.

4.4 Work Permits Issued by BEP WCF EHS/Facilities Division

The following contractor activities shall require permits or prior approval from the COR and/or applicable BEP WCF Environmental Engineering or Safety and Occupational Health Branch(s).

4.4.1 Hot Work Permit

If the project requires cutting, welding, grinding, or burning, a hot work permit must be obtained by the Contractor from WCF Safety and Occupational Health Branch prior to starting the operation.

Reference: 75W-04.0-02 Hot Work Permit Procedure
75W-04.0-02F Hot Work Permit Checklist

The Contractor shall follow safe welding and burning procedures in compliance with National Fire Protection Association (NFPA) 51B.

4.4.2 Confined Space Entry Permits

The COR shall initiate/coordinate issuance of a confined space permit in advance of a scheduled entrance by the contractor. Safety and Occupational Health will conduct a hazard evaluation and issue a confined space entry permit. The Contractor must adhere to all requirements of the WCF Permit Required Confined Space Permit.

The Permit will contain the requirements needed to safely enter the space. The Contractor will be provided a copy of the Permit. The Contractor is responsible for providing all of the necessary equipment required to safely enter a confined space including: atmospheric testing monitors, appropriate respiratory protection, and other necessary personal protective equipment as required by OSHA and specified in the Permit. The Contractor is responsible for certifying that their employees (entrants, attendants, and rescue team) are trained in all aspects of permit-required confined space entry (per 29 CFR 1910.146(g). The employer certification shall contain each employee's name, the signatures or initials of the trainer, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

Reference: 75W-04.0-10 Permit Required Confined Space Procedure

4.4.3 Fire System Impairment

The contractor shall follow the 75W-04.0-09 Fire System Impairment Procedure. The COR shall notify the Fire System Impairment Coordinator of any work that will or may cause an impairment to Fire System. Impairments include disabling fire alarm panels, fire sprinklers, and detection devices.

Reference: 75W-04.0-09 Fire System Impairment Procedure

4.4.4 Excavation Permit

Excavations greater than 4 feet in depth require an excavation permit. Excavation permits are applicable during activities whenever the ground is broken for open excavations (e.g., trenching, pile driving, ground water wells, soil boring, installation of pipelines, conduit, foundations, etc.) on BEP owned, operated, or managed property. The purpose of Excavation permits are to ensure the use of protective systems and that the requirements of the OSHA Construction Standard 29 CFR 1926.650 are met. Excavation permits must be submitted in advance of breaking ground and identify a competent person. The completed permit must be submitted through the COR to EHS.

Reference: 75W-04.0-18 Excavation Permit Procedure

4.5 Environmental Permits from Regulatory Agencies

The Contractor will assist BEP and provide technical specifications and information as necessary for the BEP to attain permit authorizations or amendments from external agencies.

4.5.1 Air Permits to Construct

Site preparation activities for installation of certain equipment, and/or air emissions sources and air pollution control devices may require BEP to obtain amendments to the WCF NSR Air Permit from the Texas Commission on Environmental Quality (TCEQ) or may require submittal of Permits by Rule (PBRs). Such permit amendments or PBRs must be approved by TCEQ prior to the start of any construction activities. The COR will coordinate with WCF Environmental Engineering Branch early in the project planning and design phase if air permitting is required for construction or servicing activities. The Contractor will assist BEP WCF by providing technical specifications and support necessary for the BEP WCF to secure necessary air permit authorizations.

4.5.2 Air Emissions

The Contractor will not cause any dust or nuisance air emissions that would be subject to environmental permitting or control requirements during construction activities. The Contractor shall control emissions from activities on-site in accordance with the City of Fort Worth and TCEQ requirements.

4.5.3 Wastewater Discharge Permit

Site preparations and/or installations for new equipment may require modifications to the BEP WCF Industrial Wastewater Discharge Permit issued by the City of Fort Worth. Any processes that will cause a change in the volume or characteristics of the wastewater discharge to the sanitary sewer system must be reported to the COR who will seek direction from WCF Environmental Engineering Manager. The Contractor shall provide technical specifications and support to BEP necessary to secure any required modifications to the Industrial Wastewater Discharge Permit.

