

CONTRACTOR RULES GUIDE

**The Project at the University of Arizona
Science and Technology Park**

JACOBS®

Date: January 2nd, 2018

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Acknowledgement of Receipt and Understanding

I acknowledge receipt of the Contractor Rules Guide for The Project at the University of Arizona Science and Technology Park. I understand the requirements as stated in the Contractor Rules Guide and will ensure compliance with all rules as specified in the Contractor Rules Guide. I further acknowledge that I have the authority to act as a representative for the company identified below.

Contractor (Company) Name: _____

Employee/Company Representative Signature: _____

Employee/Company Representative Name and Title (printed):

Date Signed: _____

Note: After completing this form, please fax it to Jacobs Engineering, Attention: Safety Department Fax # 799-7816 or e-mail it to the Safety, Fire & Security Coordinator, Marc.Flynn@ch2m.com. Work cannot begin until the form has been signed and received by Jacobs.

1.0 DEFINITIONS

ADEQ	Arizona Department of Environmental Quality
CO	Contract Operator
DOT	U.S. Department of Transportation
EPA	U.S. Environmental Protection Agency
FM Global	Factory Mutual
SDS	Safety Data Sheet
Jacobs EE	Jacobs Environmental Engineer
Jacobs H&S	Jacobs Health & Safety Coordinator
OSHA	Occupational Safety and Health Administration
PDEQ	Pima County Department of Environmental Quality
Project	The developed part of The University of Arizona Science and Technology Park
TUCA	Temporary Use of Common Area Permit
UFC	Uniform Fire Code

2.0 PURPOSE

This document serves as a guide to contractors concerning the policies and operating procedures for the Project and must be followed while performing any work at The Project. Contractors and their employees, as well as subcontractors, are expected to maintain compliance with all requirements and provide documentation upon request to support their performance capability.

Any reference made to “contractor” may also refer to a subcontractor. General contractors are responsible for their subcontractors, to ensure they are following all laws, codes, contractual agreements and the rules promulgated in this document.

The Contractor Rules apply to all work performed in the Common Areas on Common Services Property or any other area under the control of the Contract Operator. Examples include: all Jacobs controlled buildings, all areas outside of Occupant buildings, all building rooftops, parking lots, roadways, walkways, the Spine, and all land inside the perimeter of the Project.

Contractors must be thoroughly familiar with all requirements stated in this guide and knowledgeable of all applicable Federal, State, Local regulations and building codes. The contractor will be required to acknowledge and sign for the receipt and understanding of the Contractor Rules Guide.

3.0 EMERGENCY PROCEDURES

For all emergencies call 911 or Site Security at 799-3911

(Medical, security, fire, bomb threat, hazardous material incident, major water leak, snakes, wild animals or any other situation requiring an emergency response)

- Site Security is staffed 24 hours per day, 365 days per year.

4.0 GENERAL CONDITIONS

4.1. *Arrival and Departure Procedures*

For safety reasons, upon arrival at The Project, all contractors working for JACOBS as Contract Operator, whether in common area or in the Central Utility Plant, must sign-in at the main desk in the Control Room of the Central Utility Plant (Building 9012). When finished for the day they will need to sign-out in the contractor's logbook.

4.2. *Weapons*

Firearms or other weapons are prohibited.

4.3 *Alcoholic Beverages and Illegal Drugs*

Alcoholic beverages and illegal drugs shall not be brought onto the site. Employees of contractors found in violation will be removed from the site and will not be permitted to return.

4.3. *Harassment*

JACOBS is firmly committed to maintaining a positive productive environment. No form of harassment, intimidation or violent behavior will be tolerated.

4.4. *Smoking*

Smoking is only permitted in designated smoking areas. All outdoor smoking shall be in areas which are in compliance with the Smoke-Free Arizona Act. All smoking materials shall be disposed of in the proper receptacles (ash tray/urn).

4.5. *General Construction Rules*

Areas where construction, maintenance, remodeling or repair is to take place are all considered *construction* areas. The use of Common Areas for construction staging, material storage, work activities, deliveries or other similar activities requires a Temporary Use of Common Area Permit (TUCA) and prior approval by JACOBS. Requests for approval must be submitted two full working days prior to the start of work for simple projects, and five full days for complex projects. Permit applications can be found at uastp.com by clicking on the *Permits and Forms* tab. (A sample permit and instructions can be found in Appendix A.)

Work areas must be clearly identified by the use of barricades, fencing, caution tape, stanchions, cones, and/or proper signs. Appropriate fencing, barricading, etc. will be chosen by JACOBS Safety. The work area shall be secured prior to beginning any work.

