



GUIDELINES FOR CONTRACTORS & VENDORS

Welcome to the University of Hawaii at Manoa, John A. Burns School of Medicine at Kaka'ako (JABSOM). It is important to us that we have a mutually satisfactory relationship, that work is done efficiently and in compliance with contract requirements and applicable regulations. All contractor personnel are required to comply with these guidelines and work rules. Inspections may be conducted to verify compliance.

It should be noted that these guidelines are stated in general terms for wide applicability. Specific contract language that is conflicting or more specific than these guidelines shall always apply.

Thank you for taking the time to review these rules and guidelines. If you have any questions, please contact the JABSOM Facilities Management Office (FMO) or the Kaka'ako Environmental Health & Safety Office (EHSO).

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1.0 WORK ISSUES

1.1 Protection of Property

The Contractor will be held liable for all damage to personal and real property as a result of his/her negligence or failure to provide protective measures.

1.2 Clean-Up

Take measures to protect adjacent area to the construction area from dust, dirt and debris. Debris shall not be allowed to accumulate within or around the work area. All debris shall be disposed of each day off the campus or in a contractor supplied dumpster. Dumpsters shall be supplied by the contractor unless otherwise stipulated in their contract. They should be in good condition (e.g., no rusted holes), contain operational lids, and placed away from storm drains. JABSOM Kaka'ako trash compactor and rubbish containers may only be used if prior approval is given.

1.3 Noise

The Contractor shall endeavor to keep the work area as quiet as possible. If power activated tools, screw guns or other noisy devices must be used to accomplish the work, the Contractor shall notify the JABSOM Kaka'ako Facilities Management Office (FMO) and advise them of the type of equipment to be used and the duration of the work to be done. At times it will become necessary for the Contractor to be stopped from making noise or vibrations due to adverse effects that the work may have upon JABSOM personnel or activities. The Contractor shall stop work immediately and contact the FMO when advised that the work is adversely affecting staff, faculty, students or others.

1.4 Storage

All effort will be made to provide storage/lay down areas adjacent to the work area. However, due to the size of the project or its location, this will not always be possible. The Contractor in conjunction with the FMO shall determine a storage area. The Contractor is fully responsible for the safety and security of this area. Storage within the work area is permitted; however, the storage of flammable material or liquids is not permitted within any building without prior approval.

1.5 Behavior Issues

The Contractor and Contractor's employees shall behave professionally at all times.

1.6 Smoking Policy

JABSOM Kaka'ako is committed to the promotion of a healthy environment for all students, employees and visitors of the campus. The use of tobacco products by any person while in a building, under a covered sidewalk or walkway, or within 25 feet of any building entrance/exit doorway is prohibited.

1.7 Drug-Free Policy

By executing a contract to work on the JABSOM Kaka'ako campus, the contractor certifies that they shall provide a drug-free workplace for their employees and the employees of their sub-contractors in accordance with the laws of the State of Hawaii.

1.8 Interaction with JABSOM Kaka'ako Employees

JABSOM Kaka'ako expects its faculty and staff to provide courteous cooperation with Contractors. We expect to receive the same level of cooperation in return. All contact between JABSOM Kaka'ako staff



and contractor's employees should be courteous and polite. The Contractor shall ensure that their employees and their subcontractor's employees conduct themselves in a proper manner while on campus. Gestures, remarks, "cat calls," whistling, or anything else of a derogatory nature will not be tolerated and may be cause for the removal of an employee from this campus.

1.9 Operation of Contractor Vehicles on Campus

Contractors may be assigned a designated parking area by the JABSOM Kaka'ako FMO. Contractor vehicles should be parked in a manner in which they do not impede the parking of other vehicles, block driveway and sidewalk entrances, emergency exits and entrances (fire lanes), and gated areas. Vehicles shall not be parked in a manner in which they may cause damage to planted or landscaped areas. Contractors should always drive their vehicles in a safe manner, following speed limits.