4.5.4 Storm Water Permit

The WCF has a Texas Pollutant Discharge Elimination System (TPDES) Multi-Sector General Stormwater Permit for Industrial Facilities issued by TCEQ. The No Exposure Certification requires that there be no exposure of materials or activities to precipitation or runoff. To qualify for this conditional exclusion from permit requirements, the operator of the facility must certify that industrial activities and materials are isolated from precipitation and runoff by storm resistant shelter. Contractors must not conduct any activities that will expose industrial activities to precipitation or runoff. There are some exceptions to the requirements for total isolation from precipitation and runoff, but they must be discussed and agreed

upon with WCF Environmental Engineering Manager or designee before the projects begin. In all cases outdoor dumpsters or roll-off containers used to collect construction or demolition debris must be water-tight and must be covered by a tarpaulin, except when adding waste materials to the dumpster.

Also, large construction activities which disturb 5 or more acres or small construction activities which disturb at least 1 but less than 5 acres are required to obtain coverage under the TPDES Construction General Permit (CGP) TXR150000 from TCEQ. The Contractor is responsible for submitting a Notice of Intent and all other documentation required by the TCEQ to obtain coverage under the CGP. The Contractor will implement a Storm Water Pollution Prevention Plan (SWPPP) per applicable requirements of the Construction General Stormwater Permit and implement Best Management Practices (BMPs) for storm water protection. BMPs must be discussed with and approved by WCF Environmental Engineering Manager or designee to ensure they are compatible with existing criteria and effective.

4.5.5 Wastewater Discharge

Contractors will not discharge any type of waste or liquid to sanitary sewer drains, storm sewers, or soil without notification and authorization from WCF Environmental Engineering Manager or designee.

4.6 Health and Safety Requirements

4.6.1 Compliance

The Contractor is responsible for the safety and health of his/her employees and BEP WCF personnel while working on site. The Contractor shall comply with all relevant OSHA, and local requirements, applicable Department of the Treasury and BEP safety and health requirements, and the most recent version of applicable standards and codes applicable to the BEP. These codes and standards are listed in Section 5.0 References. In the event of conflict between adopted standards and codes, the more stringent requirement is to be applied (Note: see exception in 4.7 Fire Protection).

The Contractor is expected to implement employee sound accident prevention practices to protect their employees, BEP employees, and property from unsafe conditions, in accordance with FAR regulations in 48 CFR 52.236-13 Accident Prevention:

(a) The Contractor shall provide and maintain work environments and procedures which will—

(1) Safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to Contractor operations and activities;

(2) Avoid interruptions of Government operations and delays in project completion dates; and

(3) Control costs in the performance of this contract.

(b) For these purposes on contracts for construction or dismantling, demolition, or removal of improvements, the Contractor shall—

(1) Provide appropriate safety barricades, signs, and signal lights;

(2) Comply with the standards issued by the Secretary of Labor at 29 CFR Part 1926 and 29 CFR Part 1910; and

(3) Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for the purposes are taken.

That subpart of the FAR 52.236-13(d) also contains the following concerning work stoppage for unsafe conditions:

(d) Whenever the Contracting Officer becomes aware of any noncompliance with these requirements or any condition which poses a serious or imminent danger to the health or safety of the public or Government personnel, the Contracting Officer shall notify the Contractor orally, with written confirmation, and request immediate initiation of corrective action. This notice, when delivered to the Contractor or the Contractor's representative at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.

