

PRO610-b: Prepare Environmental Topics to Discuss At the Preconstruction Meeting

See also: [Environmental Manual – Chapter 610](#)

Effective February 2015

Start procedure: The date for the preconstruction meeting is established.

End procedure: A thorough set of environmental topics are prepared to discuss with the contractor.

Actor:	Action:
Project Engineer (or designee)	<ol style="list-style-type: none"> 1. Notifies the Environmental Coordinator when the preconstruction meeting will occur. 2. Discusses with the Environmental Coordinator how much time needs to be dedicated to environmental compliance. <p>Note: It may be necessary to hold a separate environmental preconstruction meeting if the project involves work in sensitive areas and there a many environmental special provisions.</p>
Environmental Coordinator	<ol style="list-style-type: none"> 3. Prepares environmental related topics and speaking points that address the following: <ol style="list-style-type: none"> a. Location of environmentally sensitive areas in proximity to project elements; b. Compliance roles and communication protocols; c. Environmental contract Special Provisions (e.g. timing restrictions and submittal requirements); d. Expectations for the Erosion and Sediment Control (ESC) Lead; and e. Spill Prevention, Control, and Countermeasures (SPCC) Plan implementation. f. Cultural resources commitments and cultural resources monitoring during construction. 4. Notifies regulatory staff to let them know the date of the preconstruction meeting if required by the permit. 5. Sends the draft environmental agenda topics to the Project Engineer (or designee) for review/comment.
Project Engineer (or designee)	<ol style="list-style-type: none"> 6. Makes edits to the topics, if necessary, and finalizes the agenda. 7. Sends a copy of the final preconstruction agenda to the Environmental Coordinator.

