

PRO610-a: Prepare a Compliance Binder/ Notebook for the Project

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

Effective February 2015

Start procedure: The environmental process is complete and all permits are acquired for the project.

End procedure: A thorough binder or notebook is prepared and approved for the Construction Engineering Office.

Actor:	Action:
<p>Environmental Coordinator</p>	<ol style="list-style-type: none"> 1. Prepares a draft electronic version of the Environmental Compliance Binder/Notebook. Use a Region template if one exists or look at a binder/notebook recently prepared for another project. At a minimum, incorporate the following information: <ol style="list-style-type: none"> a. Contacts <ol style="list-style-type: none"> i. WSDOT Region Environmental, Design, and Construction Offices; ii. Contractor; iii. Regulatory agencies; and iv. Emergency spill reporting. b. List of environmental commitments; c. Environmental notification requirements; d. Permits; e. Inspection forms/checklists; f. Unanticipated Discovery Plan; g. Stream diversion plan h. Water quality monitoring plan; i. Wetland/stream mitigation plan; j. Spill Prevention, Control and Countermeasures Plan; k. A copy of the Joint Aquatics Resources Permit Application submittal; and l. A copy of the Environmental Compliance Assurance Procedures. 2. Submits a draft copy of the binder/notebook to the Environmental Manager, Project Engineer, and Environmental

	Compliance Inspector assigned to the project.
Environmental Manager, Project Engineer, and Environmental Compliance Inspector	3. Reviews the binder/notebook and submits edits to the Environmental Coordinator, or approves the document as it is.
Environmental Coordinator	<p>4. Incorporates any edits to the binder/notebook.</p> <p>5. Distributes copies to the Construction Project Engineer and other staff to comply with Region protocols.</p> <p>6. Saves an electric copy of the binder/notebook in the project files.</p>