

Contractor Environmental Compliance Checklist

(Quarterly Contractor Checks)

Date and Time: _____

Assessment Type: _____

Contracted Company: _____

Site Location: _____

COR's Name & Directorate: _____

COR's Phone Number: _____

Contract Company POC: _____

POC Phone Number: _____

<u>QUESTIONS</u>	<u>POINTS:</u>	<u>POSSIBLE</u>	<u>EARNED</u>	<u>COMMENTS</u>
1. Is there a requirement written into contracts to comply with all green procurement laws?	CRITICAL	10	[_____]	_____
2. Is there a requirement written into contracts to have hazardous materials reviewed and authorized by the Pollution Prevention Office?	CRITICAL	10	[_____]	_____
3. Is there a program or policy in place to minimize and reduce hazardous and toxic materials to the maximum extent practicable?	CRITICAL	10	[_____]	_____
4. Does the contractor have a copy of the JBLM Installation Environmental Policy on file? Does the contractor have a program in place to ensure compliance with the policy? (Contractor should have written evidence, such as an SOP or EMS documentation incorporating compliance with the policy.)		10	[_____]	_____
5. Has there been an environmental representative appointed in writing?		10	[_____]	_____
6. Has the environmental representative completed the EOM or annual refresher class? Are current certificates of completion on file? (Appointed representatives must attend the JBLM EOM class.)	CRITICAL	10	[_____]	_____
7. Are quarterly hazardous material (HM) inspections conducted, documented and on file for one year? Are P2 approved HJB Form 953 hazardous material inventories and/or memorandums of approval for restricted chemicals available when required: (Use HJB Form 951 to inspect all in-use and new hazardous material storage areas) (For contractors authorized to use the HMCC, materials that are not purchased through HMCC must have a purchase authorization letter from Pollution Prevention. Contractors must submit HJB Form 953 inventories to Pollution Prevention as directed by the contract. Restricted chemicals stored or being used must have a currently valid memorandum of approval signed by the Pollution Prevention Program Manager.)	CRITICAL	10	[_____]	_____
8. Are the weekly hazardous waste (HW) inspections conducted, documented and on file for 5 years? Are HW Manifests current and reviewed by the Environmental Services Office? (All waste sites will be inspected using HJB Form 950-1. Form will be filled out completely.) (Manifests are not required for those contractors who use the JBLM environmental services office waste services.)	CRITICAL	10	[_____]	_____
9. Is there a written spill contingency plan on file and posted on-site?	CRITICAL	10	[_____]	_____
10. Are spill prevention and response plans practiced, documented and on file for one year? (A sign-in roster listing those personnel who work with or handle hazardous materials must be attached to a document describing the type of response training done each quarter.)	CRITICAL	10	[_____]	_____
11. Does the contractor have a recycling program established? (Written program and recycle areas designated)		10	[_____]	_____

TOTAL POINTS [Possible: _____ Earned: _____] [Score: _____ % Rated: _____]

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COMMENTS CONTINUED:

Inspector/Assessor Name: *(Print)* _____

Signature: _____