

# **CONTRACTOR RULES GUIDE**

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

**Date: February 06, 2026**

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## 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: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Employee/Company Representative  
Name and Title (printed): \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Note:** After completing this form, e-mail it to the CO EH&S, [Environmental@uastp.com](mailto:Environmental@uastp.com).  
Work cannot begin until the form has been signed and received by Contract Operator.

## 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
CO EH&S	CO Environmental Health & Safety Professional
OPEF	Occupant Project Evaluation Form – Construction Project Review
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 CO 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  
(520) 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 the 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*

CO 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) reviewed by CO before use. 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 using barricades, fencing, caution tape, stanchions, cones, and proper signs. 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 Contract Operator Environmental Health and Safety Professional at (520) 799-7826 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. Without prior written approval from the CO.
- 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.
- Construction activities such as welding, cutting, and grinding, can trigger fire alarms. To ensure site safety and prevent accidental activations, no construction activities shall commence without prior notification to the building representative and an active Hot Work Permit from the CO EH&S.
- 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 shall be used to reach these areas.

- Equipment operators shall always have a valid training card with them specific to the equipment they are operating. Examples are forklift operator, crane operator, boom truck operator.
- All mobile equipment must have documentation of a current annual safety certification and pass a documented pre-use inspection by the operator prior to use.
- All work under, along, or near the Spine or busy Common Areas requires prior approval by CO EH&S. 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 written permission from CO EH&S.
- 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.
- 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 (520) 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 shall be always followed, including all traffic control and speed limit signs.
- All activities that impact traffic flow or obstruct roadways must have the prior approval of CO EH&S. 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 CO EH&S.
- 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 CO EH&S 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.
- All electric carts and forklifts operated by occupants, tenants, or contractors must be clearly identified with the company/tenant/owner's name in legible lettering.
- Three-wheeled carts are prohibited.

### 6.3.1. Electric cart operating rules

## Operator Requirements

**Only trained and authorized individuals may operate electric carts and forklifts.**

**Operators must adhere to the following requirements:**

### 1. Operator Conduct & Distractions

- **No Distracted Driving:** The use of cell phones, handheld electronic devices, headphones, in-ear buds, or bone conduction headphones is **strictly prohibited** while the vehicle is in motion.

- \* If you must use a device, you must pull over, come to a complete stop, and secure the vehicle first.
- **Prohibited Activities:** Smoking, eating, and drinking are not permitted while operating vehicles.
- **Conversations:** Operators must come to a complete stop before engaging in conversation with pedestrians or other vehicle operators.

## 2. Safe Driving Protocols

- **Speed & Control:** Vehicles must always be operated at a speed that allows for a safe, controlled stop.
- **Traffic Rules:** Operators must obey all posted traffic signs and keep a safe distance of at least **three (3) vehicle lengths** between vehicles traveling in the same direction.
- **Passing & Lanes:**
  - \* Do not pass other vehicles at intersections, blind spots, or dangerous crossings.
  - \* Do not drive alongside another moving vehicle (no side-by-side driving).
- **Restricted Times:** Vehicle operation on "The Spine" is **restricted between 11:00 a.m. and 1:00 p.m.** Please observe all posted signage regarding time-specific zones.
- **Incidents:** All accidents and incidents shall be reported **immediately** to Site Security (520-799-7911) and employer.

## 3. Pedestrians & Right of Way

- **Pedestrian Priority:** Pedestrians **always** have the right of way. Operators must adhere to all signage. Electric carts are prohibited in designated "Pedestrian Only" walkways.
- **Doorways & Blind Spots:**
  - \* **Doorways:** Always stop, honk the horn, and check for clearance before proceeding through doorways.
  - \* **Intersections:** Slow down and sound the horn at blind intersections and cross aisles.
- **Sidewalks:** Driving on sidewalks less than six (6) feet wide is prohibited.