- All digging, excavating, grading, grubbing, and clearing require a Digging Permit. This includes any work that may disturb the ground, such as the placement of heavy equipment on the grade, etc. Permit applications can be found at uastp.com by clicking on the *Permits and Forms* tab. Contact the JACOBS Health & Safety Coordinator at 799-7812 for further information. See Appendix A for a copy of this permit.
- Trenches or excavations must be immediately secured with fencing. Caution tape is not adequate for these hazards. Trenches may require lighted barricades near walkways, exits, roads, and parking lots.
- All electrical tools, equipment, ladders, PPE and power cords shall be in good condition (without defects) and meet all OSHA regulations. If any tools or equipment are found to not meet these standards, the contractor will be asked to remove them.
- Contractors must not block sidewalks, stairwells, building exits, loading zones, fire lanes, emergency vehicle access roads, fire protection equipment, or electrical panels.
- All work areas must be maintained in a clean and orderly manner. Periodically during work and at the completion of each workday, contractors must clean up and remove all trash and debris from their work site.
- Welding, grinding, cutting, and other construction activities can activate fire alarms. Coordinate all construction activities; including Hot Work permits with Health & Safety personnel for that building.
- Noisy operations are to be done after hours to prevent disturbing Project Occupants. Playing music (radios, etc.) is prohibited.
- Head phones and Ear buds are not permitted for listening to music.
- Extension cords cannot be suspended overhead and must be secured by using a modular cable protection strip.
- Contractors shall not store equipment, materials, work carts, gas cylinders, tools, trash, or debris outside buildings without a Temporary Use of Common Area Permit.
- Contractor's employees are not permitted to crawl along duct work, cable trays, roping, or building structures. Mobile work platforms should be used to reach these areas.
- Equipment operators shall have a valid training card specific to the equipment they are operating, with them at all times. Examples are forklift operator, crane operator, boom truck operator.
- All mobile equipment shall undergo a safety inspection by JACOBS Safety, prior to operation.

- All work under, along or near the Spine or busy Common Areas requires approval by JACOBS Safety. A written safety plan may be required based on the type of work being performed.
- Construction trucks, trailers, and some equipment are not permitted on the Spine (the covered walkway) without permission from JACOBS Safety.
- Even with an approved safety plan, no work is permitted on the Spine between the hours of 11 a.m. and 1 p.m. each day.
- In the event that roof penetrations are required, prior approval must be received from JACOBS.
- DO NOT block any of the entrances to the Spine. They are emergency vehicle access points.

5.0 SECURITY

5.1. Security Assistance

For assistance from Site Security please call 799-6666 (non-emergency number).

5.2. Identification Badges

Badges must be worn and properly displayed if they have been assigned to contractor employees (workers).

5.3. Building Entrances and Docks

- Workers shall not prop, block, tie, wedge, or otherwise hold open any building entrance door in the process of their work.
- Emergency exits are to be used for emergencies only and cannot be blocked open or closed using any means, including caution tape and barricades.

6.0 USE OF MOTOR VEHICLES, TRAFFIC, AND PARKING

6.1. Parking

- Vehicles may not block building entrances, pedestrian walkways, fire lanes, fire hydrants, trash dumpsters or any area that will affect traffic, pedestrian flow or emergency vehicles. Delivery docks are not parking areas.
- Parking or driving vehicles in the indoor spine (Cross Spine), is not permitted.
- Vehicles must be parked in designated/approved paved parking areas only. The only exceptions are if permission has been granted under a valid TUCA permit.

- Vehicles or equipment leaking or spilling excessive amounts of oil, antifreeze, or other fluids will be removed from The Project (site) and will not be allowed to return until the leak has been repaired.

6.2. *Traffic*

- On normal business days, all trucks and construction equipment must access/egress the site via the Kolb Rd. Gate.
- Arizona motor vehicle rules and regulations must be followed at all times, including all traffic control and speed limit signs.
- All activities that impact traffic flow or obstruct roadways must have the prior approval of JACOBS Safety. Certified traffic control plans will be required if the project impacts roadways or traffic flow.
- Contractor vehicles shall not travel on or cross the Outdoor Spine without specific approval from JACOBS Safety.
- Vehicles must stay on established roadways. No cutting of new roads, driving through landscaping or in vacant areas. There shall be no parking on landscaped areas.
- Parking on dirt areas must be noted on the Temporary Use of Common Area Permit (TUCA) and approved by the JACOBS EE on a case-by-case basis.