4.6.2 Inspections

The WCF EHS staff will conduct unannounced inspections throughout BEP work spaces including Contractor work areas and construction sites. EHS maintains the right to stop any work where there is an immediate and serious threat to Contractors or BEP employees. EHS Inspection findings requiring abatement or corrective action will be forwarded to the COR through the Environmental Branch Engineering and/or Safety and Occupational Health Branch Manager(s) or designee. If, during the course of the contract, EHS personnel note any situations of non-compliance with the Contractor's safety and health program or BEP WCF safety and health requirements, EHS personnel will bring them to the attention of the COR by email.

Note: For deficiencies identified in EHS inspections the Environmental Engineering Branch and/or Safety and Occupational Health Branch may request a meeting with the COR to discuss the circumstances to document, clarify, and resolve the issue.

4.6.3 Personal Protective Equipment

In accordance with 29 CFR 1910.132 Personnel Protective Equipment or 29 CFR 1926.95 and 1926.28(a) for Construction Services, the Contractor shall provide personal protective equipment (PPE) to their employees relative to the hazards identified in the Contractor Safety & Fire Prevention Plan and any BEP WCF

issued permits. PPE includes, but may not be limited to, respiratory protection, fall protection, safety shoes, head protection, protective clothing, electrical protective equipment, hand protection, hearing protection, and eye/face protection. The Contractor shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). The selection of PPE must be based upon the assessment of hazards present or likely to be present.

Contractors must communicate PPE decisions to affected employees. The affected employees must be trained on the use, care, and limitations of required PPE.

The existence of this procedure does not remove any regulatory burden placed on contractors by OSHA.

4.6.4 Occupant Protection

Contractors shall protect the occupants of the BEP WCF building by installing safety rails and barricades as applicable to prevent injury from unauthorized entry of personnel into work areas and shall erect warning signs as necessary to indicate construction areas or hazardous zones. Signs located at the entrance to barricaded areas must communicate personal protective equipment (PPE) necessary for entrance of personnel.

Reference: 29 CFR 1926 Subpart G – Signs, Signals, and Barricades (for Construction Services).

4.6.5 Housekeeping

All contractors must maintain their workspaces in an orderly manner free of clutter. The Contractors must clean up the work area on a daily basis.

Reference: FAR 52.236.2 Cleaning Up: The Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, the Contractor shall remove from the work and premises any rubbish, tools, scaffolding, equipment, and materials that are not the property of the Government. Upon completing the work, the Contractor shall leave the work area in a clean, neat, and orderly condition satisfactory to the Contracting Officer.

4.6.6 Equipment

All equipment, powered industrial trucks, vehicles, scaffolding, ladders, tools, protective equipment, etc., must be in good, safe working order and must comply with manufacturer recommendations, OSHA, and other applicable standards.

4.6.7 Prohibited Equipment

Powder-actuated fasteners or other powder tools such as nail guns may only be used with written permission from the COR and coordinated with EHS and the

Security Division. If permission is granted for use of powder actuated tools, the use must be in accordance with 29 CFR 1926.302(e). Powder actuated tools approved for use must meet the design requirements of ANSI A10.3. Contractor personnel using powder actuated tools must be fully qualified and trained.

Gasoline and diesel-powered equipment shall not be allowed within the BEP WCF buildings, except for trucks unloading in truck bays and permanently installed combustion equipment. Any deviation to this requirement must be routed through the COR to be approved by EHS.

The use of liquefied propane (LP) or natural gas (NG)--powered equipment indoors may be approved on a case-by-case basis by the COR (with concurrence by the Facilities Division Manager). The equipment must be equipped with an emissions exhaust scrubber and monitoring must be conducted during use. The contractor must seek approval through the COR before using such equipment indoors.

4.6.8 Maintenance of Access

The Contractor must not block fire extinguishers, passageways, corridors, sidewalks, pedestrian walks, alleys, electrical panels and disconnects, or entranceways of buildings during performance of work under the Contract without approval from WCF Facilities Division with concurrence from the Authority Having Jurisdiction (AHJ).

The Contractor must provide appropriate barricades, signs, markers, and other devices or personnel as may be required by the COR (in concurrence with the Security Division), for traffic guides and public safety. Barricades, signs, and markers must be in accordance with OSHA standards.

