

HICKAM COMMUNITIES FENCE POLICY PACKET (Effective Date: 10 October 2012)

ATTACHED DOCUMENTS:

- 1) Directions for Fence Approval and Installation
- 2) Fence Policy and Fence Installation Request for Hickam Communities (**sign and return to HC**)
- 3) Hickam Communities Fence Policy: Resident Responsibilities (**sign and return to HC**)
- 4) PWD Hickam Work Clearance Request, 647th CES, JBPHH: Form 103, (**acquire signatures and return to HC**)
- 5) Hickam Communities Fence Policy: Subcontractor Responsibilities with *Attachment A: HC Standard Operating Procedure: Subcontractor Guidance for Managing Soil on HC Property Soil Excavation and Stockpiling during Installation of Fencing and Other Improvements* (**subcontractor to sign and return to HC**)

Return all required documents to your Community Manager.

Directions for Fence Approval and Installation

- A. Read through, fill out and sign the attached "*Fence Policy and Fence Installation Request for Hickam Communities.*"
NOTE: You must draw a line diagram of the fence you plan to install as explained in the form.
- B. Fill out and sign the "*Hickam Communities Fence Policy: Resident Responsibilities.*"
- C. Have the subcontractor who is doing your fence installation fill out and sign the "*Hickam Communities Fence Policy: Subcontractor Responsibilities with the HC Standard Operating Procedure: Subcontractor Guidance for Managing Soil and Material on HC Property During Installation of Improvements.*"
- D. **You are also required to have the PWD Hickam Work Clearance Request: JBPHH Form 103, filled out and signed-off on before you can proceed to install your fence.**

Notes on JBPPH FORM 103:

- Fill out block #1 with your address
- Next, fill out blocks 6 and 7
- Skip block 8

- On this form you will be required to get signatures of approval before installing your fence. The required signatures are marked with an asterisks (*) and/or yellow highlighting on the form.

- You may fax a copy of the fence diagram and JBPHH Form 103 to **Oceanic** (625-5888) or drop them off. Call Oceanic engineering **first** at 625-8570. They may give you a fax confirmation or a phone confirmation to let you know it is okay to proceed. If you drop off the fence diagram and Form 103, be sure to provide a fax number or email address where they can send their confirmation. In either case, document the method of confirmation, date, and who you spoke with.

- You must hand deliver (4) sets of fence diagram showing foot print of intended work site (reference markings for locating work area such as buildings and or street names must be included), four (4) copies of the excavation check sheet (JBPHH Form 103), and four (4) copies of a business card or POC information, to include name/business, address and phone number **to AT&T located at 3375 Koapaka Street, Ste D-120**. Call AT&T at 659-1400 for directions (office is difficult to locate) and to answer any questions. Processing may take 3-5 days.

Please return a final copy of the signed forms JBPHH FORM 103 once you have acquired all the approving signatures/approvals to Hickam Communities for review and processing by the Community Manager and HC Maintenance office.

Fence Policy and Fence Installation Request for Hickam Communities

Date: _____

Name of Requester: _____

Address: _____

Home Phone: _____ Duty Phone: _____

Occupants must request permission, through Hickam Communities (HICKAM COMMUNITIES), to install chain link fencing at their home. **To facilitate appropriate management of pesticide-impacted soils, the fence must be installed by a subcontractor.**

NOTE: Historic homes (in Officer Field and Hale Na Koa II) where renovations have been completed, are only allowed to install simple picket fences of either aluminum or wrought iron, covering no more than approximately 600-700 square feet. Fence colors should be dark to be less obtrusive and to blend with the landscape. Chain link fences are **not** allowed in these areas.

I understand that I will be required to hire a subcontractor to install the fence in conformance with the *Subcontractors Responsibilities* and *Standard Operating Procedure* documents attached.

As a requester, I understand I am responsible for all directives outlined in this *Fence Policy and Fence Installation Request* as well as the directives in the attached documents entitled *Resident Responsibilities*. I will also be responsible for the completion of all permitting/digging clearances.

