

**CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT PLAN**

**For**

**Enter Project Name**

**Address of Site**

**City, State**

**Date**

**TABLE OF CONTENTS**

[INSTRUCTIONS 3](#_Toc52171454)

[SECTION 1: PURPOSE 3](#_Toc52171455)

[SECTION 2: PROJECT CONTACT INFORMATION 3](#_Toc52171456)

[SECTION 3: SCHEDULE 4](#_Toc52171457)

[SECTION 4: ANTICIPATED WASTE CHARACTERIZATION AND QUANTITIES 4](#_Toc52171458)

[SECTION 5: WASTE MANAGEMENT PROCEDURES 7](#_Toc52171459)

[5.1 Clean Fill 7](#_Toc52171460)

[5.2 Liquid Wastes 8](#_Toc52171461)

[5.3 Petroleum Contaminated Soils 8](#_Toc52171462)

[5.4 Lead Containing Material and Asbestos Containing Material 9](#_Toc52171463)

[5.5 Hazardous Waste 9](#_Toc52171464)

[SECTION 6: SPILL RESPONSE 15](#_Toc52171465)

[SECTION 7: TRAINING 15](#_Toc52171466)

[SECTION 8: RECORDKEEPING 15](#_Toc52171467)

[SECTION 9: UPDATES 16](#_Toc52171468)

**APPENDICES**(For any documentation that won’t be kept with the Waste Management Plan, the Appendix page should reference where this item will be stored**)**

Appendix A: Permitted Off-Site Facility Documentation

Appendix B: Site Map

Appendix C: Waste Determinations

#### Appendix D: Hauling Tickets & Waste Receipts

# INSTRUCTIONS

The University of Virginia (University or UVA) has developed this Waste Management Plan (WMP) template to ensure project waste is appropriately handled. Completion of this WMP is required for all projects > $3M construction budget or smaller projects anticipated to generate significant amounts of demolition debris. The purpose of this template is to allow Construction Managers/General Contractors (CM/GC) to customize the individual conditions of their projects while including all information necessary for compliance with waste handling requirements. Text boxes highlighted in yellow are placeholders for the project team, typically the CM/GC or their designee, to fill in required information. Text highlighted in gray contain instructions and can be deleted after the directions are followed. Upon completion of the WMP by project staff, all yellow highlighted text should be filled in and all gray highlighted text should be deleted. No highlights should remain in the completed WMP.

The WMP requirements may be fulfilled by incorporating by reference other plans such as an Erosion & Sediment Control (E&SC) Plan or Storm Water Pollution Prevention Plan (SWPPP) developed for the site and including them as an additional appendix. If a plan incorporated by reference does not contain all of the required elements of the WMP, the CM/GC must develop the missing elements and include them in the WMP. Please delete this entire Instructions section upon completion of the WMP.

# SECTION 1: PURPOSE

Completion of this Waste Management Plan (WMP) is required for all projects > $3M construction budget or smaller projects anticipated to generate significant amounts of demolition debris. The WMP describes how this construction project will:

* Manage all project-related waste transportation and disposal activities in accordance with all applicable Federal, State, and local waste management regulations with no waste compliance issues.
* Protect the University and its surrounding environment (i.e., soils, waterways, sanitary and storm sewer systems, community, etc.) from potential impacts from project-related waste management activities.

# SECTION 2: PROJECT CONTACT INFORMATION

**Construction Manager/ General Contractor (CM/GC):**

Name

Insert Company or Organization Name

Company Address

City, State, Zip Code

Telephone

Email

24-Hour Contact and Phone Number

**Contractor WMP Point of Contact [**if different from above**]:**

Name

Insert Company or Organization Name

Company Address

City, State, Zip Code

Telephone

Email

24-Hour Contact and Phone Number

**UVA WMP Point of Contact** [This may be a PM, CAM or whomever is managing the project on behalf of UVA, regardless of title**]:**

Name

Title

Telephone

Email

# SECTION 3: SCHEDULE

**Estimated Construction Start Date: Enter Date**

**Substantial Completion Date: Enter Date**

**Anticipated Demolition Schedule:** MM-YYYY to MM-YYYY

**Anticipated Hauling Schedule, if applicable:** MM-YYYY to MM-YYYY

Allowable days and times for hauling

Typical daytime working hours are Monday – Friday, 7 AM – 6 PM and typical hauling/delivery hours are Monday – Friday 9AM – 4PM.

# SECTION 4: ANTICIPATED WASTE CHARACTERIZATION AND QUANTITIES

Construction and Demolition Debris (CDD) waste will be handled in accordance with the Virginia Department of Environmental Quality (DEQ) Solid Waste Management regulations (9 VAC 20-81), federal waste regulations (40 CFR 239 – 282), applicable local ordinance(s), project manual, and University [policies](https://uvapolicy.virginia.edu/policies/search) and [procedures](https://www.fm.virginia.edu/depts/operations/environmental/procedures.html). Any CDD waste to be handled as recycle/reuse materials must meet the requirements of 9 VAC 20-81-95 C.7 in order to qualify as having a beneficial use, and thus exempt from VA Solid Waste regulation.