Reference: 29 CFR 1926 Subpart G – Signs, Signals, and Barricades.

4.6.9 Illumination

The Contractor is responsible for supplying and installing adequate temporary illumination at the job site. The Contractor is responsible for maintaining the temporary illumination in a safe condition at all times. Job site illumination must meet the requirements of 29 CFR 1926.56 – Illumination.

4.6.10 Accidents, Mishaps and Near Misses

The Contractor must complete an EHS Incident Report for any incident involving property damage, serious injuries, illnesses, potentially hazardous conditions, or general occupational and environmental, health, and safety concerns. The COR will provide the form if needed. The original form must be submitted directly to the COR and EHS.

Referenced Document: 75W-06.0-01 Injury and Illness Reporting, Section 4.0 Contractors Involved in an Accident/Incident.

4.6.11 Activities Impacting Indoor Air Quality

Some construction-related activities may generate and disperse contaminants that adversely impact indoor environmental quality and associated human health and/or safety. The Contractor must maintain good housekeeping habits to contain dust and construction debris. Engineering controls such as local exhaust ventilation, air filtration devices, and dust partitions shall be employed to capture contaminants at the source, filter exhaust air, and limit the migration of airborne contaminants, respectively, if required by the contract.

4.6.12 Existing Utilities

For projects involving cutting, core drilling, jack hammering, or similar activities, the Contractor shall be responsible for identifying hidden electrical lines, piping, ducts, etc. with appropriate survey equipment. Any such activities must be pre-approved with the COR.

4.6.13 Noise

Compressed air-powered jackhammers or other loud noise generating equipment may not be used in, on, or near the building without prior approval of the COR and SOH. Approval will be granted only when other means of accomplishing the work are not possible.

4.6.14 Nuisance Conditions

The Contractor must be aware of the potential effects of noise, odor, light, fugitive dust emissions, and traffic movement in the facility, and if needed, shall propose measures to mitigate the impact on BEP employees and other building occupants.

4.7 Fire Prevention and Protection

4.7.1 Compliance

The Contractor will comply with applicable federal fire protection regulations, standards and codes, Department of the Treasury, BEP policies and requirements, and BEP adopted standards and codes. These standards and codes include the National Fire Protection Association (NFPA) Code unless otherwise directed by the Contracting Officer (with concurrence by SOH). A list of adopted codes and standards is provided in Section 5.0 References. In the event of conflict between adopted standards and codes, the more stringent requirement is to be applied, except that the International Building Code (IBC) Means of Egress Chapter is replaced by the entire contents of the most recent edition of NFPA 101 Life Safety Code.

4.7.2 Safeguarding Construction and Demolition Operations

Per NFPA 241, Part 10.8.2, where a building is equipped with sprinklers, the sprinkler protection shall be retained in service as long as the condition requiring the use of sprinklers exists.

4.7.3 Egress

The Contractor shall not impact an established means of egress from the work area(s) or building. Means of egress shall be continuously maintained free of all obstructions and impediments to full instant use in the case of fire or other emergencies.

Exemption: In cases where demolition/construction of an existing egress path would result in hazards to building occupants during egress, approval of any exemptions or waivers from this requirement must be granted by the Authority Having Jurisdiction (AHJ).

4.7.4 Flammable Materials

Flammable materials with a flash point below 100 degrees Fahrenheit shall be stored properly inside the BEP WCF buildings with prior approval by EHS through the SDS approval process.

4.7.5 Exits

Exit routes must be maintained during construction, repairs, or alterations in accordance with 29 CFR 1910.37(d).

The Contractor shall ensure that every exit from the construction site is marked by a clearly visible sign with the word EXIT in plainly legible letters at least six inches high and with at least a 3/4-inch" stroke width. Exit signs shall be illuminated either by internal or external means by a reliable light source giving a value of not less than 5 foot-candles on the illuminated surface.