All applicable signatures and approval must be completed before any installations can begin.

I understand HICKAM COMMUNITIES will inspect the progress of the installation at anytime. If the fence is not installed correctly I am aware that I will have to correct any discrepancies or completely remove any work I have done and return my yard back to the original condition in which I started. I understand that I may be asked to move or relocate my fence for current and upcoming construction contracts at my quarters at no cost to the government or Hickam Communities.

Fence Policy and Guidelines for Hickam Communities

- **The fence must be installed by a subcontractor. NO self-help fence installations will be allowed.**
- The fence may only be installed in the back yard of a family housing unit (not on the side or the front of a unit). The fence CANNOT BE ATTACHED TO THE RESIDENCE.

- Use chain-link constructed fencing of 11 gauge galvanized chain-link fabric and an end post of 2 1/2 inch galvanized piping. Line posts will be 1 5/8 galvanized pipe set apart at a maximum of 10 feet center to center. Posts will be set 12 inches down in the ground. The top rail will be 1 3/8 inch galvanized pipe. Tie wires will be attached every 12 inches. **THERE WILL BE NO EXCEPTIONS FOR FENCE MATERIALS.**
- The height of the fence must be 48 inches.
- A 36 inches wide gate, constructed of the same material as the fence, is mandatory. The gate must not open into a neighbor's yard.
- Fencing **may** extend up to 24 feet from the back of your dwelling for New Construction Homes. For existing homes, fences may extend up to the length of your neighbors existing fence, not to exceed 40 feet. However, a 6 foot easement (open lane) must be maintained between the back of your intended fence and the rear neighbors existing fence to provide emergency access to or exit from dwelling. The same policy exists if your proposed fence approaches an existing perimeter fence.
- Post installations within 5 feet of the foundation are required to be installed by Hickam Communities maintenance. Call 423-1650 to schedule appointment during normal working hours.
- Duplex, eight-plex and nine-plex apartment units which have commonly used walkways immediately in the back of the building (s) are not permitted to block such walkways with fencing.
- No motorized digging equipment, only manual digging devices authorized.
- No digging below 12 inches due to imbedded power lines.
- I agree to keep the grass trimmed under and around the fence, and to keep the fence in perfect repair.
- The fence must be installed within 7 days of commencement.
- Residents are required to process their own digging permits and approval will only be considered after the resident has received all appropriate signatures on the dig permit from Civil Engineering, Bio-Environmental, Fire Protection and Safety. Once permits are approved, submit forms to HICKAM COMMUNITIES for their final sign off.

A single line diagram must be included in the request indicating the applicant's house, dimensions of the proposed fence, amount of clearance between neighbor's adjacent and behind, location of trees/shrubs, utility boxes, storage sheds, existing base perimeter fences (if applicable), and location of proposed gate.

DUE TO VARIOUS CONFIGURATIONS AND YARDS, SOME AREAS MAY NOT PERMIT A FENCE INSTALLATION.

I have read and understand the HICKAM COMMUNITIES fence policy and guidelines and agree to the terms stated herein.

Resident Signature

Date



HICKAM COMMUNITIES FENCE POLICY

RESIDENT RESPONSIBILITIES

Submit Work Request to Hickam Communities (HC). Residents will obtain a fence packet and work request form from the HC Property Managers office. The forms must be completely filled out and will describe the type of improvement being requested, and will identify the subcontractor.

Fences may only be installed by a subcontractor who has submitted a signed copy of the *Standard Operating Procedure: Subcontractor Guidance for Managing Soil on HC Property Soil Excavation and Stockpiling during Installation of Fencing* (issue date: February 2011 and revision date: September 9, 2011).

Permitting and Utility Location. Residents will obtain any and all required permitting/signatures prior to start of work. Due to embedded power lines, no digging is allowed on HC property without prior approval. If digging to a depth greater than 12-inches is approved by HC, the Resident must contract a private utility location service to mark the property prior to scheduling installations. Copies of approved permits and proof of utility location will be provided to HC representatives upon request.