1.10 Accessibility to Sensitive/Secure Areas

The work area for contractors and their employees may require them to enter adjacent areas connected to their work site. JABSOM Kaka'ako has several areas which are protected by access control or other security measures. The campus environment requires sensitivity to staff, student and research activities when entering areas to perform necessary tasks related to the contracted assignment. Therefore, it is necessary for contractors to contact the FMO to gain access to these areas without violating access control measures.

2.0 ENVIRONMENTAL, HEALTH AND SAFETY ISSUES

2.1 Hazardous Materials

There are a variety of hazardous materials handled and stored at JABSOM Kaka'ako, specifically in the Biosciences Research Building (BSB). Many are in the form of chemicals and biological materials found mostly in laboratories. Contractors must avoid creating conditions that could disrupt laboratory operations. Before beginning work in or around a laboratory, review and comply with the following guidelines as appropriate.

- a. The FMO shall advise the primary researcher for the area what work is to be done so appropriate precautions can be taken. The FMO and/or Kaka'ako Environmental Health & Safety Office (EHSO) will then discuss these precautions with the Contractor.
- b. Avoid contact with or exposure to any lab set-ups in the work area. If you require the area to be cleared, contact the FMO and/or EHSO. Do not attempt to clear the area yourself.
- c. Read the labels on the materials you use and be able to provide information to anyone asking about them. Safety Data Sheets (SDSs) for all the chemicals you use are to be furnished to the FMO prior to starting any job at JABSOM Kaka'ako.
- d. Before using noxious or odorous chemicals or other materials (glues, epoxies, paints, thinners, etc.) advise the FMO. The FMO may advise Kaka'ako EHSO of what material is being used, including the location and duration. Kaka'ako EHSO will then be able to address building occupants' questions and concerns regarding the materials being used and any unusual odors.
- e. When using chemical compounds, follow all precautions as advised by container labels and SDSs. Establish and ensure proper ventilation prior to using chemicals for your safety and for the safety of building occupants, especially when working with volatile and odorous chemicals.
- f. If the chemical compound you are using causes problems for building occupants, you may be told to limit or suspend work until further notice.



- g. You are expected to: erect protection barriers for overhead work that may pose a hazard to people below; protect your equipment, hoses and power cords from inadvertent damage and resulting hazard to anyone in the area; obtain immediate assistance for any accident involving your equipment or anyone in the area. You must keep emergency numbers handy at all times and know where to find a phone.
- h. You are expected to use due caution with and around any hazardous materials. If you have questions or concerns about this, contact the FMO.
- i. Familiarize yourself with the locations of the following:
 - Fire extinguishers
 - Fire alarm pull stations
 - Emergency exits
 - Emergency eye washes
 - Emergency showers
 - First aid kits (located at all security desks)
 - AEDs (located at all security desks)
 - Telephones (security's phone numbers are 692-1911 and 692-0911; you must dial 9 first before dialing 911)

2.2 Waste Handling

Any contractor generated waste on JABSOM Kaka'ako property needs to be managed and disposed in accordance with HiOSH, EPA/DOH and DOT requirements. Contractors are responsible for the proper handling, storage, transport, treatment or disposal of the hazardous wastes and special category wastes they generate. Examples of hazardous wastes include, but are not limited to, cleaners, pesticides, paints, glues, thinners, floor or other surface finishes, removers or drying agents. Examples of special category hazardous wastes include most fluorescent bulbs, high intensity discharge lamps, lamp ballasts and batteries that contain heavy metals (Ni-Cd, lead-acid, mercury, lithium, silver oxide, etc.).

