

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION C	DATE
CONSTRUCTION OPERATIONS	ENVIRONMENTAL SUPPORT	01/09/2023

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) is responsible for overseeing that the Environmental Protection Items described in plans and specification are adhered to. Construction personnel are responsible for ensuring the Contractor complies with all Environmental Protection items.

The RE or appointed representative will contact BLAES when assistance is required by the RE relative to interpreting contract documents pertaining to environmental issues, including the following:

- soil erosion and sediment control and environmental permits site waste control
- the contractor proposes to modify existing permit conditions
- The contractor proposes changes to plans or specifications that may affect the regulated and landscape activities
- the contractor intends to utilize properties outside of the "project limits" for staging purposes
- an emergent issue demands attention (for example, if an unexpected archaeology site or underground storage tank is encountered), operations shall immediately cease.

BLAES personnel, if necessary, will arrange for an on-site meeting within three working days with appropriate staff expertise in attendance.

If the solution to any environmental concern requires significant modification of the contract documents, these changes will be processed in accordance with departmental procedures.

Approximately two weeks prior to the start of any environmentally sensitive construction activity (e.g. site clearing, "in-water" or "adjacent to water" work, dewatering, wetlands disturbances, cultural resources, etc.) the RE will contact the Bureau of Landscape Architecture and Environmental Solutions, Office of Environmental Solutions (BLAES-OES) in order for BLAES-OES to be given the opportunity to schedule activity-specific field reviews and to review special considerations with the RE and the contractor's representative.

Before beginning construction operations, ensure the SESC measures are in place and functioning. The RE or appointed representative, accompanied by the Contractor's Environmental Manager (CEM), will perform inspections as described in Section 158.03. The [DC188](#) records must be kept onsite and made available upon request of BLAES or regulatory agencies. If the Contractor does not perform corrective actions within 24 hours, The RE will follow Department procedures for work suspension. Prior to BLAES conducting their monthly field reviews, BLAES personnel will notify the RE or appointed representative of the planned field review date. No monthly field review will be conducted without prior RE notification, and the RE or appointed representative and the CEM are invited to participate in the monthly field reviews with BLAES personnel. Upon completion of the field review, BLAES personnel will discuss the status of environmental conditions with the RE and offer corrective action recommendations as appropriate. The RE will be responsible for the timely implementation of corrections to any identified deficiencies and subsequent field reviews will document previous corrective actions implemented. BLAES will document all field reviews and forward them to the recipients listed on the DC-188 form.

BLAESA inspection/field review reports conducted by the RE/CEM and BLAES shall be kept at the Work site and made available upon request (along with copies of the signed Request for Authorization (RFA) Form for the NJPDES Stormwater General Permit for Construction and Mining Activity and the accompanying NJDEP Authorization to Discharge, if required). These documents shall also be retained with the project files for a minimum of five years.

- A. Field Inspections by Regulatory Agencies:** When field inspections are conducted by a regulatory agency, the RE will request BLAES assistance. Upon having knowledge of a regulatory agency inspection, the RE will contact the BLAES as soon as possible, and BLAES personnel will participate in such inspections whenever possible. When inspections are arranged through the Division of Construction and Materials, the Director of DC&M will notify the Manager of BLAES.
- B. Landscape:** BLAES is responsible for inspection of landscape Items described in Sections 801, 802 and 811 of the Specifications. Construction personnel are responsible for inspecting landscape Items described in Section 803 through section 810. BLAES is available for consultation regarding work inspected by Construction personnel and may assist in the inspection of Items listed in Section 803 through section 810.
- C. Environmental Permits:** All terms and conditions of the environmental permits shall be adhered to. A copy of all permits, approvals, and authorizations shall be kept at the Work site and shall be exhibited upon request of any person. If the project was issued a NJDEP Land Use Regulation permit, the RE

will notify BLAES of the construction commencement date at least three days in advance and provide the construction completion date within thirty days of project completion. BLAES will provide notification to NJDEP.

- D. Hazardous Spills:** Discharges of hazardous substances at construction sites are subject to the provisions of the Spill Compensation and Control Act, N.J.S.A. 58:10-23.11 et seq., and the NJDEP rules for Discharges of Petroleum and Other Hazardous Substances at N.J.A.C. 7:1E.

Oil-Only Emergency Spill Kits shall be kept on site in accordance with the Standard Specifications

Should a contractor working on a NJDOT project create a spill of a hazardous nature on a NJDOT construction site (hydraulic fluid, diesel fuel, gasoline, etc.), the contractor shall immediately contain the spill and immediately notify the NJDEP Hotline at 1-877-WARN DEP (1-877-927-6337), the Local County Health Department, the RE, and BLAES

The spill shall be cleaned up and remediated as directed by the NJDEP and BLAES. After clean-up, an incident report shall be submitted NJDEP as directed with copy to BLAES that includes a summary of the incident, the clean-up and containment measures taken, the time and date of the incident, and the NJDEP case number.

- E. Hazardous Waste:** REs with construction projects involving hazardous waste must use the following address on all hazardous waste manifests as the mailing address:

New Jersey Department of Transportation, Division of Environmental Resources,

1030 Lower Ferry Rd., Thiokol Complex, P. O. Box 600,
Trenton, New Jersey 08625.

A photocopy of the manifest is to be retained by the RE. All other copies must be forwarded to the BLAES at the above address for proper distribution.

- F. Regulated Material/Underground Storage Tanks:**

For projects that require a Site-Specific Health and Safety Plan (HASP), Materials Handling Plan, and Pollution Prevention and Control Plan as part of the Specifications, the Contractor shall submit these plans to the RE. The RE will forward these plans for review and acceptance to:

New Jersey Department of Transportation, Bureau of Landscape Architecture and Environmental Solution,

1035 Parkway Avenue, P.O. Box 600,
Trenton, New Jersey 08625.

The name, address, and telephone number of the RE, the job number for the project and tentative starting dates shall be included with these plans

Three (3) weeks should be expected for the review process. An update and resubmittal of the plans may be required based on any identified changes in the condition or operation of the work and any comments

generated during the review process. If revisions are required, these revisions shall be submitted for additional review and comments. If the Contractor does not submit the above referenced Plans at the preconstruction conference, the RE shall advise the Contractor to submit them as soon as possible so that ample time can be allowed for review and acceptance. The contractor will not be permitted to start any soil management activities until the plans are accepted.

For projects that require the removal of underground storage tanks according to the Specifications, the Contractor shall submit this plan to the RE. The RE will forward this plan for review and acceptance to:

New Jersey Department of Transportation, Bureau of Landscape
Architecture and Environmental Solution
1035 Parkway Avenue,
P.O. Box 600,
Trenton, New Jersey 08625.

If Regulated Material and/or underground storage tank(s) are unexpectedly discovered during construction, operations shall immediately cease and BLAES shall be contacted through the RE or his representative.

Standard Specifications should be followed for these operations.

If Asbestos containing Material (ACM) are unexpectedly discovered during construction, contact BLAES for specifications for the management of this material. Only sub-contractors with a valid Asbestos Abatement Contractors license are permitted to perform work related to ACM abatement.

Link: [Subject Matter Experts - CPM, Capital Project Delivery, Capital Program \(state.nj.us\)](https://www.subjectmatterexperts.com/cpm-capital-project-delivery-capital-program/state.nj.us)