Maintain a Safe Work Area. Residents will comply with all of the health and safety requirements provided with the work request application. Residents must restrain all pets during work on HC property, and Residents must prevent children from entering the work area during the work, and until stockpiled soil (if any) is removed from HC property.

Residual Soil. Any residual soil stockpiled on Resident property following installation of improvements will be managed / disposed through the HC Environmental Manager and/or HC's 3rd Party Consultant. The Resident must notify HC of stockpiled soil immediately upon completion of the installation of improvements.

Inspections / Oversight of Installations. HC reserves the right to conduct inspections of the work area at any time during or immediately following installation of improvements. HC representatives, either the Environmental Manager or 3rd Party Consultant, will conduct inspections of the work area. The Resident must have a copy of all required permitting at the work site, and will present these copies upon request from an HC representative.

Communication with HC. Resident will promptly notify HC when work commences and when it is finished on their property. HC will be notified immediately if installation work results in stockpiled soil on HC property. Resident will notify the appropriate emergency response agencies (as needed) and the HC Property Manager's Office immediately if accidents or injuries occur during installation of improvements on HC property.

Residents must immediately report any unsafe working conditions to the HC Property Manager's Office.

Disputes. Residents will notify the HC Property Manager's Office in writing regarding any problems with an Approved Subcontractor during installation of improvements on HC property. This includes failure of the Approved Subcontractor to complete the work, or damage to HC property during the installation of improvements.

Resident Name (printed) and Signature

Resident Address

Date





DEPARTMENT OF THE AIR FORCE
15TH AIRLIFT WING
HICKAM AFB, HI

BY ORDER OF THE COMMANDER,
OPERATIONS FLIGHT
647TH CIVIL ENGINEER SQUADRON

647 CES STANDARD OPERATING
PROCEDURE 32-280
7 APR 2011

CEO

AF FORM 103 BCE WORK CLEARANCE REQUEST

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available on the "Q" Drive: 647 CES, CEO_PUB, CEOS, CEOS SOPs
Folder, File: SOP 32-280.doc.

OPR: 647 CES/CEOSC
Original Standard Operating Procedure

Certified by: (MSgt John Moroney)
Pages: 2
Distribution: F

1. This Standard Operating Procedure (SOP) provides a standard of action to ensure a tracking system is in place to cover liability for disruption of service and subsequent repairs. This SOP fulfills the requirement for the CE Mission Performance Checklist item A1.2.1.8 *Were AF Form 103's being processed for any work that disrupted aircraft or vehicular flow, base utilities services, protection by fire or intrusion alarm system, or other routine installation activities?*
 - 1.1. AFI 32-1001, "Operations Management," PARA. 6.6 "Work Clearance", 1 Aug 99
2. **Responsibilities.** The CE Customer Service Unit (CSU) is responsible for annual review of this SOP and forwarding to all involved parties for review. Any organization that is planning to excavate, trench or disturb the soil more than 4" below the surface must initiate the AF Form 103, BCE Work Clearance Request Form, otherwise known as a "digging permit." Each agency potentially affected by the digging is responsible to review site plans, as-builts and shop drawings, and when applicable, mark any existing utilities in the area near the required work.
3. **Training.**
 - 3.1. All new personnel will be trained by their section on these procedures.
4. **Procedures.**
 - 4.1. Common sense and proper judgment must be used with every work request. To ensure mission essential activities are not disrupted, nor have the potential to be disrupted by the work. When in doubt Customer Service will require the digging permit be submitted by the customer.