## 4. Loading & Towing

- **Secure Loads:** Do not overload vehicles or allow materials to protrude unsafely. All loads must be secured with appropriate strapping or restraints.
- **Towing:** Trailing carts or wagons must be properly hitched to the pulling vehicle. They may not be dragged, pulled alongside, or held by hand, by the operator or a rider.

## 5. Parking & Unattended Vehicles

- **Parking Protocol:** Remove the key (if equipped) and engage the parking brake whenever the vehicle is left unattended in public areas.

- **No Blocking:** Never park in a way that blocks aisles, platforms, doorways, stairways, electrical panels, or emergency equipment.
- **Designated Areas:** Always park in designated vehicle areas.

## Forklift-Specific Requirements

- **Training & Certification:** Forklifts may only be operated by individuals who have successfully completed forklift training and evaluation in accordance with OSHA 29 CFR 1910.178.
- **Authorization:** Operators must be formally authorized by their employer, prior to forklift operation. Authorization may be revoked at any time for unsafe operation or policy violations.
- **Restraint Systems:** Seatbelts or operator restraint systems shall be worn **at all times** when operating forklifts equipped with such devices.

## Personal Protective Equipment (PPE)

Operators must wear required personal protective equipment (PPE) as defined by their employer. At a minimum, this includes safety-toed footwear when operating forklifts. Additional PPE may be required based on task or location.

## Equipment Inspection Requirements

Electric carts and forklifts must be inspected prior to use. Any equipment found to be damaged, malfunctioning, or unsafe, must be removed from service immediately and reported.

### 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 their 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 CO EH&S at (520) 799-7826.

## 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 and tripping hazards in the Common Area (outside of buildings) shall be reported to the CO EH&S (520) 799-7826 as soon as possible.
- 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.

## 7.4. 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 CO EH&S at 799-7826. For emergencies, call Site Security at 799-3911 and ask them to page CO EH&S. Permits are required for both indoor and outdoor work. Allow 24hr 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.
- 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 remain 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 Performed on Common Services Buildings (e.g., 9008, 9012, 9014, and 9018) may require fire alarm panels be placed in bypass mode to prevent horn and strobe activation. The covering of any smoke detectors is strictly prohibited unless prior approval is obtained from CO EH&S. For assistance and approvals contact CO EH&S at (520) 799-7826. All work performed inside non-CO buildings shall be coordinated directly with CRC prior to commencement.

- 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 CO EH&S prior to scheduling work. Lines may need to be depressurized, drained, and/or purged, then locked and tagged out.
- A Hot Work Permit will not be issued if an unrelated fire system impairment affects the area.

### 7.5. *Electrical Safety*

- Contractors are responsible for their own programs, including the Control of Hazardous Energy (Lock-out / Tag-out) in accordance with NFPA 70E and OSHA.
- 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 CO to notify the Contractor of any lock-out - tag out performed by CO employees or other contractors that will affect the Contractor's work.
- A lock-out permit shall be submitted to CO EH&S for all work that impacts or has the potential to impact CO Utilities. 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.

### 7.6. *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 1000 volts) in accordance with NFPA 70E
- Roof work- all access to roofs requires a permit
- Portable ladders for roof access are not permitted. Lift and scaffolds are acceptable.
- Fall protection will be required if working within 15' 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.

### 7.7. 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.

### 7.8. 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 notify CO EH&S 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 review to the CO EH&S prior to the start of work.
- After CO EH&S review, the Contractor shall call Site Security at (520) 799- 6666 prior to the start of the job and give a job location and the time entry is planned.
- When the Contractor is finished, a call must be made to Site Security at (520) 799- 6666 to inform them that they are out of the confined space.

### 7.9. Excavating, Trenching, and Shoring

- All open excavations shall require a Digging Permit, Arizona 811 notification, and the area shall be located and marked prior to the start of work.
- Excavations may be classified as confined spaces depending on depth, atmospheric hazards, or egress limitations. The contractor is responsible for performing the necessary due diligence to determine if the work area meets these criteria. If designated as such, the contractor must secure a Confined Space Permit and strictly adhere to all associated entry and monitoring protocols.
- Excavations shall be fenced and illuminated, and meet all OSHA requirements, including shoring or stepping when required.
- The contractor shall ensure a Competent Person inspects the excavation daily, at the

start of each shift. Additional inspections are required whenever changing conditions such as rain, soil movement, or heavy equipment operations occur. All inspections must be documented to verify that the excavation remains safe for entry.

