**1.0 Activity Summary**

The following table will be completed by TWMC personnel.

**Table 1A: TWMC Project Manager and Activity Description**

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
| **Department** | Click here to enter text. |
| **Phone Number** | Click here to enter text. |
| **Activity or Project Name** | Click here to enter text. |
| **Activity Reference Number**  *Examples: PO, contract, or job number* | Click here to enter text. |
| **Contract Information** | Type of Contract:  Commodity management  On-site manager provided  Total cost Other (Specify): Click here to enter text. |

**2.0 Activity Description**

The following tables will be completed by the Contractor.

**Table 2A: Contractor Description**

Contractor Status (choose one):  Current contractor  New contractor

On-Site Frequency:  75-100%  50-74%  25-49%  11-24%  1-10%

|  |  |
| --- | --- |
| **Company Name** | Click here to enter text. |
| **Address** | Street: Click here to enter text.  City: Click here to enter text.  State: Click here to enter text.  ZIP Code: Click here to enter text. |
| **Phone Number(s)** | Business: Click here to enter text.  Fax: Click here to enter text.  Mobile: Click here to enter text.  Emergency: Click here to enter text. |
| **President or General Manager** | Click here to enter text. |
| **Account Representative or Site Coordinator** | Name: Click here to enter text.  Phone: Click here to enter text.  Email Address: Click here to enter text. |

**Table 2B: Material Description**

| **Materials to be Used**  *This includes chemicals used for production and non-production activities.* | **Material Uses** |
| --- | --- |
| Paint(s) and/or varnish(s)  Solvent(s)  Sealer(s)  Treatment chemicals  Lubricants, oils, and greases  Housekeeping and janitorial products  Fuels (gasoline, diesel, etc)  Specify: Click here to enter text.  Electrical materials  Specify: Click here to enter text.  Structural materials  Specify: Click here to enter text. | Roofing  Mechanical  HVAC  General contractor  Archeological, engineering, consulting  Digging and excavation  Janitorial and maintenance  Other (specify):  Click here to enter text.  Other (specify):  Click here to enter text. |

**Table 2C: Industrial Services**

If the following table does not apply to the activity described, then select *Not Applicable*.

|  |  |  |
| --- | --- | --- |
| **Service to be Provided**  Not Applicable | **Reason for Service** | **Material and Waste Container Description** |
| Asbestos removal or remediation  Lead removal or remediation  Maintenance   1. Janitorial 2. Environmental 3. Specify: Click here to enter text. | Emergency response  Environmental consulting  Paint booth cleaning  Waste management  Other  Specify: Click here to enter text. | 5 gallons or less  55-gallon drums  Totes  Shipping containers  TWMC sanitary sewer system  Bulk tanks or containers (i.e. tanks, compactors, or dumpsters)  Specify: Click here to enter text.  Other  Specify: Click here to enter text. |

**Table 2D: Subcontractor and Supplier Description**

Describe all suppliers or subcontractors that will be used. Select *Not Applicable* if this table does not apply to the activity.

|  |  |
| --- | --- |
| **Subcontractor of Supplier Description**  Not Applicable | **Subcontractor or Supplier Name**  *Describe subcontractors and suppliers here.* |
| Architectural  Asbestos remediation  Chemical supplier  Consulting  Demolition disposal  Electrical  Engineering  Industrial services  HVAC  Painting  Roofing  Sampling or testing  Scrap or salvage dealer  Waste disposal  Other | Click here to enter text. |

**Table 2E: Environmental Impacts**

Describe the work that will be performed and its environmental impacts.

|  |  |
| --- | --- |
| **Work Description**  *Briefly describe the work to be performed while on-site, including the activities of each of the suppliers/contractors.* | Click here to enter text. |
| **Air Emissions**  *Will the work produce or cause air emissions?* | No  Yes. If yes, describe the air emissions and the method(s) for preventing impact(s) to the environment.  Click here to enter text. |
| **Water Discharges**  *Will the work produce or cause the release of wastewater?* | No  ☐ Yes. If yes, describe the water discharges and the method(s) for preventing impact(s) to the environment.  Click here to enter text. |
| **Material and Equipment**  *What materials and/or equipment will be used or brought onsite to perform the work?* | Click here to enter text. |
| **Training**  *Employees must be trained on the proper handling of materials and equipment and the proper response to incidents involving these materials. Describe the environmental training your employees receive regarding the materials and equipment associated with the contracted work.* | Click here to enter text. |
| **Waste Generation**  *Will the work cause the production of waste?*  No  Yes. If yes, describe the type of and amount of waste that will be produced and the proposed disposal method. | Click here to enter text. |
| **Recycling**  *Will any of the waste generated by this work be recyclable?*  No  Yes. If yes, describe the type of and amount of waste that will be recycled and the proposed method. | Click here to enter text. |
| **Energy Consumption**  *Will the work consume energy?*  No  Yes. If yes, describe what type of energy will be consumed and proposed methods to minimize consumption. | Click here to enter text. |
| **Environmental Effects**  *Will your work affect the local environment? Please include actions with both positive (soil stabilization, erosion control measures, etc.) and adverse effects (erosion from construction activities, etc.).*  No  Yes. If yes, describe these effects. | Click here to enter text. |
| **Waste Minimization**  *How will the contractor minimize waste, emissions, and energy usage while on site?* | Click here to enter text. |
| **Environmental Monitoring**  *Describe any environmental monitoring that will be performed including sampling methods, frequency, analytical requirements, and laboratories.* | Click here to enter text. |
| **Other Legal Requirements**  *Identify environmental legal requirements applicable to the contracted work that have not already addressed in this document.*  Not Applicable  If applicable, describe these requirements. | Click here to enter text. |

**3.0 Contractor Certification**

I have reviewed and understand the information contained in this document. I also understand that TWMChas the right to inspect our activities and those of our Suppliers/Contractors with regards to our onsite activities. I also understand that activities pertaining to service and/or maintenance contracts may require submission of this form on an annual basis.

|  |  |
| --- | --- |
| **Contractor Name:** | Click here to enter text. |
| **Title:** | Click here to enter text. |
| **Date:** | Click here to enter text. |
| **Signature:** |  |

**4.0 TWMC Review and Approval**

|  |  |
| --- | --- |
| **Name:** |  |
| **Title:** |  |
| **Date:** |  |
| **Signature:** |  |