- 4.2. Only agencies related to or potentially affected by the work are required to initial/approve the AF Form 103. Customer Service will determine which agencies require consultation and will draw a line through all others on the form. Customers are required to obtain the necessary coordination from the agencies designated by CSU.
- 4.3. A Contract number, work order number or Job Order Number is required in block 1. Customer Service will provide a work order number, when necessary.
- 4.4. **Air Force owned property:** Once all the approvals are obtained on the AF Form 103, the Customer seeks authorization from the PWD, FEAD or UEM Approving Officer. Work is not authorized to begin until all coordination and toning is complete and the AF Form 103 is approved.
- 4.5. **Hickam Community Housing (HCH):** If the digging will occur within HCH's Leased Premises, the entity performing the work obtains the dig permit application from HCH's office. They route the application through the various offices specified, and return to HCH for final approval authority. Customer Service will provide a work order number to residents for fence requests.
- 4.6. **Air Force owned property and HCH:** If the digging will be located in both HCH and Air Force owned property, both 4.4 and 4.5 rules apply.
- 4.7. **Once authorized, the AF Form 103 is valid for 30 days. If the work has not begun in 30 days, the form must be re-processed to ensure conditions have not changed.**
- 4.8. For other types of work requiring coordination (i.e. road closures, utility disruptions, fire suppression system work, etc), the executing organization is responsible for coordinating with the affected agency(ies) by whatever means are most expedient (e-mail, flyers, phone calls, etc).
- 4.9. **AT&T:** Coordination with AT&T (located off-base at 3375 Koapaka Street Ste. D120) requires four (4) copies of excavation drawings showing foot print of intended work site (reference markings for locating work area such as buildings and or street names must be included), four (4) copies of the excavation check sheet (AF Form 103), and four (4) copies of a business card or POC information, to include name/business, address and phone number.

ALLEN H. MONROE, Maj, USAF
Chief, Operations Flight

PWD HICKAM WORK CLEARANCE REQUEST					DATE PREPARED:
1. Clearance is required to proceed with work at:					
a. Work Description: _____					
On Work Order No.:		Contract No.:		involving excavation or utility distribution	
per attached sketch/drawing. The area		has		has not been staked.	
2. TYPE OF FACILITY/WORK INVOLVED:					
<input type="checkbox"/>	A. PAVEMENTS	<input type="checkbox"/>		D. FIRE DETECTION & PROTECTION SYSTEM	
<input type="checkbox"/>	B. DRAINAGE SYSTEMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OVERHEAD
<input type="checkbox"/>	C. RAILROAD TRACKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UNDERGRD
<input type="checkbox"/>	F. COMM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OVERHEAD
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UNDERGRD
<input type="checkbox"/>				<input type="checkbox"/>	G. AIRCRAFT OR VEH TRAFFIC
<input type="checkbox"/>				<input type="checkbox"/>	H. SECURITY
<input type="checkbox"/>				<input type="checkbox"/>	I. OTHER
3. DATE CLEARANCE REQUIRED:		4. DATE OF CLEARANCE:		5. REQUESTING OFFICIAL:	
6. SIGNATURE OF REQUESTER:		7. TELEPHONE/FAX NO:		8. ORGANIZATION:	
ORGANIZATION		REVIEWER	REMARKS		CLEARED BY
P W D H I C K A M E N G E E R	A. ALARMS-PWDH Bldg. 1207 @ 448-2883				
	B. EV Front Store Bldg. 1202 @ 449-0011				
	C. EV Restoration Bldg. 1202 @ 474-2446				
	D. HVAC-PWDH Bldg. 1202 @ 448-2736				
	E. PAVEMENTS/GROUNDS/DRAINS-PWDH Bldg. 1220 @ 449-1934				
	F. *ELECTRICAL DISTRIBUTION-UEM* Bldg 4016 @ 448-2351				
	G. CATHODIC PROTECTION-PWDH Bldg. 1207 @ 448-2858				
	H. CIVIL ENGINEER-PWDH Bldg. 1204 Mr.Yee @ 449-3130				
	I. *FIRE PROTECTION-FED FIRE- OFF BASE* 650 Center Dr (B. 284) @ 471-3303 ext 608				
	J. *WATER/SEWAGE/PROPANE-UEM* Bldg. 4016 @ 448-1067				
	K. POL DISTRIBUTION/LFM-UEM Bldg. 2171 @ 448-1592				
10. SECURITY POLICE- Bldg 1001 @ 449-9710 (Fit Line) or 449-1006 (base)					
11. SAFETY Bldg. 1110 Rm. C223 @ 449-0749					
12. *COMMUNICATIONS* Bldg. 1073 @ 448-9777					
13. AIRFIELD MANAGEMENT Bldg. 2050 Rm.105 @ 449-0022/0023					
14. *CABLE (Oceanic) - OFF BASE* Mililani Tech Park @ Fax No. 625-5888					
15. COMMERCIAL UTILITIES - OFF BASE		REVIEWER	REMARKS		CLEARED BY
<input checked="" type="checkbox"/>	TELEPHONE	*ATI* - 3375 Koapaka St, Ste D120 @ 659-1400			
		HI TELCOM - 1177 Bishop St, Prk on Alakea @ 546-7745			
<input checked="" type="checkbox"/>	ELECTRIC	HECO- 820 Ward Ave Mr. Luckett @ 543 4646			
BELLOWS AFS TELEPHONE LINES - 30TH SIG BAT WHEELER Bldg 600 @ 656-8066			Bellows Residents Only		
16. Other					
17. REQUEST CLEARANCE: (check)		<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Remarks:	
18. HC POC's: Bud Coleman or Steven Quinn 211 Mercury Street 423-2300 (fax 423-2301)					
18A. NAME AND SIGNATURE OF APPROVING OFFICER (HICKAM COMMUNITIES LLC):					18B. DATE SIGNED:
19. NAME AND SIGNATURE OF APPROVING OFFICER (PWD/FEAD/UEM):					19A. DATE SIGNED:

