1.0 **Policy**

During construction, the Bureau of Environmental Management (BEM) will direct the preparation of a Quarterly Compliance Reporting Table for submittal to the San Francisco Planning Department, Major Environmental Analysis Division (MEA). The Quarterly Compliance Reporting Table will summarize the status of compliance activities all of the California Environmental Quality Act (CEQA) mitigation measures, Standard Construction Measures, and greenhouse gas measures.

This SFPUC Infrastructure Construction Management (CM) Procedure applies to all personnel working on SFPUC Infrastructure construction projects to the extent that their work is affected by this CM Procedure and does not conflict with specific SFPUC policies or the Contract under which the Work is executed.

2.0 **Description**

This SFPUC Infrastructure Procedure describes the process by which the Quarterly Environmental Compliance Reporting Table is prepared by the Environmental Compliance Manager (ECM). Attachment 041-1 contains a sample format of a Quarterly Compliance Reporting Table.

3.0 **Definitions**

3.1 **Environmental Requirements Table**

The Environmental Requirements Table is a management tool that is by the ECM to track the status of environmental compliance activities related to construction. This comprehensive table includes the MMRP measures as well as certain other requirements contained in the project's Standard
3.2 **Mitigation Monitoring and Reporting Plan (MMRP)**
The MMRP includes 1) the California Environmental Quality Act (CEQA) mitigation measures, 2) means of implementing and enforcing mitigation measures, and 3) means of monitoring or reporting on the implementation and enforcement of mitigation measures. The MMRP was prepared to ensure that mitigation measures imposed to mitigate or avoid significant environmental effects are implemented in compliance with the Public Resources Code Section 21081 and CEQA Guidelines.

3.3 **Environmental Quarterly Compliance Reporting Table**
The Environmental Quarterly Compliance Reporting Table is a formal report prepared by the ECM for each project during construction. This report is a result of modifying the Environmental Requirements Table to provide the required status of compliance activities related to construction. The ECM will submit the Environmental Quarterly Compliance Reporting Tables to the Environmental Construction Compliance Manager (ECCM) for review and approval. After approval, the ECCM will submit the Environmental Quarterly Compliance Reporting Table to the MEA.

4.0 **Responsibilities**

4.1 **Environmental Construction Compliance Manager (ECCM)**
The ECCM or their designee is responsible for reviewing and approving the Environmental Quarterly Compliance Reporting Table prior to submittal to the MEA.

4.2 **Environmental Compliance Manager (ECM)**
The ECM is responsible for preparing the Environmental Quarterly Compliance Reporting Table with assistance from the Environmental Construction Compliance Coordinator (ECCC) and Environmental Inspector(s).

4.3 **Environmental Construction Compliance Coordinator (ECCC)**
The ECCC is responsible assisting the ECM with the preparation of the Environmental Quarterly Compliance Reporting Table.

5.0 **Implementation**

5.1 **Format – Environmental Quarterly Compliance Reporting Table**
The ECM will modify the Environmental Requirements Table (i.e., hide columns or rows that aren't required for inclusion) to produce the Environmental Quarterly Compliance Reporting Table. The Quarterly Compliance Reporting Table will include three (3) months of compliance status data including columns that show the following:
5.1.1 Mitigation No. – Information for this column is obtained from the project’s MMRP.

5.1.2 Mitigation Measure - Information for this column is obtained from the project’s MMRP.

5.1.3 Monitoring & Reporting Actions - Information for this column is obtained from the project’s MMRP.

5.1.4 Implementation Schedule - Information for this column is obtained from the project’s MMRP.

5.1.5 Completion Status (C/N/O) (enter date if complete) – Refer to CM Procedure No. 040 for instructions for completing this column.

5.1.6 Compliance Level (A, GA, U)/ Supporting Document (EDIR, DML) or Notes – Refer to CM Procedure No. 040 for instructions for completing this column.

