



Environmental Compliance Contractor Briefing Package

Hampton Roads Transit (HRT) has instituted an Environmental Management System and Sustainability Program (EMS) that complies with ISO 14001:2004. In order to conform to this ISO Standard, HRT must ensure that all persons working for or on behalf of HRT – including contractors, suppliers, and vendors – are aware of and understand HRT’s Environmental Management Policy, and comply with all regulatory requirements applicable to the environmental related activities, products, and/or services they provide.

EMS Environmental Management Policy

Hampton Roads Transit is committed to developing, maintaining, and operating a world-class, continuously improving Environmental Management System and Sustainability Program (EMS) in accordance to the policies and procedures established herein, which shall:

- **C**omply with all federal, state, and local environmental laws, regulations and other requirements that are applicable to HRT’s facilities, activities, and services;
- **A**dvance EMS awareness by communicating and demonstrating responsible environmental stewardship within the workplace and throughout Hampton Roads;
- **R**espond timely and appropriately to emergencies and conditions that involve hazards which may adversely impact the health and safety of persons and/or the environment;
- **E**nsure that the EMS is documented and reviewed regularly, amended as necessary, and made available to the public and all persons working for or on behalf of HRT; and
- **S**ustain and protect the environment through pollution prevention, resource conservation, and the proper handling and disposition of hazardous materials and waste.

EMS Hazardous Material & Waste Management Policy

All persons working for or on behalf of HRT are responsible for the care, control, and management of their hazardous materials and wastes, including the prompt off-site disposal of solid and hazardous wastes in accordance with all applicable legal requirements. This policy also requires the following:

- Always wear appropriate personal protective equipment required to safely handle the hazardous materials and/or wastes of every job on HRT property;

- Do not bring new hazardous materials (chemicals or products) onto HRT property without providing HRT with Material Safety Data Sheets (MSDS) for prior approval;
- Label all containers of hazardous materials and wastes – unlabeled containers cannot be used or stored on HRT property;
- Do not put any liquid chemicals or waste onto the ground or in any drains, sumps, or trenches on HRT property;
- Do not place aerosol cans, gas/propane canisters or liquid chemicals or waste into any trash cans or dumpsters on HRT property;
- Keep all containers of hazardous materials and wastes closed, sealed, and secured at all times when not in use on HRT property;
- Properly segregate hazardous or potentially hazardous wastes from other materials on HRT property; and
- Always provide or ensure secondary containment for any containers or tanks holding hazardous materials or wastes on HRT property, which may cause adverse effects to human health and safety or the environment.

Spill & Environmental Emergency Response Policy

In the event of a chemical spill, leak, or other environmental emergency, immediately CALL 911 FIRST if there could be any possible threat to human health and/or safety. If a chemical spill appears to be EITHER greater than 25 gallons OR has impacted soil/surface water (i.e. flowed into a storm drain or local waterway), ALWAYS contact the Environmental Compliance & Sustainability Officer immediately – or within no more than two hours after the event. If no answer, leave a detailed voice message and then call the Facilities Maintenance Manager, and also leave a detailed voice message if necessary.

- Scott Demharter, Environmental Compliance & Sustainability Officer, 757-592-3160
- William Collins, Facilities Maintenance Manager, 757-510-6131

If in doubt about any environmental matter, please refer to your HRT Project Manager or call 757-222-6000 and ask for the Environmental Compliance & Sustainability Officer.