HICKAM COMMUNITIES FENCE POLICY

SUBCONTRACTOR RESPONSIBILITIES

Overview: Pesticide-Impacted Soil at HC

Organochlorine pesticides (“pesticides”) were applied to soil as a termiticide at Joint Base Pearl Harbor-Hickam during construction of buildings completed before to 1989, which is when these pesticides were banned by the US Environmental Protection Agency. Pesticide application methods for these pesticides included direct application to soil before cement building slabs, pilings, or concrete footings were installed. Following construction, pesticides may have been applied by drilling through cement slabs to apply pesticides, or applied to soil around building foundation perimeters. The concern about these pesticides in soil is that they don’t breakdown easily in the environment, they are bioaccumulative and toxic, and are suspected carcinogens. The specific pesticides of concern at HC are the pesticides chlordane, aldrin, and dieldrin.

At HC, soil that contains pesticides is referred to as pesticide-impacted soil (“PI soil”), which is managed to prevent potential exposure to workers and residents. During construction and renovation projects, PI soil is managed at HC by placement beneath new hardscapes (building slabs, sidewalks, or parking lots), or placed into burial pits with a layer of orange geotextile fabric as a visual barrier, followed by a 1-foot or 2-foot clean soil cap. When working at HC, all soil must be considered to be PI soil.

Familiarity with HC Procedures. Subcontractors will review and follow the guidelines and the SOP *Subcontractor Guidance for Managing Soil on HC Property, Soil Excavation and Stockpiling during Installation of Fencing*, provided in **Attachment A**. The subcontractor is required to SIGN and RETURN **Attachment A**.

Conduct Work Responsibly. Work must be completed in a timely manner. All best management practices (BMPs) for control of fugitive dust emissions, stormwater control, and noise abatement will be in place, as needed, during installation of improvements.

Maintain a Safe Work Area. Approved Subcontractors will perform work under their own Health and Safety Plan, but will also comply with all HC health and safety requirements provided in the Approved Subcontractors Handbook. Subcontractor will present a copy of their health and safety plan upon request by an HC representative visiting the work site.

Inspections / Oversight of Installations. HC reserves the right to conduct inspections of the work area at any time during or immediately following installation of improvements. HC representatives, either the Environmental Manager or 3rd Party Consultant, will conduct inspections of the work area.

Approved Subcontractors must have a copy of their Subcontractor Approval from HC and Health and Safety Plan at the work site, and will present copies of these documents upon request from an HC representative.