4.7.6 Preventing Fire Hazards and Damage

The Contractor shall take necessary actions to eliminate possible fire hazards and to prevent damage to construction work, building materials, equipment, temporary field offices, storage sheds, and other property. This includes coordinating delivery of flammable or combustible materials onto the BEP site to minimize long-term storage at the project site.

4.7.7 Portable Fire Extinguishers

Construction and other non-resident contractors are required to provide their own fire extinguishers, of appropriate type and quantity, at the job site.

4.7.8 Fire Alarm

The building is equipped with an automatic fire alarm system that sounds an alarm throughout the building. The alarm is both audio (alarm tone and voice) and visual (strobe lights). During planned drills and actual emergencies, Contractor employees must exit the building (or Contractor's work area if outdoors) and assemble at the BEP established assembly (i.e. muster point) areas.

Muster points will be discussed with the Contractor during the project preconstruction or pre-performance meeting or can be obtained from the COR. During a fire alarm evacuation, the Contractor's Project Superintendent, Supervisor, or Competent Person shall determine if all Contractor employees are accounted for while employees are assembled at the muster point. If an employee is missing, the Superintendent, Supervisor, or Contractor Competent Person shall notify the nearest BEP Police Officer or EHS representative and the COR.

4.7.9 Emergency Response Procedures

All emergencies are to be reported immediately to the Police Communications Center (PCC) by dialing "0" or "1-3700" on any internal house phone. If dialing from an outside line or cellular phone contact the PCC at (817) 847-3700.

If you are involved in an actual fire, discover fire, and/or unaccounted for smoke or heat, remember "**RACE**." The following four steps are to be followed:

1. **R**emove people in a life-threatened situation. If a person is overcome by smoke or for another reason needs to be immediately removed from the fire-involved area, help but without putting your own life in danger.
2. **A**larm: Sound the alarm as follows:
   - Pull the nearest manual pull station (if it is not already sounding). These are located near every stairwell door and at midpoints in long corridors;
   - Call (PCC) by dialing "0" – Tell the PCC the size and nature of the fire, exact location of the fire, if any people are in danger, and any other pertinent information. DO NOT hang up as the PCC may have specific questions. If you do not have telephone access, notify the nearest Police Officer.
3. **C**lose the door to the fire-involved room. If you are not at the site of the emergency but are ordered to evacuate, close all doors before you leave.
4. **E**vacuate the building or the Contractor's work area if outside, and assemble at your predetermined muster point.

For Resident Contractors additional information about emergency response procedures is provided in the 75W-04.0-01 Occupant Emergency Plan and Fire Prevention Plan.

4.8 Electrical Safety

4.8.1 Compliance

The Contractor shall comply with the latest applicable OSHA standards, the National Electrical Code (NEC) (i.e. NFPA 70®), and other adopted codes and standards identified in Section 5.0 References. As noted in other sections of this Procedure, in the event of conflict between the standards and codes, the more stringent requirement is to be applied.

4.8.2 Lock Out/Tag Out

Energized parts shall be de-energized before working on or near them, unless de-energizing introduces additional or increased hazards. Live parts operating at less than 50 volts to ground do not need to be de-energized. Energized Electrical Work Permits are required to be submitted to the WCF COR for approval by EHS prior to working on energized parts, (per BEP WCF procedure 75W-04.0-08 Electrical Safety Procedure). The Energized Electrical Work Permit is available through the WCF SOH Branch. Troubleshooting and diagnostic testing by qualified employees may be performed on energized equipment only when proper planning and PPE is utilized.

The de-energizing of building circuits shall be performed by the BEP WCF Building O&M Contractor in accordance with BEP WCF procedure 75W-04.0-07 Energy Control Program-Lockout/Tagout. Each piece of equipment may be de-energized by the Contractor only with prior approval of the COR. Before beginning service or maintenance, the Contractor shall prepare for shutdown; shut down the machine; disconnect or isolate the machine from the energy source(s); apply the lock out or tag out device(s); release, restrain or otherwise render safe all potential hazardous stored or residual energy; and verify isolation and de-energizing of the machine. Before removing lock out or tag out devices, the employee shall inspect machines or their components to assure that they are operationally intact and check to assure that everyone is positioned safely away from the machines.

