

Environmental Programs Quick Reference Guide

	Examples of Projects	What to Submit to EHS	When to Submit to EHS	Inspection or Sampling Schedule	Important Information
Discharge Requests	Exterior cleaning of new or existing brick or sidewalks	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 collected and containerized for disposal. If request is denied, a third party must be utilized to dispose of the waste. Send a copy of the manifest to EHS.
	Sanitary sewer system discharges (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 is denied, a third party must be utilized to dispose of the waste. A copy of the manifest must be sent to EHS.
	Storm sewer system (fire sprinkler system flush, draining pool or fountains)	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.
Domestic Water Sampling	Water lines - new construction and repairs	UT PM/CA 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/CA will schedule the sample collection with EHS and the contractor.	All domestic water 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, review results, 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.
Dye Testing	New construction, plumbing renovations	Completed dye test log, relevant plumbing drawings, utility drawings denoting sanitary and storm manholes to be monitored.	PM/CA 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.
Food Safety, Daycares, Pools	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 accordance with Texas Food Establishment Rules.	During design phase.	Prior to occupancy.	<ul style="list-style-type: none">• Kitchen: must pass opening inspection and receive a permit.*• Pool: must pass an opening inspection and receive a permit.• Daycare: must pass both a safety and food inspection.• EHS & UEM must also inspect any pre-treatment device installation. *Note: Fire Prevention Services requirements must be satisfied as well.
Hazardous Material Disposal	Pre-construction clearance of chemicals and HAZMAT from buildings, rooms, or areas scheduled for construction.	Submit an email request to EHS-hazardousmaterials@austin.utexas.edu and EHS Hazmat Manager.	Before/during relocation of occupants to other buildings/spaces.	EHS will perform walk through of all spaces to identify and hazardous materials requiring removal/disposal. EHS will coordinate removal at a later date.	This applies to all areas that were previously occupied and are being demolished or renovated including facilities and custodial areas. Applies to equipment being left for demolition that may be contaminated. EHS helps screen spaces to identify hazardous materials and/or waste that must be disposed of by EHS.
	Pre-demolition clearance of chemicals and HAZMAT Equipment or materials that cannot be disposed of a typical construction waste.	Submit an email request to EHS-hazardousmaterials@austin.utexas.edu and EHS Hazmat Manager.	At least one month before scheduled start of demolition activities	EHS will verify quantities of materials and coordinate removal/disposal	Materials that are hazardous and typically generated pre-demolition include: batteries, bulbs, lamps, all FLB, paint and paint related materials, mercury devices (old thermostats, pressure measuring devices), smoke detectors, exit signs, lead containing materials, mercury tartan flooring, etc.. If in doubt about whether materials can be disposed of as construction debris, contact EHS.
Incidents	Broken sanitary or storm lines, spills, discovery of subsurface items (storage tanks, etc.)	<u>Telephonic notification.</u> Include who, what, when, where and how. Follow up with an incident notification form via EHS Website.	<u>Immediately</u> at 512 471-3511 or 911 outside of normal business hours	N/A	Call 911 if necessary. Protect health and safety of personnel. Evacuate the area and prevent others from entering. Protect the environment as able.
Pre-Treatment Devices	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	Notification to EP	During design phase.	Service scheduled by EP not to exceed 90 days unless granted a variance from COA.	Contact EP if there are any renovations that may impact existing pre-treatment devices, especially grease traps (ex. removal, additional fixtures, change in food prep practices).
Storm Water	Construction Projects less than 1 acre disturbance	Erosion and Sediment Control Plan.	During design phase .	EHS will inspect as needed	Minimize potential sources of pollution and maintain storm water best management practices (BMPs) for the duration of the project.
	Construction Projects disturbing 1 acre or more but less than 5 acres	<ul style="list-style-type: none">• SWPPP - Follow EHS template• UT Austin's small construction site notice (to be signed by EHS)• Contractor's delegation of signatories and construction site notice	During design phase.	Weekly Inspections by both contractor and UT project team member. EHS will inspect monthly.	For all projects requiring a SWPPP, schedule a SWPPP "Kick Off" with EHS once BMPs are installed, and sign the shared SWPPP acceptance and project start-up forms. OH 115 SWPPP Training
	Construction Projects disturbing 5 acres or more	<ul style="list-style-type: none">• SWPPP - Follow EHS template• UT Austin's large construction site notice (to be signed by EHS)• Contractor's delegation of signatories and construction site notice• Notice of Intent (contractor submits to TCEQ)	During design phase.	Weekly Inspections by both contractor and UT project team member. EHS will inspect monthly.	Required to adhere to the Standard for Storm Water Management Design Parameters and incorporate water quality and flood control measures.

EHS Contacts
EHS Front Office 512 471-3511 After hours 911 Incidents, Spill Reporting, General Info
UTPD Dispatch 512-471-4441 Press #9
Animal Make Safe 512-471-3511 After hours 512 471-2671
Environmental Programs Group Email EHS-EnvironmentalOps@austin.utexas.edu Storm Water, Discharges, Dye tests, Pre-treatment devices, Exterior washing
Hazardous Materials (HAZMAT) Group Email EHS-HazardousMaterials@austin.utexas.edu Hazardous Materials and waste questions

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EHS Website https://ehs.utexas.edu/
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