

A. Environmental Briefing Package

Introduction

The Rite Track Environmental Management System is designed to meet the requirements of the ISO14001-2004 Standard. The principle elements of the EMS and environmental policy are:

1. To establish and operate effective procedures aimed at controlling environmental performance to comply with all relevant environmental legislation and regulations;
2. To set objectives and targets aimed at achieving continual improvement in environmental performance; and
3. To introduce improvements which contribute to the prevention of the pollution at the source, where possible.

An important part of the EMS relates to the control of contractors and their sub-contractors, who are required to comply with the Rite Track environmental policies and procedures.

The nature of the contractor activities is such that contractor personnel have significant potential to affect the environmental performance and regulatory compliance of the facility. Contractor personnel and the facility must therefore work together to achieve the facility's environmental policy, the environmental objectives and targets, and the protection of the environment. Contractors must be aware of the importance of compliance with relevant environmental legislation and regulations, and the consequences of non-compliance.

The contractor is responsible for developing a Contractor Method Statement and returning it to the Rite Track Environmental Management Representative or designee. The contractor is responsible for communicating to all contractor personnel the information in their Method Statement as well as information from the Contractor Environmental Briefing Package.

CONTRACTOR PERSONNEL ENVIRONMENTAL INFORMATION

Rite Track Environmental Management System

All contractors working at Rite Track are required to comply with the requirements of the EMS and the environmental policy. This Environmental Guide provides general details of the Environmental Management System and Environmental Policy.

Environmental Management Basics - Contractors on-site

1. Contractors shall not allow discharges to drains and/or sewers without prior approval from the Environmental Coordinator.
2. Contractors shall provide adequate spill/release prevention for all bulk materials.
3. Contractors shall immediately notify the Rite Track Environmental Coordinator and the project manager of any spills, releases, or other environmental incidents.
4. Contractors shall immediately notify the Rite Track Environmental Coordinator and the project manager of any abnormal conditions found during excavation at the facility. Visibly discolored soils, soils with a discernible odor, and/or heavily stained concrete must not be removed from the site without prior approval of the Rite Track Environmental Coordinator.
5. Contractors shall properly label, store, and dispose of all waste materials generated from their activities per Rite Track procedures or guidance.
6. If Rite Track personnel are required to work with potentially hazardous materials brought on-site by a contractor, prior approval of the material by the Rite Track Environmental Coordinator is required.
7. Contractors must be sensitive to the effects of noise, odor, light, fugitive dust emissions, and traffic movement to the facility and in the local community.
8. Contractors shall be required to prepare and maintain records pertaining to the work performed in accordance with environmental regulatory requirements, including record retention requirements.
9. Contractors shall ensure protection of the natural environment surrounding the work area.
10. Contractors shall ensure that all employees are properly trained on such things as the proper handling of material and equipment, proper response to incidents involving their material and general information relating to the Rite Track Environmental Management System

Environmental Management System Documents

Rite Track’s Environmental Policy – **SMART**

Supply environmentally friendly products to our customers

Maintain ISO14001 registration by including Environmental Programs based on specific company Objectives and Targets

Apply all applicable laws and regulations pertinent to our business

Respond to change through a commitment to continual improvement

Train all employees to ensure compliance to applicable legal and other requirements and to prevent pollution

Rite Track’s Environmental Manual [EMS 00]

ISO 14001 Element	Title of Clause	Procedure Number
4.1	General Requirements	EMS OP 008
4.2	Environmental Policy	EMS OP 009
4.3.1	Environmental Aspects	EMS OP 010
4.3.2	Legal and Other Requirements	EMS OP 011
4.3.3	Objectives, Targets and Programs	EMS OP 012
4.4.1	Resources, Roles, Responsibility and Authority	EMS OP 013
4.4.2	Competence, Training and Awareness	EMS OP 014
4.4.3	Communication	EMS OP 015
4.4.4	Documentation	EMS OP 016
4.4.5	Control of Documents	EMS OP 017
4.4.6	Operational Control	EMS OP 018
4.4.7	Emergency Preparedness and Response	EMS OP 019
4.5.1	Monitoring and Measurement	EMS OP 020
4.5.2	Evaluation of Compliance	EMS OP 021
4.5.3	Nonconformity, Corrective Action and Preventive Action	EMS OP 022
4.5.4	Control of Records	EMS OP 023
4.5.5	Internal Audit	EMS OP 024
4.6	Management Review	EMS OP 025

B. Contractor Method Statement

Introduction: The Contractor shall prepare and maintain information including a clear method statement, regarding Contractor/sub-contractor activities, which outline the work to be undertaken and the method(s) for minimizing environmental impacts and maintaining compliance with environmental regulations. The following sections will assist you.