6.3. *Electric Carts*

Electric carts (i.e., golf carts, Taylor Dunn) are permitted at The Project (site). Gasoline powered carts are not allowed indoors or in the Cross Spine. Carts must be identified with the company/tenant owner name in legible letters. Carts must be in safe working order and will be equipped with a functioning horn. Three wheeled carts are prohibited.

6.3.1. Electric cart operating rules

Operators of electric carts must adhere to the following:

- ✓ Remove the key from unattended parked vehicles and set the brake.
- ✓ Smoking, eating, or drinking is not permitted when operating these vehicles.
- ✓ No headphones are to be worn while operating a cart.
- ✓ Power vehicles must be operated at a speed that will allow them to stop safely .
- ✓ Trailing carts or wagons must be properly attached to the pulling vehicle and cannot be dragged or pulled alongside or behind it by the operator or rider.
- ✓ A safe distance of at least 3 vehicle lengths must be maintained between vehicles traveling in the same direction
- ✓ Do not pass other vehicles traveling in the same direction at intersections, blind spots, or other dangerous intersections.
- ✓ Do not drive alongside another moving vehicle. Driving vehicles on sidewalks less than 6 feet wide is prohibited.
- ✓ Only one person per seat is permitted. No one may ride in the cargo area.
- ✓ Pedestrians have the right of way.

- ✓ Slow down and sound horn at blind intersections, cross aisles and before passing through doorways.
- ✓ Do not overload vehicle or allow load to protrude. Secure all loads with strapping.
- ✓ Completely stop the vehicle when talking to pedestrians or other vehicle operators.
- ✓ Do not block aisles, platforms, doorways, and access to stairways, electrical panels, or emergency equipment.
- ✓ Always park safely and in designated areas.
- ✓ Vehicle operation on the Main Spine and the Cross Spine is prohibited between 11:00 a.m. and 1:00 p.m.

7.0 SAFETY REQUIREMENTS.

7.1. Occupational Safety and Health Administration (OSHA) Regulations

Contractors must follow all OSHA regulations applicable to their jobs. These may include both the OSHA General Industry (29 CFR 1910 and Construction 29 CFR 1926) Standards.

- Contractors are expected to be knowledgeable of all OSHA regulations and be capable of providing documentation of required written programs and employee training prior to the start of work.
- It is the responsibility of the contractor to ensure that hazard analysis has been performed for the work employees are expected to perform and that all employees are fitted with proper Personal Protective Equipment (PPE). This includes, but is not limited to: hard hats, safety footwear, hand protection, respirators, hearing protection, safety and laser protective eye wear as deemed necessary. It is the responsibility of the contractor to ensure that his employees and subcontractors are meeting the intent of the law. Contractors are responsible for providing programs, training, PPE and equipment to meet OSHA requirements. Jobs will be halted and contractors will be removed for failure to work safely, meet OSHA requirements, or failure to use PPE.
- All OSHA inspections of construction areas must be reported immediately to the JACOBS Safety at 799-7812.

7.2. Occupant Safety Programs

When working in Occupant space, contractors may be required to follow the Occupant's safety rules, which may differ from these rules.

7.3. Reporting of Accidents

All accidents in Common Area (outside of buildings) must be reported to JACOBS Safety at 799-7812 as soon as possible.

7.4. Tripping Hazards

Cords, hoses, and lines must be run to avoid pedestrian areas and walkways. If that is not possible, the cords, hoses, lines, etc. must be taped down or routed in such a manner to prevent tripping hazards.

7.5. Hot Work

- All cutting, welding, grinding, open flame work (work that produces slag, sparks or excessive heat) or torch-applied roofing shall obtain a Hot Work Permit and comply with FM, OSHA and UFC provisions.
- Hot Work Permits outside of buildings and on roofs are processed and approved by the JACOBS Health & Safety Coordinator at 799-7812. For emergencies, call Site Security at 799-3911 and ask them to page JACOBS Health and Safety. Permits are required for both indoor and outdoor work. Allow ample lead time for the issuance of permits.
- Site Security must be notified when the hot work is finished so they can conduct a fire watch. Site Security can be reached at 799-6666.
- All welding requires shielding using fire resistant tarps. Other requirements will be listed on the Hot Work Permit.
- A copy of the permit must be posted at the location of the hot work.
Note: *Before a Hot Permit is issued, it is the contractor's responsibility to have the work area cleared of combustible materials, proper signage/barriers in place, noncombustible barriers and shielding, smoke detectors covered if required (upon approval), fire protective equipment positioned and a fire extinguisher in place.*
- It is the responsibility of the contractor to ensure that personnel remain in the area after the completion of work to ensure that there is no smoke or flames. A representative of the contractor *must notify* Site Security at 799-6666 at the conclusion of the hot work.
- Site Security will maintain a fire watch in the affected area for up to four hours after conclusion of hot work.
- Hot work on Common Services Property and buildings (e.g., 9012, 9018 may require that the fire alarm panels are placed in by-pass to prevent horn and strobe activation. Any covering of any smoke detectors must be approved. Call 799-7812 for assistance.
- Any hot work that needs to be done on or near chemical lines or chemical storage areas must have a written plan submitted and approved by the JACOBS Health & Safety Coordinator prior to the scheduling of work. Lines may need to be depressurized, drained or purged, then locked and tagged out.
- A Hot Work Permit will not be issued if there is an unrelated fire system impairment affecting the area.

