

COMMONWEALTH OF MASSACHUSETTS MASSACHUSETTS DEPARTMENT OF TRANSPORTATION HIGHWAY DIVISION STANDARD OPERATING PROCEDURES			S.O.P.No.ENV-01-32-1-000 PAGE 1 OF 1
SUBJECT: Contractors' Use of MassDOT Facilities for Storing/Staging Equipment and/or Materials			DISTRIBUTION: A
EFFECTIVE: 8/23/10	ISSUED: 8/23/10	SUPERSEDES:ENV- 01-32-1-000, Dated 9/26/08	AUTHORIZED:Signature on original

PURPOSE

To ensure Contractors are properly managing equipment and materials that are temporarily staged/stored at MassDOT Highway Division maintenance facilities.

RESPONSIBILITY

It is the responsibility of District Construction and Maintenance personnel to provide oversight of Contractors and to ensure this SOP is adhered to.

POLICY

Contractors are not allowed to store or stage any equipment and/or materials at MassDOT Highway Division facilities without the written approval of the District Maintenance Engineer or designee. Storage locations will be determined using the EMS Facility Plans and in consultation with the EMS Compliance Coordinator (ECC), and in such a way as to not interfere with other facility operations/activities.

In no cases will equipment or materials be stored within wetlands resource areas.

Contractors will not be allowed to store hazardous materials at any MassDOT Highway Division facility without consent of the ECC.

Contractors will not be allowed to store hazardous waste at any MassDOT Highway Division facility.

Contractors' materials will be labeled with a sign containing the Contractor's name, and will not be co-mingled with MassDOT Highway Division materials.

Approved Contractors must comply with the conditions outlined in S.O.P. No. ENV-010-20-1-000; Outdoor Operation/Maintenance Equipment Storage.

Contractors who stage vehicles and equipment at MassDOT Highway Division facilities will ensure these items do not leak any fluids. Any release of fluids from vehicles/equipment will be promptly and adequately cleaned by the Contractor, at their expense.

Contractors who do not abide by this S.O.P. or any other policies/regulations will be directed to remove their equipment/materials from MassDOT Highway Division facilities.

A sample letter agreement is attached.

Month xx, 20xx

Mr. Contractor
Contractor Corporation
1 Contractor Lane,
Contractor City, MA 00000

RE: Contractor Access and Use of MassDOT Highway Division Property per Standard Operating Procedure (SOP) ENV-01-32-1-000

Dear Mr. Contractor,

It is understood that Contractor currently operates equipment and material staging areas at the MassDOT Highway Division Maintenance facilities located in xxxxxxxx.

In accordance with MassDOT Highway Division Standard Operating Procedure (SOP) ENV-01-32-1-000 (attached) this letter is to serve as an access/usage agreement with Contractor Corporation.

As stated in the attached SOP, contractors are required to have written permission from the district in order to use district property for the staging of equipment and materials.

All contractors are required to abide by all applicable federal and State regulations and to abide by all applicable MassDOT Highway Division SOPs (attached). SOPs are also available online at http://inaway.mhd.state.ma.us/forms_main.asp.

It is the contractors' responsibility to determine which federal or state regulations apply to its operations on MassDOT Highway Division property. The Environmental Compliance Coordinator (ECC) in District xxxx will have access to inspect contractor's staging area, including storage sheds, trailers, etc without notice to contractor. Any environmental compliance issues will be reported directly to the District Maintenance Engineer or their designee.

This agreement will be void when MassDOT Highway Division contract with Contractor lapses. If Contractor requests access at other MassDOT Highway Division property in District xxxx the letter will be amended.

Please review this letter and the attached SOP's. Please sign below and return to:

MassDOT Highway Division, District xxx
111 Highway Street
Highway Town, MA
Attention: ECC

By signing below contractor agrees to abide by the content of MassDOT Highway Division SOP's and indicates that they have reviewed and understood the attached SOPs.

Xxxx xxxx xxxxx .
District xxxx Highway Director

Mr. Contractor
Contractor Corporation

If you have any questions regarding this letter or any potential environmental compliance issue please contact xxxxx xxxxxx at (xxx) xxx-xxxx.

cc: xxxxx xxxxx DME District xxxx, MassDOT Highway Division
 xxxxx xxxxx ADSME, MassDOT Highway Division
 xxxx xxxxx, Area Supervisor, District xxxx, MassDOT Highway Division
 xxxx xxxxx DSME, District xxx, MassDOT Highway Division