- a. Fluorescent lamps are to be removed from fixtures with care and placed in cardboard boxes. HID lamps are to be removed and placed in cardboard cartons. Take necessary precautions to prevent damage to lamps containing mercury.
- b. Fluorescent lamp ballasts may contain PCBs (polychlorinated biphenyls) and if so, are subject to significant regulation. If ballasts are labeled "Does not contain PCBs", then they may be disposed of as ordinary waste. If ballasts are not labeled, they must be treated as if they contain PCBs and placed in an appropriate container for disposal as a regulated waste. It is a violation to dispose of non-PCB ballasts with PCB containing ballasts.
- c. Batteries used by contractors are the contractor's responsibility and are to be removed from JABSOM Kaka'ako premises when spent. Batteries of any type, size or configuration must not be placed in JABSOM trash receptacles or the trash compactor.
- d. For any asbestos containing materials/asbestos abatement, contact JABSOM FMO and EHSO.
- e. Lead-based paint removed from structures or their components shall be considered hazardous waste. In an unexpected situation Kaka'ako EHSO can assist in determining if paint or painted materials contain lead and must be handled and disposed of in accordance with applicable regulations.



- f. Tritium gas-containing exit-signs, when removed under renovation work, must be collected and disposed of properly as radioactive material. JABSOM FMO and Kaka'ako EHSO will assist with this as the need arises.

2.3 Spills

Regulatory agencies require containment and remediation of all spills of hazardous materials, including fuels and oil. Contractors who spill any such substance on JABSOM Kaka'ako premises, or accidentally discharge into a storm drain or sanitary sewer drain, are to immediately report the incident(s) to the FMO. In the case of an accidental spill, the contractor will clean it up as soon as possible. For storm drain discharges, the contractor will immediately stop and/or redirect the discharge source. The FMO will report all spills of hazardous material and any illicit storm drain discharges to Kaka'ako EHSO immediately.

In addition, spill notification to state and federal agencies may be required. Cleanup of the contaminated area must be performed to the regulatory acceptable level. Any clean-up and required testing will be paid for by the contractor. Kaka'ako EHSO requires appropriate disposal and documentation of cleaned up wastes, waste-contaminated items and soil or other contaminated materials.

2.4 Site Safety

All contractor personnel working at the JABSOM Kaka'ako campus are required to abide by precautions required of them. Contractors must not create hazards for JABSOM Kaka'ako personnel and students. In special circumstances where this cannot be avoided, proper warning signs and barriers must be erected and supervised by the contractor during the work activity to keep unauthorized persons out of the area.

- a. If non-contractor personnel need to enter the work area, the Contractor may be expected to provide appropriate personal protective equipment for such visitors at any time.
- b. Safety equipment supplied and used by contractors is expected to comply with OSHA requirements. Contractor employees are required to properly wear and maintain the personal protective equipment provided to them by their management so their personal safety is not compromised, causing potential risk to others.
- c. Any situations noted where JABSOM Kaka'ako activities create potential hazards for the contractor should promptly be brought to the attention of the FMO.

2.5 Fire Alarms and Protection Systems

Prior to performing any work, contractors should assess the work and the site to determine if any existing fire alarm, sprinkler system, or other fire protection system (halon gas, CO₂, dry chemical) could potentially be activated or its operation hindered in any way. Systems may be activated by renovation dust, smoke or heat generating equipment. If it is determined that the fire alarm needs to be temporarily placed out-of-service to perform the work, the contractor must notify the JABSOM FMO to arrange this.

2.6 Exit Corridors

The exit corridors of all areas must be kept clear and unblocked at all times regardless of their width. All carts, supplies, ladders, tools, etc. must be kept out of the corridors when not in use. Some projects require a construction partition that captures part of the corridor width. When this happens, it is extremely important that the remaining corridor be clear.

2.7 Welding/Burning/Torch/Soldering



JABSOM Kaka'ako has an established "No open flames" policy. No open flame work is allowed without a permit. A copy of the policy may be obtained from the FMO. If it is determined that open flames must be used, the Contractor can submit an Open Flame Permit Application (Attachment B).

2.8 Gas Cylinders

All compressed gas cylinders must be transported, used, and stored properly in a secure location. All cylinders, full and empty, will be labeled, capped when not in use, segregated as necessary, and secured in place at all times. Do not store more than 5 cylinders together in one location. Remove all cylinders at the completion of the project; JABSOM will not dispose of empty cylinders.

