

FAQ's – Environmental Handbook

01

What is the start date for the Environmental Handbook?

The [Environmental Handbook for Contractors](#) is in effect as of May 14th, 2021.

02

Does the Contractor Acknowledgement form need to be submitted for each project or just once?

[Environmental Handbook for Contractor Acknowledgement Form](#) should be submitted for each distinct category of work (e.g. line construction, underground civil construction, distribution design services, etc.). Please be sure to list out all relevant contracts/POs in the 'Purchase Order #' field and all identified Edison Representatives in the 'Edison Representative' field on the Contractor Acknowledgement Form for each distinct category of work.

03

Should we submit the Acknowledgement Form for current projects that have already started or just new ones moving forward?

Contractors are required to submit the [Environmental Handbook for Contractor Acknowledgement Form](#) for all existing contracts (not each project), and for new contracts when they are issued.

04

How do we complete the Acknowledgement Form for open Purchase Orders (PO)?

Contractors are directed to fill out the [Environmental Handbook for Contractor Acknowledgement Form](#) and submit it to CESCompliance@sce.com and to the Edison Representative. Instructions on how to fill out the form and where to submit it are provided in the form itself.

05

Is the Acknowledgement Form needed for CBRE purchase orders, or for SCE work orders thru Vendor Activity Website (VAWS)?

An [Environmental Handbook for Contractor Acknowledgement Form](#) is necessary for all categories of work and should list the relevant contract/PO number(s) in the 'Purchase Order #' response box. The form should be submitted to CESCompliance@sce.com and to the Edison Representative.

06

For the recently revised Contractor Handbook and Orientation Checklist (CHOC) and Hazard Assessment Safety Program (HASP) documents are submitted for each project, as well as a generic CHOC and HASP to ISNETWORLD directly. For the Environmental Acknowledgement Form, should the form be submitted per project, as well as a generic acknowledgement in ISNETWORLD?

Currently, there is no plan to have contractors submit the Acknowledgement Form in ISNETWORLD. Contractors are asked to submit the completed form to CESCompliance@sce.com and to their Edison Representative.

07

Should the Acknowledgement Form be updated/signed annually or just once for the term of the PO or contract?

Prior to the start of work at the beginning of a contract term and following updates to the Environmental Handbook that may affect compliance with environmental requirements, the Edison Representative and the Contractor must meet to complete the [Environmental Handbook for Contractors Acknowledgment Form](#).

08

If we have already submitted an Acknowledgement Form to an SCE representative, are we required to submit an additional form?

Contractors are required to submit the [Environmental Handbook for Contractors Acknowledgment Form](#) for all existing contracts, and for new contracts when they are issued, and after any updates to the [Environmental Handbook for Contractors](#). If the contractor submitted the form prior to the page-turn meeting, then an additional form is not required.

09

Do contractors who do not have an active project with SCE still need to fill out the acknowledgement form or wait until a contract is awarded?

Contractors are required to submit the acknowledgment form for existing or new contracts. Contractors are not expected to sign an acknowledgment form if they do not have an active contract with SCE.

10

By contract does SCE mean MSA?

No. The Master Service Agreement (MSA) is the umbrella terms and conditions agreement under which scope-specific contracts are issued. After the MSA is executed, then contracts may be issued by category and scope-specific work.

11

Who should we be contacting with questions about the handbook?

Handbook questions should be directed to the Edison Representative for the respective contract.

12

Who will be letting contractors know about updates to the Environmental Handbook?

The Edison Representative will communicate updates to the Environmental Handbook.

13

Who should we contact for Environmental questions about specific jobs?

Environmental questions about a specific job must follow the job specific communication protocol. If there are no job specific measures or communication protocols identified, then contact 833-SCE-2ENC/833-723-2362 or Environmentalrequirements@sce.com.

14

Does an Environmental Incident Report need to be submitted by the contractor if a job is shut down due to an environmental situation, like a nesting bird, that was not previously identified?

No. An Environmental Incident Report is not required. Identification of a nest, whether it is an active or an inactive nest, is not considered an environmental incident. Shutting down the job due to nesting activity is consistent with the environmental requirements guidance. However, any deviation from environmental requirements and project specific environmental guidance will need to be reported as an environmental incident.

15

Who will conduct the required annual environmental training for contractors' employees and subcontractors outlined in the appendix? Is this something Contractors provide, or SCE?

Contractors are expected to provide their own general environmental awareness training to their employees and subcontractors. Contractors should provide sufficient training to their employees and subcontractors to ensure that they comply with all applicable local, state, and federal regulations, permit requirements, and any additional SCE specific requirements. SCE will provide project and/or job specific training and/or tailboards as needed. SCE may also provide resource specific trainings when applicable.