Attachment

Attachment A: *Standard Operating Procedure: Subcontractor Guidance for Managing Soil and Material on HC Property, During Installation of Improvements.* (Original Issue Date: February 2011; Revision Date: September 9, 2011)

Standard Operating Procedure Subcontractor Guidance for Managing Soil on HC Property Soil Excavation and Stockpiling during Installation of Fencing

Original Issue Date: February 2011 **Revision Date:** September 9, 2011

Scope and Application:

Depending on the type and method of installation of an improvement on Hickam Communities LLC (HC) property, such as the installation of fencing or satellite dishes, small-scale soil excavation and management of soil may be required. Since all soil at HC must be considered to be pesticide-impacted (PI) soil, the Subcontractor must manage any residual soil generated from installation of improvements in accordance with HC policies, including this Standard Operating Procedure (SOP). The purpose of this SOP is to present these procedures in a clear manner; however any questions the Subcontractor may have regarding this SOP should be directed to the HC Property and/or Environmental Managers before starting work
During work on HC property:

1. No eating, drinking, or smoking should take place in the immediate work area.
2. Only manual digging devices authorized on HC property. No motorized digging equipment should be used unless prior approval received from HC.
3. No digging below 12 inches due to imbedded power lines. If digging below 12 inches is required, approval from HC must be received and a utility locator must mark the site prior to work.

Equipment and Supplies:

- Level D Personal Protective Equipment (PPE), Plastic sheeting, sand bags, signage.
- Trash bags, brooms, brushes, plastic sheeting. Dumpsters and roll-off bins, as-needed.

A. Excavating Soil: Procedure/Method:

1. **Excavation Preparation.** The HC resident is responsible for identifying and arranging any permitting required for the work. The Subcontractor must not begin work until they have received a copy of any required permitting from the HC resident and have it available at the work site. Utility locating services must be completed and the work area marked before any soil is disturbed at the Site.

2. **Secure the Excavation Area.** Before beginning installation work, the Subcontractor must secure the work area using caution tape. At no time should HC residents, children, or pets be present within the work area. If loose dogs or unattended children are present in the work area, the Subcontractor must not begin work. The Subcontractor will attempt to contact the HC resident before contacting the HC Property Manager.

*ATTACHMENT A: HC Standard Operating Procedure
Subcontractor Guidance for Managing Soil and Material on HC Property
During Installation of Improvements*

3. **Excavation Implementation.** Subcontractors must don appropriate PPE prior to starting excavation. The subcontractor must not excavate or disturb any more soil than is absolutely necessary to complete the installation. During excavation and associated work, the Subcontractor must avoid inadvertently distributing PI soil through production of excessive dust, mixing of PI soil with any water present in the work area, or tracking of PI soil out of the work area either by foot traffic, or on vehicle tires.

4. **Backfilling.** Any soil removed during installation of improvements must be placed back into the excavation, based on “last out, first in” method. Although not anticipated, if any additional soil is required to fill the excavation, only certified clean fill may be imported and used at backfill on HC property. The Subcontractor must contact the HC Environmental Manager immediately if use of clean fill is expected.

5. **Residual Soil.** Any residual soil generated during installation activities will be stockpiled and managed in accordance with the soil stockpiling procedure outlined in Section B of this SOP.

B. Stockpiling Residual Soil: Procedure/Method:

Since soil disturbed during installation activities is assumed to be PI soil, any residual soil generated during these activities will be stockpiled on plastic sheeting or tarps, and not placed directly on landscaped lawns, paved parking areas and sidewalks, or any other exposed soil already present in or around the vicinity of the work area. During installation activities, no soil must leave the work area.

1. **Select a Location for the Stockpile.** The stockpile must be placed within the boundary of the HC resident’s property, and common sense practices should be used to avoid placing stockpiles in drainage areas and in locations obstructing resident movement and future access to the stockpile for removal.

2. **Stockpiled PI Soil.** Stockpiled PI soil must be kept segregated from areas of clean soil. In all cases, any excavated and stockpiled soil must be placed on plastic sheeting.

3. **Build the Stockpile.** Use hand tools (no motorized equipment) to place soil at the stockpile site. Avoid piling soil or debris to heights that cause the stockpile to become unstable.