2.9 Erosion & Sediment Controls

JABSOM Kaka'ako maintains a storm drain management program in compliance with its DOH NPDES-MS4 permit. Before any soil disturbing operations commence, the contractor will ensure all erosion and sediment control measures are in place and functional, as per the project specific erosion control plan. These measures will be properly constructed and maintained throughout the construction period. All control measures will be checked weekly in dry periods and within twenty-four hours after any saturating rainfall. During prolonged rainfall, daily checking will be conducted. Illicit discharge into the storm drains is not permitted. Accidental or illicit discharges to the storm drains must be reported to the FMO immediately.

2.10 Fire Sprinkler/Hydrant Testing Guidelines

According to the MS4 Permit, JABSOM must prevent illicit discharges of non-storm water from entering its storm drain systems, which includes water generated during fire sprinkler/hydrant testing. As such, it is very important for all contractors to comply with the permit requirements by following these procedures to the best extent practicable during all phases of testing, draining, and equipment setup and breakdown.

1. Conduct activity on non-rainy days and for the shortest duration possible to minimize discharge volume.
2. Protect nearby storm drains (e.g., inlet protection).
3. Delineate work area for pedestrian and vehicular safety.
4. Initial hydrant flows must be diverted to landscaped areas until a clear water flow begins. When diverting flows, be careful not to: create a safety hazard, kill vegetation, cause erosion, or drain to areas with poor infiltration. The clear water may be discharged into the storm drain system (or simply left to drain onto the grassy area).
5. If it is impossible to discharge initial flows into a grassy area, then the contractor may contain the initial flow using tanks or drums. **Never** discharge any of the contained water directly into the storm drain system. Instead, dispose of it:
 - Off-site using the services of a licensed waste transporter; or,
 - Drain onto landscaped areas.
6. Maintain records, which should contain the following:
 - Sprinkler location;
 - Person performing the task;
 - Receiving point (e.g., landscaped area, containment tank); and
 - Approximate amount of water discharged.

2.11 Chlordane/Organochlorine Pesticide Testing in Soil



Please refer to Attachment A for additional information.

3.0 UTILITIES ISSUES

The Contractor will notify the PM at least one week before the desired date of any utility shut down. The Project Manager will schedule the shut down as close to the desired date as possible and will notify the Contractor of the scheduled date and time. Utilities include, but are not limited to, electrical systems, gas systems, HVAC systems, elevators, and plumbing systems.

4.0 QUESTIONS OR ASSISTANCE

JABSOM Facilities Management Office	692-0919
Kaka'ako Environmental Health & Safety Office	692-1854 692-1855
JABSOM Kaka'ako Campus Security – Emergencies	692-0911 / 692-1911
UH Manoa Environmental Health & Safety Office	956-8660
• Fire Safety	956-4954
• Hazardous Materials (chemical waste disposal)	956-3198
• Biological Safety	956-3197
• Indoor Air Quality	956-3204
• Occupational Safety	956-3204
• Radiation Safety	956-8591
• Storm Drains/Erosion Control	956-9173

University of Hawaii at Manoa Fact Sheet for Handling Technical Chlordane & Organochlorine Pesticides in Soil

Information for Design Staff:

- **When to Conduct Technical Chlordane & Organochlorine Testing:** The design consultant will usually identify the need for this particular testing, which is based on project requirements. However, some “generic” identifiers are listed below:
 - The project will be disturbing soil below, or within two to three feet, of a building.
 - Chlordane/Organochlorine pesticides were either known or expected to have been applied to a particular area.
 - A building, or group of structures, is planned for demolition.