4.8.3 Portable Electric Equipment

Portable equipment shall be handled in a manner which will not cause damage to the facility or electrical shock. Flexible electric cords (extension cords) connected to equipment may not be used for raising or lowering the equipment. Flexible cords may not be fastened with staples or otherwise hung in a fashion that could damage the outer jacket or insulation. Flexible cords shall be inspected in accordance with current regulations and standards and removed from service if insulation is damaged. All hand and portable-powered tools must be maintained in good condition and in a safe working order.

4.8.4 Ground-Fault Circuit-Interrupters (GFCI)

Portable or cord-connected GFCI shall be provided by and used by the Contractor whenever working in wet areas or as otherwise required by the NEC and OSHA.

4.9 Compressed Gas Cylinder Safety

4.9.1 Compliance

The Contractor will comply with applicable OSHA standards and Compressed Gas Association (CGA) specifications and other adopted codes and standards identified in Section 5.0 References. As noted in other sections of this specification, in the event of conflict between the standards and codes, the more stringent requirement is to be applied.

4.9.2 Inspection

Contractors must inspect compressed gas cylinders per standards displayed in the CGA pamphlets. Unlabeled cylinders are prohibited from use on WCF property.

4.9.3 Storage Procedures

The following compressed gas cylinder requirements are the minimum safety procedures to be used:

a) Cylinders are to be stored in an upright (vertical) position
b) When a cylinder is in storage, keep the steel protective cap screwed on
c) Group cylinders by types of gas
d) Store full and empty cylinders apart
e) Store gases so that old stock is removed and used first
f) To keep cylinders from falling over, secure them with chains, cables, or other approved restraining devices to a secure area such as a wall. Individual cylinders shall not be left unattended while unsecured anywhere in BEP WCF facilities
g) Store compressed gas containers in dry, well-ventilated areas away from exits and stairways
h) Do not store compressed gas containers in high pedestrian and vehicle traffic areas
i) Store oxygen cylinders at least 20 feet from flammables or combustibles or separate them by a 5-foot, fire-resistant barrier
j) Keep oil and grease away from oxygen cylinders and valves
k) If your hands, gloves, or clothing are oily, do not handle oxygen cylinders
l) Ensure there are appropriate fire extinguishers near the storage area

4.10 Powered Industrial Trucks (PITs)

4.10.1 Compliance

The Contractor will comply with applicable OSHA standards regarding powered industrial trucks (29 CFR 1910.178).

4.10.2 PIT Labeling

The Contractor shall place contact information on PITs.

4.10.3 Equipment Inspections

The Contractor shall conduct regular inspections to identify trucks that need repair, are defective, or are hazardous and remove them from service. Industrial trucks shall be inspected/examined before being placed into service by the operator and shall not be placed into service if the inspection shows any condition adversely affecting the safe operation of the vehicle. The operators shall inspect the industrial trucks at least daily during the course of the project.

4.10.4 Battery Charging

Battery charging operations shall be performed per instructions from the COR.

4.10.5 Traffic Regulations and the Safe Operation of the Industrial Trucks

When in transit, the Contractor shall wear safety belts, adhere to posted speed limits and stop signs, yield the right of way to pedestrian traffic, maintain safe operating distances between adjacent vehicles, and sound the vehicle's horn when passing entrances of doors, elevators, intersections, blind spots, aisles, and/or other dangerous passing locations where vision is obstructed. The driver shall look in the direction and keep clear view of the path of travel. The operator must make sure that the audible back-up alarm is activated when the truck is moving in reverse.