5.1.7 Non-Compliance - Refer to CM Procedure No. 040 for instructions for completing this column.

5.2 All other columns in the Environmental Requirements Table are hidden for production of the Environmental Quarterly Compliance Reporting Table, the objective being that the Quarterly Compliance Reporting Table fit in the 11” x 17” page format. Rows relating to permit tracking are also hidden (i.e., not included) in the quarterly report. The upper left hand header of the first page of the Environmental Quarterly Compliance Reporting Table will include the following information:

- Project Name and Case Number
- Project Number
- Reporting Period
- Report Submittal Date
- Report Preparer’s Name and Phone Number

5.3 Format – Cover Sheet

An 8 ½” x 11” cover sheet that includes a summary table that lists the total number of Environmental Daily Inspection Reports for the current reporting period and the cumulative number of reports to date. The report numbers will be identified by compliance level (i.e., acceptable, communication, minor problem, incident and environmental non-compliance/Non-compliance Notices). Refer to CM Procedure No. 040 for instructions for completing this summary table.
5.4 Supporting Documents
On a quarterly basis for each project, the ECM is responsible for compiling and submitting to the ECCM on a CD, documents in support of the Environmental Quarterly Compliance Reporting Table. Examples of Environmental Quarterly Compliance Reporting Table backup documentation include the following:

- Contractor’s plan submittals deemed acceptable (e.g., Storm Water Pollution Prevention Plan, Traffic Control Plan, etc.)
- Contractor’s report, inventory, log, photograph, and video submittals (e.g., noise level reports, on-road truck inventory, construction vehicle maintenance logs, roadway video records, etc.)
- Environmental training sign-in sheets

5.4.1 The files for the document submittals will be identified by applicable mitigation measure number(s) and plan, log, and/or report name as applicable. Additionally, the ECM will compile and submit the Environmental Daily Inspection Reports, Daily Environmental Monitoring Logs, and Environmental Non-compliance Notices at the close-out of the project unless otherwise requested by the ECCM.

5.4.2 The ECCM or their designee is responsible for reviewing and approving the Environmental Quarterly Compliance Reporting Table prior to submittal to the MEA.

6.0 Other Procedural Requirements
None

7.0 References

7.1 Technical Specifications
None

7.2 SFPUC Infrastructure CM Procedures
No. 036 Environmental Requirements Table
No. 040 Monthly Environmental Compliance Report

7.3 Others
None
8.0 **Attachments**

041 - 1 Quarterly Compliance Reporting Table Cover Sheet Sample Format

041 - 2 Quarterly Compliance Reporting Table Sample Format

041 - 3 Revision Control Log
San Francisco Public Utilities Commission

Quarterly Compliance Report

SUBMITTAL DATE: 
PROJECT NAME: 
PROJECT NUMBER: 
CASE NUMBER: 
REPORTING PERIOD: 
REPORT NUMBER: 
REPORT PREPARED BY: 

Environmental Daily QA Inspection Report Summary Table

[Insert numbers populated from the Construction Management Information System for all levels except Non-Compliance Notice which will have to be tracked separately by the RECM.]

<table>
<thead>
<tr>
<th>Compliance Level</th>
<th>No. of Reports During Current Reporting Period</th>
<th>Cumulative to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable</td>
<td>87</td>
<td>463</td>
</tr>
<tr>
<td>Communication</td>
<td>16</td>
<td>98</td>
</tr>
<tr>
<td>Incident</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Minor Problem</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Non-Compliance and Non-Compliance Notice</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Total Reports</td>
<td>108</td>
<td>574</td>
</tr>
</tbody>
</table>
## Quarterly Compliance Reporting Table - Sample Format

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Compliance Level</td>
<td>Non-Compliance Notice</td>
<td>Compliance Level</td>
</tr>
</tbody>
</table>

### LEGEND:
- **Completion Status:**
  - C: Complete
  - N: Not Complete
  - O: Ongoing

- **Compliance Levels:**
  - A: Acceptable (Inclusive of all non-compliances for the reporting period)
  - CA: Generally Acceptable (Inclusive of all non-compliances for the reporting period, except those noted in the non-compliance column)

- **Non-Compliance Notice:**
  - Document (e.g., CNL, CNL, etc.)
  - Non-Compliance Notice

- **Supporting Documents:**
  - EDR: Environmental Daily Inspection Report

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DRAFT
<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Revision Date</th>
<th>What changed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev 0</td>
<td>11/14/16</td>
<td>Signed</td>
</tr>
</tbody>
</table>