The use of N/A is permitted, where applicable, throughout this agreement.

Section I: Rite Track Contact Information – Environmental Coordinator

Name:	Al Davenport
Phone Number:	(513) 645-8602
Fax Number:	(513) 881-7822
Title:	Training and Compliance Manager

Section II. Supplier/Contractor Information: Supplier to Complete

Name:	
Address:	
City:	
State:	
Phone Number:	
Fax Number:	
President/General Manager:	
Facility Site Coordinator:	
Email Address:	
Phone Number:	
Mobile Number:	
Fax Number:	
Pager:	
24 Hour Emergency Number:	

Subcontractor Information: (List suppliers/contractors not identified) [type or print]

Note: It is strongly recommended you have your subcontractors and suppliers involved at this facility complete a separate environmental briefing package for the facility's review. Feel free to copy and forward this document to any sub-contractors you may use.

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

Environmental Management Basics	Supplier/Contractor Initials
Supplier/Contractor understands the importance of compliance with relevant environmental legislation and regulations and the consequences of noncompliance.	
All Suppliers/Contractors working at the facility are required to comply with and ensure their employees and any Suppliers/Sub-Contractors or agents comply with the facility's Environmental Management System (EMS) and environmental policy.	
All Suppliers/Contractors acknowledge receiving or were made aware of the facility's environmental policy, as well as applicable system procedures and work practices.	
Suppliers/Contractors shall not discharge anything to drains and/or sewers without prior approval from the facility's Environmental Coordinator. Spills and other releases to the environment must be immediately reported to the Safety Committee Champion.	
Suppliers/Contractors shall provide adequate spill release prevention, as approved by the facility's Environmental Coordinator.	
Suppliers/Contractors shall immediately notify the facility's Environmental Coordinator and the Project Manager of any abnormal conditions found during excavation activities at the facility.	
Suppliers/Contractors shall properly label, store, and dispose of all their waste materials used on-site in accordance with facility procedures and all legal requirements.	
If the work requires that potentially hazardous materials are brought on-site by a contractor, prior approval of the material by the Environmental Coordinator is required.	
Suppliers/Contractors shall minimize the effects of noise, odor, light, fugitive dust emissions, and traffic movement on and/or adjacent to facility property.	
Suppliers/Contractors shall obtain, prior to commencing work, all necessary environmental approvals or permits and present copies of such permits to the facility's Environmental Coordinator.	
Suppliers/Contractors were informed of actions to be taken during an actual emergency situation.	
The Supplier/Contractor understands that the facility may interrupt Supplier/Contractor activities that violate facility policies and/or all legal requirements.	

Section III. Contractor Method Statement:

Respond to the following questions: [use additional space where required]

Work Description

Briefly describe the work to be performed while on-site.

Air Emissions

Will the work you perform produce or cause the release of any air emissions? YES NO
IF YES, list air emissions and method for preventing impact to the environment.

Water Discharges

Will the work you perform produce or cause the release of any wastewater? YES NO
IF YES, how will the wastewater be handled?

Materials

What materials (chemicals, oils, etc.) and/or equipment will you be handling or bringing on-site to perform the contracted work?
Attach all material Safety Data Sheets as supporting documents.

Training

Your employees should be trained on the proper handling of materials and equipment, and the proper response to incidents involving these materials. Describe the training your employees receive.

Waste Generation

Will the work you perform result in any wastes? YES NO
IF YES, list the disposal amounts and types of wastes expected and the proposed disposal method :

Will any wastes generated be recyclable? YES NO
IF YES, list the recyclable and where and how they will be recycled:

Energy

Will the work you perform consume energy (electricity, compressed air, natural gas, steam, etc.)? YES NO
IF YES, explain what type of energy will be consumed, and how you will minimize consumption:

Other

Are there any other ways in which your work will be affecting and/or protecting the environment? YES NO
If YES, please describe below.

Other

Describe methods for minimizing waste, emissions and energy usage from on-site

Other

Describe any environmental monitoring to be performed including sampling methods, frequency, analytical requirements, and laboratory to be used

Other

Identify environmental legal requirements applicable to the work that was not already addressed by the facility

Section VI. Supplier/Contractor Certification: [review and sign]

I have reviewed and understand the information contained in this document. I also understand that Rite Track Personnel have the right to inspect our activities and those of our Suppliers/Contractors with regards to our on-site activities. I further understand that if the described work changes that I may be required to re-submit this document. The facility's Environmental Management Representative should be contacted to make this determination.

Name	
Title	
Signature	
Date	