

# **CONTRACTOR RULES GUIDE**

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

# **JACOBS<sup>®</sup>**

**Date: February 22, 2022**

## TABLE OF CONTENTS

Acknowledgement of Receipt and Understanding.....	0
1.0 DEFINITIONS.....	0
2.0 PURPOSE.....	1
3.0 EMERGENCY PROCEDURES.....	2
4.0 GENERAL CONDITIONS.....	2
4.1. Arrival and Departure Procedures.....	2
4.2. Weapons.....	2
4.3. Harassment.....	2
4.4. Smoking.....	2
4.5. General Construction Rules.....	2
5.0 SECURITY.....	4
5.1. Security Assistance.....	4
5.2. Identification Badges.....	4
5.3. Building Entrances and Docks.....	4
6.0 USE OF MOTOR VEHICLES, TRAFFIC, AND PARKING.....	4
6.1. Parking.....	4
6.2. Traffic.....	5
6.3. Electric Carts.....	5
6.3.1. Electric cart operating rules.....	5
7.0 SAFETY REQUIREMENTS.....	6
7.1. Occupational Safety and Health Administration (OSHA) Regulations.....	6
7.2. Occupant Safety Programs.....	6
7.3. Reporting of Accidents.....	6
7.4. Tripping Hazards.....	6
7.5. Hot Work.....	6
7.6. Electrical Safety.....	7
7.7. Hazardous Work Permits.....	8
7.8. Working Overhead.....	8
7.9. Confined Space Entry.....	8
7.10. Excavating, Trenching, and Shoring.....	9
8.0 HAZARDOUS MATERIALS AND USE OF CHEMICALS.....	9
8.1. Approval to Use.....	9
8.2. Chemical/Hazardous Material Definition.....	9
8.3. Chemical Spills or Leaks.....	9
8.4. Chemical Use and Storage.....	9
8.5. Additional Requirements for Use of Pesticides.....	10
8.6. Asbestos.....	11
9.0 ENVIRONMENTAL REQUIREMENTS.....	11
9.1. Washes and Storm Channels.....	11
9.2. Vegetation Removal.....	11
9.3. Dust Control.....	11
9.4. Imported Materials.....	11
9.5. Vehicle Washing.....	12
9.6. Waste Management.....	12

9.6.1.	Trash, Construction Debris, Green Waste, and Other Nonchem Wastes..	12
9.6.2.	Chemical /Hazardous Waste Disposal .....	12
10.0	SITE UTILITY BUILDING SYSTEMS.....	12
10.1.	Domestic/Potable Water Systems.....	12
10.2.	Reclaimed Water System .....	13
10.3.	Fire Suppression Systems.....	13

APPENDIX A

Permits.....	13
--------------	----

APPENDIX B

General Guidelines for Working with Reclaimed Water.....	0
--	---

### Acknowledgment 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 stated in the Contractor Rules Guide and will ensure compliance with all rules 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, e-mail it to the Occupant Services Coordinator, [OccupantServices@uastp.com](mailto:OccupantServices@uastp.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	US Department of Transportation
EPA	US 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 and subcontractors are expected to comply 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 follow all laws, codes, contractual agreements, and 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 the common area or 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 that comply with the Smoke-Free Arizona Act. All smoking materials shall be disposed of in the proper receptacles (ashtray/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](http://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 proper signs. JACOBS Safety will choose appropriate fencing, barricading, etc. The work area shall be secured before beginning any work.

- All digging, excavating, grading, grubbing, and clearing requires 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](http://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 do 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 worksite.
- Fire alarms can be activated by welding, grinding, cutting, and other construction activities. 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.
- Headphones and Earbuds are not permitted for listening to music.
- Extension cords cannot be suspended overhead and must be secured 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 ductwork, 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 before operation.

- All work under, along, or near the spine or busy Common Areas requires approval by JACOBS Safety. A written safety plan may be necessary based on the 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*

If assigned to contractor employees (workers), badges must be worn and displayed adequately.

### *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 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 granting permission 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. There is no cutting of new roads, driving through landscaping, or vacant areas. There shall be no parking in 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 in legible letters with the company/tenant owner's name. Carts must be in safe working order and 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 driving a cart.
- ✓ Power vehicles must be operated at a speed that will allow them to stop safely.
- ✓ Trailing carts or wagons must be appropriately 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 three 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 are 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 pass through doorways.
- ✓ Do not overload the vehicle or allow the 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 the OSHA General Industry (29 CFR 1910 and Construction 29 CFR 1926) Standards.