- A safe means of egress, such as a ladder shall be located within 25 feet of all workers in any trench deeper than 4 feet.

## **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 CO EH&S. 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. Contact CO EH&S at (520) 799-7826 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 CO EH&S.

- Chemicals cannot be stored on the ground or in parking lots without prior approval from the CO EH&S.
- 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 CO EH&S has granted prior approval.
- Compressed gas lines must be leak tested when put in use, and cylinders must always be secured appropriately (chained).
- 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 shall be provided to the CO EH&S 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 CO EH&S 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 shall be followed as stated on the label.
- All applicable state and federal regulations shall 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 CO EH&S at (520) 799-7826.
- Any disturbance or removal of asbestos-containing materials (ACM) shall be performed exclusively by a certified abatement contractor approved by CO EH&S.

## 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 CO EH&S.
- The berm height or depth of any wash cannot be altered in any way.

### 9.2. Vegetation Removal

- Approval must be obtained from the CO Site Services Coordinator (520) 799-7834 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 CO Site Services 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 always keep dust to a minimum 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 CO EH&S. 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, shall be provided from an accredited (licensed) laboratory for the analysis.
- Sampling results shall be given to the CO EH&S 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.
- 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 written consent of the CO. 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 written approval of the CO Program Manager and CO EH&S.
- Water for trucks and tankers can be obtained at the truck fill stations located at building 9012. The CO Site Services Coordinator will direct you to the appropriate location.
- No hose connections to water spigots shall 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 CO EH&S.

**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 CO Site Services 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 CO EH&S. Without authorization, water cannot be released into a Sanitary sewer manhole or wastewater pump/lift station. The CO EH&S 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.*

## 11.0 APPENDIX

### 11.1. Permits

See [https://www.uastp.com/permits\\_and\\_forms.html](https://www.uastp.com/permits_and_forms.html) for forms

#### 11.1.1. Temporary Use of Common Area Permit (TUCA)

### TUCA

The University of Arizona Science and Technology Park

#### Temporary Use of Common Area Permit. Appendix A.

SCOPE: Section 12.1 of the DPOA states: "Project parking areas may be used by an Occupant and its employees, agents, contractors, invitees and guests only for parking of vehicles in active use by persons present in Occupant's premises, and not for the overnight storage of vehicles (other than by employees of Occupants on business travel) or other property or for other activities without the Consent of Contract Operator and Campus Research Corporation (CRC)". 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 CRC. Activities may include at the sole discretion of CRC: 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. All OSHA regulations, NFPA, UASTP safety rules, and Hazardous Work Permit requirements shall be met.

Occupant \*

Contact Name \*

Phone \*

24 Hour Emergency Number \*

Email \*

Purpose \*

Description / Nature of Use \*

Start Date \*

Start Time \*

End Date \*

End Time \*

**Location \***

**Additional Information**

**Attachments**

or drag files here.

*Please attach up to 5 files, no larger than 15 MB each*

**Impact to Other Systems \***

## 11.1.2. Hazardous Work Permit

### Hazardous Work Permit

The University of Arizona Science and Technology Park

The contractor is solely responsible for managing the safety of its employees while performing work. All OSHA regulations, NFPA, UASTP safety rules, and Hazardous Work Permit requirements shall be met while performing work. Prior to any work being performed, this permit requires two full business days (48 hours) to process and will not be reviewed until all required documentation has been received by Jacobs Safety. Once reviewed, applicant will be notified. For all emergencies, call 911 or Site Security at (520) 799-3911.

