




Delivery & Operations Directive

Number ENV 16-01	Supersedes 02/05/1999	Effective Date 8/13/2019	Validation Date 8/13/2019	Review Date 8/2025	Reference ENV 16-02, MAI 31	Page Number Page 1 of 4
Subject Contaminated Site Management			Approved Signature 			

Purpose

To set up policy for the Oregon Department of Transportation (Department) for the use and control of hazardous materials and wastes in compliance with federal and state laws, rules, and regulations in an efficient and cost effective manner.

Background

Federal and state rules and regulations defining hazardous materials and wastes require proper management practices. The Department uses hazardous materials and generates or encounters wastes in its day-to-day operations.

Policy

It is Department policy that hazardous materials used by the Department shall be used in a responsible manner. The goal of the Department shall be to minimize or eliminate, where possible, the use of hazardous materials and the generation of hazardous wastes in its operations and maintain maintenance yards, right of way, and other Department facilities in compliance with federal and state regulations governing hazardous materials and waste management. The goal of the Department shall also be to use the least toxic product available as long as that product is cost effective, readily available, and meets operational needs.



The Department shall maintain up-to-date procedural manuals or official procedures explaining the process of dealing with hazardous materials and/or hazardous wastes:

- In the development of highway and transportation projects;
- In the construction of highway and transportation projects;
- In the acquisition and disposal of property;
- Used or encountered in the maintenance of the transportation system including hazardous material spills and accidents; and
- In the construction, demolition, remodeling, or renovation of facilities and related items.

Responsibility	Action
Region Manager	Decide proper action and allocate funding for hazardous materials requirements not met by existing programs or projects.
Design Project Leader	Make sure that the Region HazMat Coordinator or their delegate investigates hazardous materials on each project and communicates findings to the Project Team. Make sure hazardous materials issues are included in the project budgets. Ask that Oregon Department of Justice (DOJ) start actions to recover cleanup costs when the property owner is unwilling or unable to clean up contamination.
Construction Project Manager	Inform contractors of any hazardous materials special provisions and make sure the contractor implements the requirements and sends the needed plans and documentation. Coordinate with the Region HazMat Coordinator to make sure hazardous materials work within the project is conducted properly.
Contract Project Manager	Make sure hazardous materials are considered as part of the design contract and mitigation measures are included in the construction special provisions. Ask for input from the Region HazMat Coordinator on contract language for both design and construction with regards to hazardous materials issues and ask for review of technical documents produced under such contracts.



Responsibility	Action
Region HazMat Coordinator or Specialist	<p>Decide the need for and proper level of hazardous materials investigations and waste management and oversee all such work. Prepare special provisions for construction contracts and review contractor pollution control plans and other documentation needed in the hazardous materials special provisions. Make recommendations for surplus properties and maintenance facilities.</p> <p>Give budget estimates for site assessment and waste management to the Region Manager, Maintenance and Operations Leadership Team (MLT), Statewide HazMat Program Coordinator, Right of Way Agent, or others as proper.</p>
Region Right of Way Office	<p>Task the Region HazMat Coordinator to investigate all properties that the Department will acquire for the project and all buildings or structures to be demolished or disturbed during construction. Obtain permits of entry for hazardous materials investigations. Manage acquisition of property in a manner that includes consideration of costs likely to be incurred due to the presence of hazardous materials.</p>
Office of Pre-Letting	<p>Work with the HazMat Specialist to prepare special provisions for worker safety, contaminated media management (E.g. shoulder soils), and hazardous materials abatement (E.g., asbestos, lead based paint, etc.).</p>
ODOT Statewide HazMat Program Coordinator	<p>Review new regulations, FHWA policies, and industry standards and update the Hazardous Materials Program Procedures Guidebook and this policy, as needed.</p> <p>Give technical and regulatory assistance on complex projects and act as a liaison with regulatory agencies and DOJ. Rank cleanup work and make recommendations to Maintenance and Operations Engineer, Region Managers, and the Directors Office on prioritization of hazardous materials work.</p>



Responsibility	Action
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Maintenance and Operations Engineer	Develop and maintain an environmental management system to identify and manage hazardous materials and wastes used and generated during maintenance work and spill response. Provide guidance and training on the management of these materials, and revise the management system as needed. Sets the budget for hazmat cleanup in the Maintenance Limitation after discussion with ODOT Statewide HazMat Program Coordinator.
ODOT Health and Safety Consultant	<p>Give assistance when hazardous materials safety issues are identified during project development or construction.</p> <p>Work with Statewide HazMat Program Coordinator to support proper safety standards for ODOT HazMat Specialists and other employees potentially exposed to hazardous materials</p>

References

- ODOT Policy ENV 16-02: Contaminated Site Management
http://intranet.odot.state.or.us/ssb/bss/p&p/ENV_16-02_POLICY.pdf
- [ODOT Policy MAI 31: Environmental Management of ODOT Maintenance Facilities](#)
- [ODOT Hazardous Materials Program Procedures Guidebook](#)
- [Pollution Control Plan Form](#)
- [ODOT Maintenance Yards Environmental Management System \(EMS\) Policy and Procedures Manual](#)
- [ODOT Emergency Operations Plan](#)
- [Oregon Standard Specifications for Construction](#)

Questions

Contact Shawn Rapp | ODOT Hazardous Materials Program Lead | 503.667.7442