- Contractors are expected to be knowledgeable of all OSHA regulations and provide documentation of required written programs and employee training before the start of work.
- The Contractor's responsibility is 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 eyewear as deemed necessary. It is the Contractor's responsibility to ensure that his employees and subcontractors meet the law's intent. 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 fail 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 the 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 hot work location.
  - 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 area.*
- It is the Contractor's responsibility to ensure that personnel remains in the area after completing 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 the 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 scheduling work. Lines may need to be depressurized, drained, or purged, then locked and tagged out.
- A Hot Work Permit will not be issued if an unrelated fire system impairment affects 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 a vendor maintains under a site service contract must identify the vendor and the type of service performed. They must state that the vendor's lock-out / tag-out procedures will be implemented.
- The Contractor must notify the Utility Plant Supervisor of any equipment or systems 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 lock-out - tag out performed by JACOBS employees or other contractors that will affect the Contractor's work.

- A lock-out 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 lockbox 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 lock-out/tag-out duration.
- 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](http://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 THE 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 submitting 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 (e.g., 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 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 according to OSHA standards.
- All work involving chemicals must be conducted to minimize exposure to personnel, protect property, and the environment.
- The use of odorous chemicals may be restricted in the quantities and times 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 appropriately labeled and containerized.
- Contractor chemicals cannot be stored overnight in any area without permission from the JACOBS EE.
- Chemicals cannot be stored on the ground or in 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 the JACOBS EE has granted prior approval.
- Compressed gas lines must be leak tested when put in use, and cylinders must be secured appropriately (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.
- Acetylene and oxygen cylinders must be stored 20 feet apart or on opposite sides of a one-hour rated fire wall when not in use.

#### 8.5. *Requirements for the 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.
- The JACOBS EE will assign a designated area for obtaining water and mixing 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 must be followed as stated on the label.
- All applicable regulations must be followed to dispose of pesticides and their containers.

#### 8.6. *Asbestos*

- Several areas on Site 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, among other things).**
- No pipes, bridges, pathways, fencing, or roads can be placed over or in a wash without the permission of the JACOBS EE.
- The berm 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*

- For dust control, do not use reclaimed water or water from the fire hydrants. Potable water fill stations are available. Ask the JACOBS Site Sub Contract Coordinator for the best location to fill trucks.
- Without approval, no land stripping, earth moving, trenching, or grading is allowed. 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. Contractors will need to supply the “Imported Materials Form” located in Appendix C before materials can enter the Site.

- Sampling and analysis results, including the Chain of Custody, must be provided from an accredited (licensed) laboratory for the analysis.
- Sampling results should be given to the JACOBS EE for review and approval.
- The Contractor or tenant will incur all sampling and laboratory costs.

#### 9.5. *Vehicle Washing*

The washing of vehicles (including 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 of 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, 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 of 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 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 backflow 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 (AAC.) 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](http://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 prior approval from the Fire Specialist. Without authorization, water cannot be released into a Sanitary sewer manhole or wastewater pump/lift station. 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 Contractor's expense.*

## **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.
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 are applicable 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 pipes be colored purple. Damage to the landscaping on Site caused by delays in irrigation repairs 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, requiring 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 at (520)799-7976.
  - f. Exemptions from permitting include replacing existing plants, shrubs, sod, ground cover, or irrigation 24" or less.
4. It is the Applicant's 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. The Applicant's responsibility is 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 Project's reclaimed water (used for fire protection, irrigation, and flushing toilets) is a highly treated effluent from the wastewater treatment plant frequently monitored 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.
- Plants must consume all reclaimed water, i.e., water cannot be left to evaporate, or plants over watered to dispose of excess water.
- Irrigation sprayers/bubblers must be adjusted to direct water 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 located throughout the Site.
- All new pipelines 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."



# JACOBS® Imported Material Form

Date: \_\_\_\_\_, 20\_\_

Requisition Number: \_\_\_\_\_ Lab Number \_\_\_\_\_

Project	
Type of Material	
Location used	
Amount received	
Supplier	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

“Supplier represents and warrants to the best of its knowledge and belief, all materials provided hereunder are free from, and do not contain any, contaminants which are considered “hazardous” under any applicable environmental law, statute, regulation or other legislatively or judicially promulgated obligation. A contaminant is hazardous if it alone, or in combination with others, is capable of causing harm or damage to the environment or bodily injury. Supplier shall advise Jacobs of the origins and history of all material provided.”

Name: \_\_\_\_\_

---