7.6. Electrical Safety

- Contractors are responsible for their own programs, including the Control of Hazardous Energy (Lock out / Tag out). These programs must at least meet the requirements of Jacobs, and may exceed our requirements.

- Written procedures for equipment that is maintained by a vendor under a site service contract must identify the vendor, the type of service that is performed, and must state that the vendor's lock out / tag out procedures will be implemented.
- The Utility Plant Supervisor must be notified by the contractor of any equipment or systems that will be affected during lock out / tag out procedures for service, maintenance, or construction activities.
- It is the responsibility of JACOBS to notify the contractor of any lockout - tag out performed by JACOBS employees or other contractors that will affect the contractor's work.
- A lockout permit will be submitted to Site Safety and all Lock Out points will be listed in the Lock out Log at the Central Utility Plant. Each worker will provide their own personal lock for lock out when working on equipment. Multi lock devices or a group lock box can be used for more than one lock.
- No contract worker will leave without removing their individual lock, and informing all others involved that their lock is being removed. Their lock removal will be documented in the Lock Out Log.
- The contractor will notify affected area personnel in advance, that lock out / tag out work is to be performed and the duration of the lockout – tag out.
- Contractors may not remove locks or tags applied by other contractors.

7.7. Hazardous Work Permits

Hazardous Work Permits are required for all hazardous tasks and operations that include:

- Work in or around hazardous materials
- Medium voltage work (over 600 volts)
- Powder actuated tools
- Roof work- all access to roofs require a permit
 - Portable ladders for roof access are not permitted. Lift and scaffolds are acceptable.
 - Fall protection will be required if working within 10' of leading edge and the parapet wall is 39" in height or less.
- Mobile crane and hoist work- including material deliveries and small cranes mounted on trucks
- Use of fueled equipment in buildings- includes forklifts, welders, other equipment
- Use of flammable, toxic or corrosive materials
- Use of lasers or ionizing radiation sources

Requests for hazardous work permits can be found at uastp.com by clicking on the *Permits and Forms* tab. Requests must be submitted two full working days prior to scheduled work.

7.8. Working Overhead

- Personnel performing overhead work shall take all precautions necessary to protect all individuals below by using barricades, caution tape, ropes, cones, spotters, or other approved means to keep individuals away from the hazardous work area.

- Hard hats are required for all personnel when entering defined construction areas where overhead hazards exist.

7.9. *Confined Space Entry*

- Confined spaces are storage tanks, sewers, in-ground vaults, vats, pits, boilers, tunnels, manholes, lift stations, pump stations, etc.
- Contractors who need to enter a permit required confined space to perform work must receive permission from JACOBS Safety, and be able to meet all OSHA requirements for a confined space program including: training, permits, arrangements for rescue services, monitoring equipment, trained and authorized employees. A copy of the program, training records, and permit must be submitted for approval to the JACOBS Safety Department prior to the start of work.
- After approval has been granted, the contractor shall call Site Security (799-6666) prior to the start of the job and give a job location and the time entry is planned. This is very important in case rescue services are needed.
- When the contractor is finished, a call must be made to Site Security at 799-6666 to inform them that they are out of the confined space.

7.10. *Excavating, Trenching, and Shoring*

- All open excavations shall require a Digging Permit, and the area will be located and marked prior to the start of work.
- Excavations shall be fenced and illuminated, and meet all OSHA requirements, including shoring or stepping when required.
- A Competent Person shall perform inspections daily or whenever necessary because of changing conditions.

8.0 HAZARDOUS MATERIALS AND USE OF CHEMICALS

8.1. *Approval to Use*

No chemicals or hazardous materials may be brought to The Project (on site) without prior approval from the JACOBS Environmental Engineer. Permission is obtained after the submission of a chemical list with the estimated quantities that will be used. Copies of SDSs will be required.