4. **Manage the Stockpile.** Stockpiles must be managed to avoid loss or unintentional distribution of soil outside the work area. The stockpile management procedures should be in place until the stockpile is removed from site by HC. Stockpile management procedures are listed below.

a. Best management practices (BMPs) should be observed to prevent uncovered soil from creating dust, or from entering storm drains.

b. *Secure the Stockpile.* Stockpiles with PI soil will be secured with perimeter fencing as needed (e.g. placed within the resident’s yard), and by covering the stockpile with plastic sheeting to prevent unauthorized persons from coming in contact with PI soil, or from inadvertent use of the stockpiled PI soil as clean fill. The cover will consist of 6-millimeter polyethylene plastic sheeting weighted down with sand bags. All PI soil stockpiles will remain covered with plastic sheeting; except when the PI soil stockpiles must be uncovered to load the soil for transport to the permanent PI soil management site.

*ATTACHMENT A: HC Standard Operating Procedure
Subcontractor Guidance for Managing Soil and Material on HC Property
During Installation of Improvements*

c. Clearly visible signage will be placed along the perimeter of stockpiles indicating that the stockpiled soil is considered PI.

5. **Stockpile Location Notification.** The Subcontractor must provide the location of any stockpiled soil (unit # and street address) to the HC Property and Environmental Managers immediately following the conclusion of installation activities.

C. Site Restoration: Procedure/Method:

Following installation of improvements on HC property:

1. Remove all trash and debris generated (excluding stockpiled soil) from installation activities from the work area. No trash or debris must be left, or stored for any length of time, in the HC work area. All debris (excluding soil) must "leave" with the installation crew.

2. Place all trash into bags and dispose in the proper receptacles on HC property. Do not place any solvents, petroleum hydrocarbon-based products, paints, or any hazardous materials in HC trash receptacles.

3. For large amounts of trash and debris (excluding soil), the subcontractor will arrange for delivery of a dumpster or roll-off bin with the HC Property Manager, or designee. Any dumpsters or roll-off bins will be removed from HC property immediately upon completion of the work.

4. No uneven surfaces caused by either potholes or soil mounding should remain within on HC property area following installation work requiring soil disturbing work.

5. Any hazardous materials or hazardous debris encountered during site restoration must be reported immediately to the HC Property and/or Environmental Manager, or designee. If there is an imminent threat posed by any discarded materials encountered in the work area, contact the Fire Department and the HC Property and/or Environmental Managers.

6. Remove any soil adhered to sidewalks or streets. To avoid entry of soil into storm drains, brushing and sweeping should be used to the extent possible to remove soil from sidewalks and streets. Any material collected by the street sweeper should be considered PI and be managed in accordance with this SOP.

7. Restoration of landscaping affected by installation of improvements will be coordinated through the HC Property Manager, or designee.

Exposure Risks and Controls:

The soil being stockpiled should be considered PI Soil. Controls should be in place during any activity that may require contact with the soil / material, and are listed below:

Appropriate PPE (in most cases, Level D) must be worn during soil sampling activities;

Avoid creating excessive amounts of dust; and

Properly dispose of used PPE when demobilizing from the site.

*ATTACHMENT A: HC Standard Operating Procedure
Subcontractor Guidance for Managing Soil and Material on HC Property
During Installation of Improvements*

Recordkeeping and Data Tracking:

Records must be kept tracking the location of the stockpile (i.e. the unit and street address), the amount of PI soil generated. The Subcontractor must provide this information to the HC Property and Environmental Managers immediately upon completion of the work. *HC Standard Operating Procedure Subcontractor Guidance for Managing Soil and Material on HC Property During Installation of Improvements HC SOP – Managing Soil and Material on HC Property Rev.*

I certify that I have read, understood and will implement all of the Subcontractor Responsibilities and conform to all of the SOPs listed here related to managing soil on Hickam Communities property.

NAME

SIGNATURE

COMPANY/ORGANIZATION and ADDRESS

PHONE NUMBER: CONTACT INFORMATION FOR RESPONSIBLE
EMPLOYEE

DATE