Instructions for Preparing your Environmental Protection Plan Submittal

1. Save a copy of your template

- Save a copy of your template under a different name. Keep one master copy for future use and save project specific copies separately.

2. Complete ALL Forms before Submitting

If the form does not apply, complete the first line with "Does Not Apply".

Complete the forms by adding the necessary information. Here is a list of forms that you may need to complete before submitting your plan.

Form	Required
Competent Person Appointment Letter	Required – compete and sign form
Point Of Contact List	Required
Project Subcontractor and Supplier List	Required – if not applicable, insert "Not Applicable" in an entry field on the form.
Overall Project Environmental Risk Analysis (ERA)	Required
PLANS, PROGRAMS, AND PROCEDURES	Required – insert X in "Yes" or "No" column
Environmental Protection Controlled Work Task List	Required –copy from quality control of safety plan
Work Task Environmental Risk Analysis (ERA)	Required
Site-specific Water Resource Protection Plan	Required – if not applicable, insert "Not Applicable" in an entry field on the form.
Site-specific Land Resource Protection Plan	Required – if not applicable, insert "Not Applicable" in an entry field on the form.
Layout Plans (04.A.01)	Optional – if not applicable place X in "NO" column of plans programs and procedures form and do not include the plan form, Required if plan is included in companion safety plan.
Site-specific Air Quality Protection Plan	Required – if not applicable, insert "Not Applicable" in an entry field on the form.
Site-specific Fish and Wildlife Protection Plan	Required – if not applicable, insert "Not Applicable" in an entry field on the form.
Site-specific Noise Control Plan	Optional – if not applicable, do not include the plan form. Section may be deleted from EPP.
Training Plan	Required –must include orientation training.
Training Log	Optional – if not applicable, do not include the plan form.
Inspection and Test Plan	Required – if not applicable, insert "Not Applicable" in an entry field on the form.

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Work Task Inspection Form	Required for each work task – copy from quality control or safety plan.
Nonconformance Report	Blank form is required
Nonconformance Report Control Log	Optional – if not applicable do not include the plan form
Emergency Response Plans	Optional – if not applicable, place X in "NO" column of plans programs and procedures form and do not include the plan form, Required if plan is included in companion safety plan.
Site Sanitation Plan (Section 02)	Optional – if not applicable, place X in "NO" column of plans programs and procedures form and do not include the plan form. Required if plan is included in companion safety plan.
Wild Land Fire Management Plan (09.K)	Optional – if not applicable, place X in "NO" column of plans programs and procedures form and do not include the plan form. Required if plan is included in companion safety plan.

3. Search & Replace Project-specific Placeholder Text

Replace project-specific placeholder text
- Your document contains placeholder text so that you can change the project-specific information for different contracts. **For Bid/Pre-Qualifications**, you can leave the placeholder text as-is since you do not know who will be working on the project. The following placeholder text may be included in your plan.

Item	Placeholder Text
Project Number	[ProjectNumber]
Project Name	[ProjectName]
Customer Name	[CustomerName]
Project Manager Name	[ProjectManagerName]
Environmental Manager Name	[EnvironmentalManagerName]
Superintendent Name	[SuperintendentName]
President Name	[PresidentName]

- Tip: to search and replace placeholder text, start with your cursor at the beginning of the document and then, do a find and replace for all/each of the bracketed [] placeholder text in the table below.
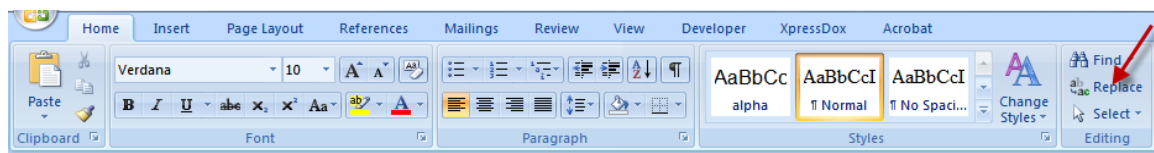
4. Add Signatures

- Signature sheet – signed by President and Managers
- Appointment Forms – signed by President and Managers

9. Update of Table(s) of Contents and Cross References

1. Use "control-a" keys to select the whole document, and then
2. Press F9 to update page numbers and table of contents (update entire table)

10. Final Assembly

Add your final changes. Convert your Word document into a PDF document before submittal.

Questions? Call us at 410-451-8006.