8.2. *Chemical/Hazardous Material Definition*

Hazardous Materials are substances that are: (1) regulated by government agencies (i.e. OSHA, DOT, EPA), (2) soil, air, or water pollutants, or (3) a threat to public health. Examples are: paints, thinners, adhesives, lubricants, asphalt, cleaners, fuels, solder, gases, refrigerants, cement, radioactive materials, and pesticides. Many articles are also considered hazardous materials and examples are: cathode ray tubes, explosives, fluorescent light bulbs and ballasts, matches, charcoal briquettes, and batteries. Sharps (i.e. needles) and infectious substances

(i.e., bacterial, fungal, viral, agents or materials contaminated with such) are also hazardous materials.

8.3. *Chemical Spills or Leaks*

Report immediately any chemical spills or leaks to Site Security at 799-3911.

8.4. *Chemical Use and Storage*

- Quantities of chemicals must be limited.
- Chemicals may only be used for the purpose they were intended or approved.
- Personnel working with hazardous materials must be adequately trained as per the OSHA standards.
- All work involving chemicals must be conducted in a manner that will minimize exposure to personnel, protect property, and the environment.
- The use of odorous chemicals may be restricted in the quantities and times that they are allowed to be used. Check with the Environmental Engineer prior to the use of these chemicals.
- All chemical containers, including tanks, must be properly labeled and containerized.
- Contractor chemicals are not allowed to be stored overnight in any area without permission from the JACOBS EE.
- Chemicals cannot be stored on the ground or on parking lots without prior approval from the JACOBS EE.
- Adequate leak and spill containment must be provided for all chemicals. Secondary containment is required for all fuels, paints, and chemicals stored in lay down yards.
- Chemical containers must be tightly closed when not in use.
- The maximum container size for liquids stored on site is 5 gallons. Exceptions can be made only if prior approval has been granted by the JACOBS EE.
- Compressed gas lines must be leak tested when put in use and cylinders must be properly secured (chained) at all times.
- Valve caps must be in place for any gas cylinder not in use. Note: Cylinders on a welding cart and “in use” (which means valved and secured on the cart) do not need to be separated or capped.
- When not in use, acetylene and oxygen cylinders must be stored 20 feet apart or on opposite sides of a one-hour rated fire wall.

8.5. *Requirements for Use of Pesticides*

- Pesticides are defined as insecticides, herbicides, rodenticides, and fungicides.
- A container label in addition to the SDS must be provided when seeking approval for use on site.
- All personnel applying pesticides must be certified in the appropriate discipline and the contractor must hold a current license from the Arizona Structural Pest Control Commission.
- A designated area will be assigned by the JACOBS EE for obtaining water and the mixing of pesticides. Do not use fire hydrants, fill stations at the well, or irrigation water to fill tanks or backpacks.
- All pesticide use application rates and safety precautions as stated on the label must be followed.
- All applicable regulations must be followed for the disposal of pesticides and their containers.

8.6. *Asbestos*

- Several areas on site are known to contain asbestos and have been marked with approved signage. In addition, some buildings and specific equipment (i.e. boilers, chillers) may contain asbestos. Asbestos may be present in floor tiles, mastics, and insulation. If you plan to disturb any of these materials or have questions about the presence of asbestos, please contact the JACOBS EE.
- If asbestos containing materials are disturbed or removed, it must be done by a certified asbestos abatement contractor approved by the JACOBS EE.

9.0 ENVIRONMENTAL REQUIREMENTS

9.1. *Washes and Storm Channels*

- **There is no dumping of *any type* of liquids, other materials or debris into washes, drainage channels, or any portion of the Common Area (land) or Central Utility Systems equipment (drains, containments, tanks, dumpsters, inter alia).**
- No pipes, bridges, pathways, fencing, or roads can be placed over or in a wash without the permission of the JACOBS EE.
- The burm height or depth of any wash cannot be altered in any way.

9.2. *Vegetation Removal*

- Approval must be obtained from the JACOBS Site Sub Contract Coordinator before removing any plants, trees or turf on the property.

9.3. *Dust Control*

- Do not use reclaimed water or water from the fire hydrants for dust control. Potable water fill stations are available. Ask the JACOBS Site Sub Contract Coordinator for the best location to fill trucks.
- No land stripping, earth moving, trenching, or grading is allowed without approval. A permit may need to be obtained from the PDEQ, ADEQ, and/or the EPA for this type of work.
- All precautions must be taken to keep dust to a minimum at all times for all projects and activities. This includes limiting the use of blowers and tented sandblasting operations.

9.4. *Imported Materials*

No soil, dirt, fill, or gravel, used for construction, landscaping, erosion or dust control, shall be brought on the premises without the prior approval of the JACOBS EE. Sampling and analysis must be performed to ensure all materials are free of contaminants.