**Occupant \***

**Contact Name \***

**Contact Phone \***

**Email \***

**Contractor Company**

**Contractor Supervisor**

**Contractor Phone**

**Contractor Email**

**Start Date \***

**Start Time \***

**End Date \***

**End Time \***

**Work Hours**

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

**Affected Buildings \***

**CHECK BOXES THAT APPLY TO YOUR WORK/JOB IN THE COMMON AREA (defined as roofs and outside of buildings)**

- Work in or around hazardous materials
- High Voltage Work (OVER 600 VOLTS)
- 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

**Construction**

- Mobile Crane/Hoist Company

**Name of Crane Company**

Please attach files below (multiple files accepted) of annual crane inspection, lift plan, 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 Clinton Pearson at Clinton.Pearson@jacobs.com or call 520.799.7826

**Attachments**

Upload

 or drag files here.

**Special Hazards**

- Use of flammable, toxic, or corrosive materials
- Use of lasers or ionizing radiation sources (including laser levels)

**Notes (Jacobs Use Only)**

### 11.1.3. Fire Shutdown Request Form

#### Fire Shutdown Request Form

The University of Arizona Science and Technology Park

The contractor is solely responsible for managing the safety of its employees while performing work. All OSHA regulations, NFPA, and UASTP safety rules shall be met while performing work. Prior to any work being performed, this permit requires two full business days (48 hours) to process and will not be reviewed until all required documentation has been received by Jacobs Safety. Once reviewed, applicant will be notified. For all emergencies, call 911 or Site Security at (520) 799-3911.

Occupant \*

Please Select

Contact Name \*

Phone \*

Email \*

Name of the Individual Performing Work \*

Phone \*

Email \*

Sprinkler Contractor performing work \*

Brief Description of why Red Tag is needed \*

Building # \*

Riser # \*

Is a PIV closure required? \*

Yes  No

Start Date \*



Start Time \*



End Date \*



End Time \*



Notes

Submit

## 11.1.4. Digging Permit Request Form

### Digging Permit Request Form

University of Arizona Science and Technology Park

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. The contractor is solely responsible for managing the safety of its employees while performing work. All OSHA regulations, NFPA, UASTP safety rules, and Hazardous Work Permit requirements shall be met while performing work. Prior to any work being performed, this permit requires two full business days (48 hours) to process and will not be reviewed until all required documentation has been received by Jacobs Safety. Once reviewed, applicant will be notified. For all emergencies, call 911 or Site Security at (520) 799-3911.

<b>Occupant *</b>	<b>Occupant Email *</b>
<input type="text" value="Please Select"/>	<input type="text"/>
<b>Contact Name *</b>	
<input type="text" value="First"/>	<input type="text" value="Last"/>
<b>Phone *</b>	<b>Emergency Contact Phone *</b>
<input type="text"/>	<input type="text"/>
<b>Description and Depth of Work *</b>	
<input type="text"/>	
<b>Date Start *</b>	<b>Time Start *</b>
<input type="text"/>	<input type="text"/>
<b>Date Complete *</b>	<b>Time Complete *</b>
<input type="text"/>	<input type="text"/>
<b>Location *</b>	
<input type="text"/>	
<b>Toning and Marking required *</b>	
<input type="text"/>	
<b>Method or equipment to be used (backhoe, excavator, ditch witch, etc.) and details *</b>	
<input type="text"/>	
<b>Attach Sketch or Plans</b>	
<input type="text" value="Upload or drag files here."/>	

#### 11.1.5. 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) 799-7826 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. 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. 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, 48hour notice must be given to the CO HS&E. The Occupant will be responsible for the cost of fire watches if buildings are without fire suppression.
  - d. 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 CO EH&S will advise as necessary. Please call for further information at (520) 799-7976.
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 CO EH&S 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 CO EH&S shall be contacted immediately by contacting the UASTP emergency phone number at (520) 799-3911. Operations will not be permitted to resume until the CO EH&S deems it safe. The Applicant is responsible for all damage and related repairs should they inadvertently hit a utility line.