16

How will SCE track contractor-provided annual environmental training?

Currently, contractors are expected to retain documentation that provides proof of environmental training completion. SCE is in the process of developing and defining criteria and methods for tracking contractor provided annual environmental trainings.

17

If our contractor uses a subcontractor can the subcontractor call the numbers provided in Appendix A?

Yes, they can contact Environmental notification center at 833-SCE-2ENC/833-723-2362 or Environmentalrequirements@sce.com, and 844-GOT-SPIL/GOTSPILL@sce.com for incidents involving hazardous materials release for further guidance and support.

18

Are the crews required to call in for all auto clearances and is someone documenting when the call is made? If so, where are those documents maintained?

The crews are not always required to call in for all auto-clearances. Crews are required to follow the measures listed in the ERD which can be an “auto clearance” issued in EHSync. Some auto cleared ERDs will require pre-construction environmental surveys. Contact 833-SCE-2ENC/833-723-2362 or Environmentalrequirements@sce.com if the environmental requirements state a pre-construction survey is required, a monitor is required, and/or crews have questions about measures in the ERD.

19

Is there a plan to do Environmental Requirements Documents (ERD) for work not currently covered such as Distribution/Transmission Infrastructure Maintenance Programs (DIMP/TIMP) and Bulk Work Order Packages (BWOP)etc.?

Activities involving ground disturbance, overland travel, and vegetation removal require an ERD. For DIMP work, where an ERD does not exist, contact Environmentalrequirements@sce.com to obtain an email ERD or be directed to have the DIMP work entered into EHSync because it requires additional review and approval. Contractors are still required to follow all applicable laws, regulations, and SCE environmental programs, procedures, and standards. Environmental questions related to DIMPs and BWOPs should be directed to 833-SCE-2ENC/833-723-2362 or Environmentalrequirements@sce.com.

20

Why do work orders released with "Environmental Auto Clearance" still require an additional clearance?

Auto-cleared ERDs issued through EHSync are based in part on existing guidance and regulations. If guidance or regulations change, ESD will identify previously cleared projects and modify the environmental requirements, as necessary. In addition, if there is a scope change post submission in EHSync, the Auto-cleared ERD needs to be revalidated. If contractors are unsure if the scope has changed, contact 833-SCE-2ENC/833-723-2362 or Environmentalrequirements@sce.com with questions.

21

Is "off-road" "off pavement" or does it include "notoriously established dirt roads"?

Off-road is off existing, well-traveled access roads that are either paved or unpaved. "Notoriously established dirt roads" should be validated for use by ESD prior to mobilizing in case such roads are on Public Lands and they require advance notification or approval for their use.

22

Can you define overland travel and when the contractors need to call the phone provided in Appendix A?

Overland travel is where vehicles and equipment need to go off existing, well-traveled access roads. Ghost roads, such as two-tracks are typically considered overland travel routes. When you are in the field and unsure, and/or need further clarification about the overland route, call or email the contacts provided in the one-page guidance before using the path/road. Walking-in is not considered overland travel.

23

Please clarify the 10-day waiting period (nesting birds)? Is this only during nesting season or year-round?

The 10-day window is not a waiting period, but it is a construction working period. After a nesting survey is completed, and the results are negative for active nest or nesting activities, then construction has 10 days (5 days for Woodpecker) to complete construction. If construction has not taken place within these days, another nesting bird survey is required. General nesting season is from Feb 1 to Aug 31, and Woodpecker nesting season is from March 1 to Oct 31, and nesting bird surveys are required during the general nesting seasons as defined in the job specific environmental requirements document. Note: Not all work requires nesting surveys, Please refer to the job specific environmental requirements, or contact 833-SCE-2ENC/833-723-2362 or Environmentalrequirements@sce.com for environmental support.

24

Does Environmental Services have an excavation permit that they use?

Environmental Services does not have an excavation permit. Obtaining all required local excavation/grading permits is the contractor's responsibility.

25

Can we “point” contractors to California codes in the handbook?

Contractors are required to comply with ALL local, state, and federal laws and regulations. The following list is a sample of a few of the environmental laws, and it is not an exhaustive list of laws and regulations contractors are required to follow.

- Federal and State Endangered Species Act
 - Migratory Bird Treaty Act
 - Bald and Golden Eagle Protection Act
 - California Fish and Game Code
 - California Desert Native Plant Act
 - Clean Water Act
 - National Historic Preservation Act
 - Archaeological Resources Protection Act
 - Native American Graves Protection and Repatriation Act
 - California Environmental Quality Act
 - National Environmental Policy Act
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