- Sampling and analysis results; including the Chain of Custody must be provided from an accredited (licensed) laboratory for the analysis.
- Results of sampling should be given to the JACOBS EE for review and approval.
- All sampling and laboratory costs will be incurred by the contractor or tenant.

9.5. *Vehicle Washing*

The washing of vehicles (includes cars, trucks, electric carts, and heavy equipment) is prohibited.

9.6. *Waste Management*

9.6.1. Trash, Construction Debris, Green Waste, and Other Nonchemical Wastes

- All trash and debris must be disposed in the designated receptacles and dumpsters.
- No waste materials can be stockpiled, stored, or dumped on any portion of the Site. This includes landscaping waste such as grass clippings, dead plants, and tree limbs.
- All contractors must collect concrete truck washouts in a container and dispose of the waste material off-site.

9.6.2. Chemical /Hazardous Waste Disposal

- Under no circumstances will chemical wastes be placed in “normal trash” containers.
- Certain items such as pipes, tanks, refrigerant/oil containing equipment and batteries, or any item containing a chemical residue, must be evaluated by the tenant’s environmental representative prior to disposal in their “normal trash” containers.
- The Contractor is responsible for the proper disposal of all chemicals used during the course of work. All chemicals and containers must be removed and disposed per local, state, and federal laws.

10.0 SITE UTILITY SYSTEMS

Under no circumstances will contractors shut down, disable, or connect to any building/utility system without the prior consent of the JACOBS Contract Operator. This includes plumbing, natural gas, compressed air, electrical, ventilating/air conditioning, fire protection, and water systems.

10.1. *Domestic/Potable Water Systems*

- No connections will be made to any portion of the drinking water system without the approval of the JACOBS Program Manager and JACOBS EE.
- Water for trucks and tankers can be obtained at the truck fill stations that are located at building 9012 or at well 11. The JACOBS Site Sub Contract Coordinator will direct you to the appropriate location.
- No hose connections to water spigots can be made without an approved back flow device.

10.2. *Reclaimed Water System*

- Reclaimed water is used in the fire protection system, for irrigation, and to flush toilets.
- ADEQ regulations require that guidelines be established for contractors working with reclaimed water.
- All new pipelines for reclaimed water must be labeled in accordance with Arizona Administrative Code (A.A.C.) R18-9-701.
 - Irrigation lines, boxes, etc. must be purple in color; piping must have the markings: "CAUTION: RECLAIMED WATER - DO NOT DRINK" at intervals of 3 feet.
 - Non Potable water lines in buildings must be marked with purple labels stating "CAUTION: RECLAIMED WATER – DO NOT DRINK."

Examples of labels to be used are available from the JACOBS EE.

- **Fire hydrants shall only be used as a source of water for fire protection. They are not to be used as a fill station for dust suppression or construction activities. The JACOBS Site Sub Contract Coordinator will direct you to the appropriate fill station. Contractors that open hydrants will be expelled from the site immediately.**

10.3. *Fire Suppression Systems*

Contractors who require a Fire System shutdown must do so through the fire support person for that building. **Two working days written notice is required.** Requests are made through uastp.com, by clicking on permits and forms. Any riser work on a building sprinkler system that requires testing and results in draining and filling of water must receive the prior approval from the Fire Specialist, and water cannot be released into a Sanitary sewer manhole or wastewater pump / lift station without approval. The Fire Specialist or designated support personnel must be

present during the release of fire system water discharges. Amounts will be recorded to meet environmental regulatory requirements (ADEQ).

Note: The cost to perform the routing and handling of Fire System test water will be at the expense of the contractor.

Appendix A

Permits

(See <http://uastp.com/permits.htm> for forms)

Assigned Control #

Date Assigned:

**The University of Arizona Science and Technology Park
Temporary Use of Common Area Permit. Appendix A.**

SCOPE: Section 12.1 of the POA states: "Project parking areas may be used by an Occupant and its employees, agents, contractors, invites and guests only for parking of vehicles in active use by persons present in Occupants premises, and not for the overnight storage of vehicles or other property or for other activities without the Consent of Managing Operator and Approving Party". The purpose of the Temporary Use of Common Area Permit is to allow temporary use of parking areas and adjacent Common area for certain activities with the Consent of the Managing Operator. Activities may include at the sole discretion of the Managing Operator: construction equipment staging, construction materials storage or other related activity or uses. Use of the permit is not intended to allow open storage of materials in Common Area for any other purpose.