4.10.6 Material Handling with PITs

The PIT operator must be trained in accordance with 29 CFR 1910.178(l). Only safely-arranged loads that are within the rated capacity of the truck shall be handled. Industrial truck operators shall approach and enter elevators slowly and squarely. Operators must know the capacity of the elevator and assure the weight of the truck and its load does not exceed the capacity. Once on the elevator, the truck controls shall be neutralized, power shut off, the brakes set, and the operator dismounted from the truck. If using a motorized hand truck, enter the elevator or other confined area with the load end forward. Before exiting the elevator, the operator shall sound the truck's horn and the audible back-up alarm to alert pedestrians. All truck operators shall place wheel blocks under the rear wheels to prevent the truck from rolling while unloading the vehicle.

4.11 Environmental Management

4.11.1 Compliance

As applicable to their onsite activities, Contractors will comply with applicable Federal, State, and local regulations and standards related to environmental protection including those promulgated by the EPA, the TCEQ, or the City of Fort Worth.

4.11.2 Inspections

See 4.6.2.

4.11.3 Spills and Releases

The Contractor shall manage spill and releases including prevention, notification, identification of abnormal conditions, and corrective action as follows:

4.11.3.1 Spill Release Prevention

Contractors will provide adequate spill/release prevention equipment and procedures for all materials stored or used on site. All liquid containers 55 gallons or larger must be kept within secondary containment while stored at the BEP WCF.

4.11.3.2 Spill Notification

In the event of a spill, Contractors will immediately notify the Police Communications Center (dial 0 from any internal line) or (817) 847-3700 if calling from an external telephone or cellular phone.

4.11.3.3 Abnormal Conditions

Contractors will notify the COR of any abnormal environmental conditions found during work conducted at the facility. Visibly discolored soils, soils with discernible odor, and/or heavily stained concrete must not be removed from the site without prior approval provided by the COR from EHS.

4.11.3.4 Corrective Action

The Contractor will coordinate with the BEP WCF regarding corrective action to contain/control and remediate any hazardous substance release or other contamination caused by the Contractor's activities at the BEP WCF facility. The Contractor is responsible for the cost of any corrective action to address oil or hazardous substance releases or other contamination caused by the Contractor arising in connection with the Contractor's activities at the BEP WCF, including but not limited to, costs to the BEP to complete corrective action and payment of any fines or penalties imposed by Federal, State, and local regulatory agencies.

4.11.4 Waste Management

The Contractor shall containerize all generated hazardous or TCEQ Industrial Solid Waste into Department of Transportation (DOT) approved containers, supplied by the Contractor.

Additionally, the Contractor shall label and store all waste material generated from on-site activities in compliance with all State and Federal regulations, applicable BEP WCF procedures, and the BEP-approved Contractor's Waste Management Plan.

Hazardous waste and Texas-regulated nonhazardous industrial solid waste (Class 1 and 2) generated during the project will be transferred to the BEP WCF 90-day Central Waste Accumulation Area (CWAA) for shipment and disposal. The contractor cannot ship or dispose of waste generated at the WCF without the written permission of the BEP WCF Environmental Engineering Manager or designee.

In accordance with FAR Subpart 23.400, Contractors shall follow all Resource Conservation and Recovery (RCRA) requirements for a large quantity hazardous waste generator, including labeling requirements.

4.11.5 NEPA Requirements

Some construction projects may trigger NEPA requirements that would require the BEP to further assess environmental impacts, in accordance with Treasury Directive 75-02 Department of the Treasury National Environmental Policy Act (NEPA) Program. In such cases the contractor will provide technical specifications or project information as may be relevant to fulfilling NEPA requirements.

4.11.6 Sustainability Program

Treasury Directive 75-09 (Environmental, Health and Safety Management, Energy, and Sustainability Program) requires the Bureau of Engraving and Printing to employ sustainable environmental practices and implement life-cycle costs effective and efficient programs. This includes employing sustainable environmental practices in acquisition of goods and services. The Contractor will deliver goods and services as appropriate to enable the BEP to meet the intent of Treasury Directive 75-09.

