

## Environmental Programs Quick Reference Guide

	Examples of Projects	What to Submit to EHS	When to Submit to EHS	Inspection or Sampling Schedule	Important Information
<b>Storm Water</b>	Construction Projects <1 acre	Erosion and Sediment Control Plan.	During design phase .	EHS will inspect as needed	<p>Minimize potential sources of pollution and maintain storm water best management practices (BMPs) for the duration of the project.</p> <p>Required to adhere to the Standard for Storm Water Management Design Parameters and incorporate water quality and flood control measures.</p> <p>For projects &gt;1 acre, schedule a site walk-through with EHS once BMPs are installed, and sign the shared SWPPP acceptance and project start-up forms.</p>
	Construction Projects 1 acre or more but <5 acres	<ul style="list-style-type: none"> <li>• SWPPP - Follow EHS template</li> <li>• UT Austin's small construction site notice (to be signed by EHS)</li> <li>• Contractor's delegation of signatories and construction site notice</li> </ul>	During design phase.	Weekly Inspections by both contractor and UT project team member. EHS will inspect monthly.	
	Construction Projects 5 acres or more	<ul style="list-style-type: none"> <li>• SWPPP - Follow EHS template</li> <li>• UT Austin's large construction site notice (to be signed by EHS)</li> <li>• Contractor's delegation of signatories and construction site notice</li> <li>• Notice of Intent (contractor submits to TCEQ)</li> </ul>	During design phase.	Weekly Inspections by both contractor and UT project team member. EHS will inspect monthly.	
<b>Discharge Requests</b>	Exterior brick and sidewalk cleaning	Submit a discharge request through the EHS website.	Provide 7-10 days notice.	Sampling may be required.	No detergents or chemicals are allowed to enter the storm system. If used, must be containerized. If request denied, a third party must be utilized to dispose of the waste. Send a copy of the manifest to EHS.
	Sanitary sewer system (chill/hot water loop, air handler unit, cleaning/passivating lines)	Submit a discharge request through the EHS website. Include any applicable SDSs.	Provide 7-10 days notice.	Sampling often required.	Keep flow rate to < 20gpm. Contracted chemical provider must be permitted by COA. If request denied, a third party must be utilized to dispose of the waste. Send a copy of the manifest to EHS.
	Storm sewer system (fire sprinkler system flush, draining pool or fountain)	Submit a discharge request through the EHS website. Attach map of flow path and BMPs.	Provide 7-10 days notice.	NA	No detergents or chemicals are allowed to enter the storm system. If used, must be containerized. Required to dechlorinate. Keep flow rate < 50gpm. If request denied, a third party must be utilized to dispose of the waste. Send a copy of the manifest to EHS.
<b>Pre-Treatment Devices</b>	Potential or proposed devices	Pre-Treatment Device Notification Form through the EHS website.	During design phase.	After installation EP will visually verify proper plumbing connections or perform a dye test.	Refer to EHS Pre-treatment Device Compliance Procedure and training (OH 108, OH 109).
	Existing traps	NA	NA	Service scheduled by EP not to exceed 90 days unless granted a variance from COA.	Contact EP if there are any renovations affecting existing grease traps (ex. removal, additional fixtures, change in food prep practices).
<b>Dye Testing</b>	New construction, plumbing renovations	Completed dye test log, relevant plumbing drawings, utility drawings denoting sanitary and storm manholes to be monitored.	PM/CI to schedule with EP and UEM-MD prior to substantial completion	For large projects - conduct in-wall inspection with EP and UEM. Must test 100% of fixtures if not done.	Refer to EHS website for a copy of the dye test form and instruction document.
<b>Food Safety, Daycares, Pools</b>	Food service areas, food trucks, new daycare facilities, pools	Plans for all food service areas, including food trucks, all new daycare facilities and pools. Food service plans are reviewed in compliance with Texas Food Establishment Rules.	During design phase.	Prior to occupancy.	<ul style="list-style-type: none"> <li>• Kitchen: must pass opening inspection and receive a permit*</li> <li>• Pool: must pass an opening inspection and receive a permit</li> <li>• Daycare: must pass both a safety and food inspection</li> <li>• EHS &amp; UEM must also inspect any pre-treatment device installation</li> </ul> <p>*Note: Fire Prevention Services requirements must be satisfied as well</p>
<b>Domestic Water Sampling</b>	Water lines - new construction and repairs	UT PM/CI must provide a sampling plan and schedule the sample collection.	Before the lines can be put into service.	For repairs, Utilities will notify EHS to determine if water samples are needed. For construction projects, the PM/CI will schedule the sample collection with EHS and the contractor.	All new lines (new construction and repairs) are required to be disinfected and flushed per AWWA C651-14. EHS will observe sample collection, fill out the chain of custody, and provide final approval. Contractor will collect the sample and deliver it to the lab for analysis. Results should be sent directly from the lab to EHS staff.
<b>Fume Hoods / Autoclaves</b>	New and relocated units	Submit a passing test and balance report to EHS Lab Staff at: EHS-labstaff@austin.utexas.edu.	After installation.	Testing and certification prior to use.	This applies to brand new fume hoods and hoods moved from another location. New autoclaves must also be tested by EHS prior to use.
<b>Equipment Decontamination</b>	Standard lab equipment, refrigerators, freezers, fume hoods, ovens, biosafety cabinets	Submit a Decontamination Form to: EHS-environmentalops@austin.utexas.edu.	After cleaning and disinfecting the unit, removing BIO stickers (not RAD) and requesting that oil or freon be drained if needed (contact Facilities Services).	Prior to being moved or sent to surplus.	An EP staff member will inspect the equipment and coordinate with EHS asbestos and radiation safety staff (if applicable) and provide approval.