Tenant:*

Contact Name:*

Telephone Number:

24-Hour Emergency Number:*

E-mail Address:*

Purpose:*

Description / Nature of Use:*

Start date:* End date:* Time (hrs example: 8am to 5pm):*

Attachment* Location:*

Additional Information:

Impact to other Systems:

Detailed Map of affected area must be attached. You can attach multiple files.

Common Area permit requests require 2 (two) days notice in order to obtain all 5 (five) approving signatures. Upon approval a copy of the permit will be forwarded to the permit requester for their record keeping.

Note: For large events please allow 5 days for approvals

Submitted permits are reviewed solely for effects on Common Services or Common Areas and solely for the benefit of the Managing Operator. Requesting party bears all responsibility. No responsibility is assumed by the Managing Operator or the Contract Operator.

Contact Donna Brett, Program Manager at 520-799-7810 or e-mail: Donna.Brett@ch2m.com with any questions.

Date Assigned:

The University of Arizona Science and Technology Park

HAZARDOUS WORK PERMIT

The tenant is responsible for ensuring that all OSHA regulations, UASTP safety rules and Hazardous Work Permit requirements are met during work. This permit requires two full business days (48 hours) to process and will not be approved until all required documentation has been received by CH2M Safety. For emergencies, call 799-6666 and a safety officer will be contacted to assist you with permitting.

Tenant:*

Contact Name:*

Telephone Number:*

E-mail Address:*

Contractor Company:

Contractor Supervisor:

Contractor Phone:

Contractor E-mail Address:

Start Date:*

End Date:*

Work Hours:*

General Description of task, including any safety precautions that will be implemented:*

Affected Buildings:*

CHECK BOXES THAT APPLY TO YOUR WORKJOB IN THE COMMON AREA (defined as roofs and outside of buildings):

WORK IN OR AROUND HAZARDOUS MATERIALS

HIGH VOLTAGE WORK (OVER 600 VOLTS)

POWDER ACTUATED TOOLS (example: Ramset gun, Hilti gun)

ROOF WORK

Unprotected roof edge

Roof protected by 39-inch or more parapet

Maintenance

Lifeline

Temporary railings

Working within 10 ft of unprotected roof edge

Construction

MOBILE CRANE/HOIST WORK

Name of crane company

Please attach files below (multiple files accepted) of annual crane inspection, crane operator's card, rigger cards, and signaler cards and a detailed map of where the crane will be located Or send an email to kloutzenheiser@uastp.com.

Attachment 

USE OF FLAMMABLE, TOXIC, OR CORROSIVE MATERIALS

USE OF LASERS OR IONIZING RADIATION SOURCES (includes laser levels)

Requirements (CH2M Only):

CH2M Safety Approval

Date Assigned: 

**The University of Arizona Science and Technology Park
Fire Shutdown Request Form**

THE CONTRACTOR IS SOLELY RESPONSIBLE FOR MANAGING THE SAFETY OF ITS EMPLOYEES WHILE PERFORMING WORK. THIS PERMIT MUST BE COMPLETED AND APPROVED 2 BUSINESS DAYS (48 HOURS), PRIOR TO ANY WORK BEING DONE. FOR EMERGENCIES, CALL 799-6666, AND SAFETY WILL BE CONTACTED.

Tenant:*

Contact Name:*

Telephone Number:*

E-mail Address:*

Sprinkler Contractor performing work:*

Brief Description of why Red Tag is needed:*

Building & Riser #:*

Date:*

 

Time Start:*

Sign:

Time End:*

Security to Confirm PIV Reopened
Date & Time of Inspection:



3/16/2017

Digging Permit Request Form

Date Assigned:

The University of Arizona Science and Technology Park

Digging Permit Request Form

These guidelines apply to all digging, excavating, grading, grubbing, clearing or disruption of ground; including but not limited to the staging of heavy equipment or storage of materials at The Project at UASTP. This permit requires two business days (48 hours) to process. Applicant will be notified of approval.