## 11.1.6. Occupant Project Evaluation Form

### Construction Project Review

The University of Arizona Science and Technology Park

#### Occupant Project Evaluation Form

Occupant \*

Contact Name \*

Phone \*

Email \*

Contractor Company \*

Contractor Contact Name \*

Contractor Phone \*

Contractor Email

Purpose of Project \*

General Description of Work \*

Affected Buildings \*

Select items affected by project:

- |   |  |
|---|--|
| <input type="checkbox"/> Fire Suppression Systems       | <input type="checkbox"/> Deionized Water             |
| <input type="checkbox"/> Domestic Water                 | <input type="checkbox"/> General Description of Work |
| <input type="checkbox"/> Parking Lots                   | <input type="checkbox"/> Fuel Oil Distribution       |
| <input type="checkbox"/> Compressed Air                 | <input type="checkbox"/> Industrial Waste Recycling  |
| <input type="checkbox"/> Heating Hot Water              | <input type="checkbox"/> Chilled Water               |
| <input type="checkbox"/> Non-Potable Water Distribution | <input type="checkbox"/> Sanitary Waste Recycling    |
| <input type="checkbox"/> Energy Management              | <input type="checkbox"/> Electrical Distribution     |
| <input type="checkbox"/> Natural Gas                    | <input type="checkbox"/> Landscaping                 |

Please complete form regarding estimated usage, and attach flow studies, and any other data which will assist in assessing the project's impact on the affected utility/services. Estimated Start and Completion Date:

Start Date \*

Start Time \*

End Date \*

End Time \*

## Service

### Electrical Power Unit: (KVA)

New Service or Increase to Existing?

Yes  No

### Fire Suppression Unit: (GPM)

New Service or Increase to Existing?

Yes  No

### Domestic Water Unit: (GPM)

New Service or Increase to Existing?

Yes  No

### Reclaimed Water Unit: (GPM)

New Service or Increase to Existing?

Yes  No

### Sanitary Waste Unit: (GDP)

New Service or Increase to Existing?

Yes  No

### Industrial Waste Unit: (GDP)

New Service or Increase to Existing?

Yes  No

### Chilled Water Unit: (GPM) or (TONS)

New Service or Increase to Existing?

Yes  No

### Natural Gas Unit: (CFH)

New Service or Increase to Existing?

Yes  No

### Compressed Air Unit: (SCFM)

New Service or Increase to Existing?

Yes  No

Sanitary Wastewater Effluent Data

Identify the type and quantity of constituents that are or will be present in the sanitary waste water Ref: [Exhibit L](#), [Exhibit M](#), of the Project Operation Agreement. If other chemicals are or will be used include them.

Industrial Wastewater Effluent Data

Sanitary Wastewater Effluent Data

Identify the type and quantity of constituents that are or will be present in the sanitary waste water Ref: [Exhibit L](#), [Exhibit M](#), of the Project Operation Agreement. If other chemicals are or will be used include them.

Industrial Wastewater Effluent Data

Identify the type and quantity of constituents that are or will be present in the industrial wastewater Ref: [Exhibit N](#) of the Project Operation Agreement. If other chemicals are or will be used include them. (list below or provide attachment) Also, indicate disposal method which will be used.

Chemicals / Hazardous Materials

List all chemicals and hazardous materials/substances that would be brought upon the Project in order to conduct business operations Ref: [Exhibit O](#) of the Project Operation Agreement. (list below or provide attachment) Also, indicate disposal method which will be used.

**Attachments- No more than 10 files of 35 MB or less each**

or drag files here.

Form Completed By \*

x

[type](#)

**Please submit the completed form along with design drawings and other descriptive data that depicts the proposed scope of work.**

## 11.2. 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 CO EH&S immediately.
- 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 Services Coordinator can direct you to the appropriate fill station.
- All unauthorized releases of water must be reported to the CO EH&S.
- 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.
- 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.”

11.3. Imported Materials 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: \_\_\_\_\_

Title/Company \_\_\_\_\_