4.11.7 Nuisance Complaints

Complaints from BEP WCF employees or external parties concerning noise, odor, light, fugitive dust emission, and traffic movement related to the contractor's operations must be immediately reported to the COR. The Contractor shall propose measures to mitigate those conditions if they occur.

The Contractor must be aware of the potential effects of noise, odor, light, fugitive dust emissions, and traffic movement in the facility, and if needed, shall propose measures to mitigate the impact.

5.0 REFERENCES

5.1 Executive Orders (EO)

a) EO 11988, "Floodplain Management," May 24, 1977.
b) EO 11990, "Protection of Wetlands," May 24, 1977.
c) EO 12088, "Federal Compliance with Pollution Control Standards," October 13, 1978.
d) EO 12196, "Occupational Safety and Health Programs for Federal Employees", February 26, 1980 as amended by E.O. 12223, June 30, 1980.
e) EO 13221, "Energy Efficient Standby Power Devices", July 31, 2001.
f) EO 13834 – Efficient Federal Operations, May 17, 2018

5.2 Code of Federal Regulations (CFR)

a) 29 CFR, Labor
b) 40 CFR, Protection of the Environment
c) 49 CFR, Transportation
d) 48 CFR, Federal Acquisitions Regulations (particularly specific sections in Subpart 23 and 52)

5.3 National and International Standards and Codes

UFAS – Uniform Federal Accessibility Standards
ASTM – American Society of Testing Materials
ACI – American Concrete Institute
AISC – American Institute of Steel Construction
ANSI – American National Standards Institute
ASHRAE – American Society of Heating and Refrigeration and Air Conditioning Engineers
CGA – Compressed Gas Association
FM – Factory Mutual
IBC – International Building Code
NEC – National Electrical Code
NSPC – National Standard Plumbing Code
NFPA – National Fire Protection Association
UL – Underwriters Laboratory

5.4 State of Texas Statutes and Regulations (as codified in the Texas Administrative Code Title 30)

5.5 Treasury Directives (TD)

a) TD 75-02, “Department of the Treasury National Environmental Policy Act (NEPA) Program
b) TD 75-09 Environmental, Health and Safety Management, Energy and Sustainability Program

5.6 BEP Policy or Program Requirements (available from COR)

a) 75B-01 EMS Business Policy and Scope
b) 75W-04.0-01 Occupant Emergency Plan-Fire Prevention Plan
c) 75W-04.0-08 Electrical Safety Procedure
d) 75W-04.0-02 Hot Work Permits
e) 75W-04.0-07 Control of Hazardous Energy Lockout/Tagout
f) 75W-04.0-09 Fire System Impairment
g) 75W-04.0-10 Permit Required Confined Space
h) 75W-04.0-11 Powered Industrial Trucks
i) 75W-04.0-12 Aerial Lifts and Scissor Lifts
j) 75W-04.0-15 Fall Protection Procedure
k) 75W-04.0-18 Excavation Permit Procedure
l) 75W-05.0-01 Hazard Communication Program
m) 75W-06.0-01Injury and Illness Reporting,
n) 75B-07.0-05 EHS Requirements for Purchased Materials

6.0 DOCUMENT REVISION HISTORY

REVISION	PURPOSE OF REVISION	EFFECTIVE DATE
1	Clarify roles and responsibilities. Added detail about required submittals. Added detail about internal work permits. Added details about contractor stormwater management requirements. Added details about health and safety program requirements. Edited Environmental Management chapter. Edited references to Executive Orders. Included a requirement in Section 4.3.1 for contractors to perform Job Safety Analysis (JSA) for work tasks that present hazards.	7/14/16
2	Clarification of multiple sections. Added references to BEP-specific policies and programs. Reference applicable Sections of the FAR. Eliminated the word “Boilerplate” in the document title block.	3/8/19
3	Updates to clarify roles and responsibilities.	4/12/22