Tenant*

E-mail Address:*

Contact Name:*

Occupant:*

Telephone Number:*

Occupant Contact:*

Emergency Contact Number:*

Description and Depth of Work:*

Date of Work:*

Start Time:*

Finish Time:*

Location:*

Toning and Marking required:*

Method or equipment to be used (backhoe, excavator, ditch witch, etc.) and details:*

Attach Sketch or Plans

Approvals (for CH2M use only)

Project Manager: _____

Environmental Manager: _____

Site Manager: _____

Safety Specialist: _____

Safety Requirement:

Digging Permit Instructions

1. The Applicant must submit a sketch or plan of the proposed work along with the application. Digging permit applications can be accessed at UASTP.com, can be hand carried to Building 9018, or sent to JACOBS Health & Safety.
2. The Applicant is responsible for ensuring that all UASTP rules are followed. Copies of these rules can be obtained by calling (520)799-7812 and requesting a *UASTP Contractor Rules Guide*.
3. The following governing criteria apply to the administration of this permit:
 - a. Any digging or manual disruption of the soil shall require a permit. Digging is defined as excavating, digging, grading, grubbing, clearing and similar activities.
 - b. Work less than 18” in depth and more than 20’ from a known fire line does not require toning and marking. However this work can affect irrigation and may require the primary irrigation pumps to be shut off by the Contract Operator during digging. Any damage to the irrigation lines during work must be repaired immediately by the Applicant. All landscape irrigation is reclaimed water and environmental regulations require that all replacement pipe be colored purple. Damage to the landscaping on site caused by delays in repairs of irrigation shall be charged to the applicant.
 - c. Work greater than 18” in depth or 20’ or less from a known fire line will require toning and marking of all utilities. As-builts of the fire system are available, but may require verification by survey. Digging near fire lines may require that the Contractor Operator isolate the fire line by closing valves. If this is necessary, 48 hour notice must be given to the JACOBS Fire & Security Coordinator or the JACOBS Sub Contract Coordinator. The Occupant will be responsible for the cost of fire watches if buildings are without fire suppression.
 - d. Work at all depths closer than 10’ to a known fire line requires either manual excavation or an approved excavating contractor.
 - e. Depending on the nature of the work the Applicant may also be responsible for obtaining an ADEQ Storm Water Construction Permit which may require erosion control measures such as silt fences or straw bales. Pima County may also require a PDEQ Air Quality Permit or digging permit. Note that obtaining these permits may require more than two business days. The JACOBS Environmental Engineer will advise as necessary. Please call for further information (520)799-7976.
 - f. Exemptions from permitting include the replacement of existing plants, shrubs, sod or ground cover or irrigation 24” or less.
4. It is the Applicant responsibility to repair any damage caused by excavation to the satisfaction of the Contract Operator.
5. If work has not commenced by the anticipated start date or plans have changed, please contact the JACOBS Construction Coordinator to whom your job has been assigned.
6. It is the applicant’s responsibility to ensure that all Federal, State, County and The Project at UASTP rules and regulations are followed.

Work shall cease immediately if any hazards are encountered. The area should be evacuated and the JACOBS Safety Officer shall be contacted immediately by contacting the UASTP emergency phone number at (520)799-3911. Operations will not be permitted to resume until the Safety Officer deems it safe. **The Applicant is responsible for all damage and related repairs should they inadvertently hit a utility line.**

Appendix B

General Guidelines for Working with Reclaimed Water

The Arizona Department of Environmental Quality and Project environmental policies require that the following information be provided to all personnel working with reclaimed water.

- The reclaimed water (used for fire protection, irrigation and flushing toilets) at The Project is a highly treated effluent from the wastewater treatment plant that is monitored frequently for its safety.
- Reclaimed water must not be used in any manner that could contaminate other employees, equipment or bystanders.
- No swimming or full body contact with the water
- Reclaimed water must not be discharged to adjacent washes or drainage channels. If this should happen by accident, notify the JACOBS EE.
- All reclaimed water leaks must be fixed immediately.
- All reclaimed water must be consumed by plants, i.e. water cannot be left to evaporate, or plants over watered to dispose of excess water.
- Irrigation sprayers/bubblers must be adjusted so that water is directed toward the plants or grass. Water cannot run onto sidewalks, roadways, or other non-irrigated areas.
- Persons accidentally contaminated with reclaimed water shall immediately wash with soap and water.
- Persons with open sores or cuts on hands shall be restricted from duties that involve hand contact with the reclaimed water.
- **Fire hydrants shall only be used as a source of water for fire protection. They are not to be used as a fill station for dust control, construction activities, etc. The Site SUB CONTRACT COORDINATOR can direct you to the appropriate fill station.**
- All unauthorized releases of water must be reported to the JACOBS EE.
- Do not remove the reclaimed water signs, which are located throughout the Site.
- All new pipeline for reclaimed water must be labeled in accordance with Arizona Administrative Code R18-9-701, which requires:
 - Irrigation lines, boxes, etc. must be purple in color; piping must have the markings: "CAUTION: RECLAIMED WATER - DO NOT DRINK," at intervals of 3 feet.
 - Non Potable water lines in buildings must be marked with purple labels stating "CAUTION: RECLAIMED WATER _ DO NOT DRINK."