- **Development of Project Specs:** As is usual practice, these should be developed by the design consultant; and, reviewed by the Environmental Health & Safety Office (EHSO). While EHSO has developed example specs, they are only meant for reference. The consultant must ensure certain elements are included in the specs:
 - **Soil Sampling Plan:** A soil sampling plan, which details the number, method (required to take composite samples when possible), and depth of samples must be sent to EHSO for review.
 - **Identification of Proper Lab Testing:** Consultants must have their designated lab use USEPA Lab Method 8081A. The lab must report the concentration of the technical chlordane mixture (including chlordane) rather than the individual chemicals associated with technical chlordane. The lab should still report other, unrelated organochlorine pesticides, like DDT, which are generally included in the 8081A analysis.
 - **Work Plan:** A work plan, which must also be separately submitted to EHSO for review, shall describe items such as engineering controls, soil stockpiling and segregation, sampling, backfilling procedures, personal protection requirements, work area isolation, air monitoring, construction barriers, wetting methods, decontamination procedures, and emergency procedures. Lastly, the plan shall include the names and qualifications of personnel who will be managing soil activities at the site.

Information for Project Managers:

- **Contractor Disposal Document:** When the contractor completes handling of the soil (e.g., caps it under 2-3 feet of non-contaminated soil; buries it elsewhere on campus; removes it off campus, etc.), they must provide written documentation indicating how the soil was addressed. A copy of this document should be given to EHSO.

- **Record Keeping:** Notate where soil is buried on utility maps, as-builts, etc.

**Project Manager Checklist for Projects Involving
Technical Chlordane & Organochlorine Pesticides**

YES/NO		NOTES/CONCERNS ¹
SOIL SAMPLING PLAN		
	Samples taken at depth indicated	
	Sampling method: Composite (unless otherwise explained)	
	US EPA 8081A used to analyze samples	
	Lab report contains concentration of technical chlordane and other organochlorine pesticides	
WORK PLAN		
	Engineering controls implemented	
	Proper soil segregation and stockpiling	
	Additional samples taken (if required)	
	Proper soil disposal (e.g., backfilling, approved Campus burial, removal off site)	
	Proper PPE	
	Implemented work area design (e.g., isolation, decontamination, air monitoring, emergency procedures, etc.)	
	Contractor disposal document	

¹ Discuss any concerns/questions with Kaka'ako EHSO.

OPEN FLAME PERMIT APPLICATION – Contractors & Facilities

The use of open flames in Kaka’ako Facilities is strongly discouraged by the University of Hawaii Environmental Health and Safety Office. Every effort shall be made to find alternatives to using open flames. In the event that no alternatives are adequate for your type of work, you may submit this Open Flame Permit Application for the temporary use of open flames. Once completed, submit this form to JABSOM FMO for approval.

Provide the following required information:

Name: _____

Email: _____ Phone Number(s): _____

Building/Lab Room number where the flame will be used: _____

Date(s) of activity: _____

Number of flames/burners would you will be using: _____

Type(s) of gas you will be using: _____

Amount of gas you will be using: _____

Will you provide your own fire extinguisher at the work site? _____

Has your Facilities Contact/Escort showed you where the nearest JABSOM Fire Extinguisher is located? _____

Do you expect to generate enough smoke/heat to possibly engage the fire alarms/fire sprinklers? _____

If so, has your Facilities Contact been notified of this? _____

=====

Applicant: _____
Signature Date

EHSO: _____
Signature Date

Approved Date permit expires: _____

Additional comments or requirements:

Attendance – Any open flames shall be constantly attended to until the flame is extinguished and all gas valves are closed.

REQUIRED PRECAUTIONS CHECKLIST

Please check to verify compliance:

- I have ensured that all flammable materials are stored properly and away from open flame work area.
- All hot work equipment has been examined and ensured it is in a safe operating condition.
- Appropriate PPE/clothing is worn (non-combustible materials, non- exposed cuffs or pockets)
- All gas cylinders have been properly secured.
- The valves on all gas cylinders will be closed when not in use.
- All wall and floor openings have been covered.
- The open flame work area is clear of combustibles or combustibles are protected.
- Floor of open flame work area is kept clean and free of clutter (11 meter or 35 ft radius).
- Fire extinguisher is fully charged and operable, and nearest location is known.
- Nearest fire alarm pull station location is known.
- There is ample ventilation to remove smoke/vapor from work area.
- A 30 minute observation period of the work area shall be maintained following completion of hot work operations in order to ensure no smoldering fires.