Any off-site disposition of recycle/ reuse materials will be managed by a facility with appropriate licenses, permits, and approval by the receiving locality and/or DEQ, and respective planning and zoning requirements. Copies of appropriate licenses, permits, or written approval by the locality and/or DEQ for all waste disposal locations including landfills, transfer stations, materials recovery facilities, and any sites receiving materials for use a clean fill must be maintained by the CM/GC and included in Appendix A of this WMP. Recycling facilities receiving source separated materials are exempt from this requirement. If you are uncertain as to which facilities should have permits or if Environmental Resources (ER) already has permit documentation for a site, contact ER at storm-water@virginia.edu. Sampling and laboratory analysis of CDD is not required; however, the CM/GC is expected to routinely inspect CDD materials for the evidence of comingled solid waste or other contaminants (e.g. staining, petroleum contamination, etc.). University representatives may conduct inspections of waste material and hauling records to confirm the WMP is being implemented appropriately.

Table 1 provides a summary of the types of wastes anticipated to be generated during the project. This table will be updated if new waste categories are discovered. Add any items not currently listed at the bottom of the table; wastes are organized by solid wastes first, then liquid wastes.

Table 1. Summary of Anticipated Waste Materials Generation

| **#** | **Material** | **Anticipated?**  **(Y/N)** |
| --- | --- | --- |
| **Solid Wastes** | | |
| 1 | Clean fill – specify types (brick, block, rock, concrete, etc.) |  |
| 2 | Comingled Construction and Demolition Debris |  |
| 3 | Vegetated waste |  |
| 4 | Soil/ dirt |  |
| 5 | Rock |  |
| 6 | Concrete |  |
| 7 | Masonry (specify) |  |
| 8 | Asphalt |  |
| 9 | Roofing |  |
| 10 | Metals |  |
| 11 | Asbestos Containing Materials |  |
| 12 | Lead Containing Materials |  |
| 13 | Wood |  |
| 14 | Insulation |  |
| 15 | Drywall / Gypsum board |  |
| 16 | Exterior finishes |  |
| 17 | Interior finishes |  |
| 18 | Carpet |  |
| 19 | Glass/ fenestration |  |
| 20 | Cardboard/ paper |  |
| 21 | Plastics |  |
| 22 | Styrofoam |  |
| 23 | Light bulbs |  |
| 24 | Batteries |  |
| 25 | Electronic waste |  |
| 26 | Furniture, fixtures, and equipment for donation to approved end user |  |
| 27 | Municipal Solid Waste (MSW) |  |
|  | Other identified wastes |  |
|  | Other identified wastes |  |
| **Liquid Wastes** | | |
| 100 | Paints, Thinners, Solvents |  |
| 200 | Concrete mixing waste |  |
| 300 | Concrete cutting waste |  |
|  | Other identified wastes/ wash water |  |
|  | Other identified wastes/ wash water |  |

# SECTION 5: WASTE MANAGEMENT PROCEDURES

This section describes methods of waste management, reuse, recycling, and/or excess soil management (on-site and off-site) for each waste listed in Table 1. A description of each waste, how and what contractor is responsible for handled each waste on-site, hauler, and proposed off-site destination, are detailed in Table 2. For each anticipated material listed in Table 1, create and complete a Material Handling Information table as shown in Table 2 below. Copy and paste Table 2 as many times as needed so that each waste listed in Table 1 is described in its own table. Multiple materials may be listed on the same table if they are handled similarly and going to the same destination. Descriptions do not need to be long.

The Contractor is responsible for managing material stockpiles, and/or organizing and placing washout areas and waste containers on-site. The location of each of these should be clearly indicated on the Site Map provided in Appendix B. [The SWPPP map may be used to satisfy this requirement if it contains all required information.] Waste storage locations should be thoughtfully placed considering sensitive receptors (e.g., local stream) and convenient access by site personnel and waste haulers. Containers should be covered at the end of the day and during rain events when not in active use. Stockpiles of erodible materials should be protected from precipitation and with proper erosion and sediment control, if applicable. The University expects that stockpiled materials/ soil(s) will be properly managed within designated areas and full waste containers will be removed/ replaced in a timely manner.

## 5.1 Clean Fill

Excavated soils from areas of no known contaminants, or which do not exhibit evidence of contamination, will be managed as clean fill where appropriate. If the excavated clean fill is not planned for reuse at the project site, the University will be given first option to reuse excavated clean fill elsewhere at the University. If unable to be reused by the University, clean soils will be transported off-site for reuse at an approved location, used at a landfill for daily cover, or disposed of at a permitted solid waste facility. Documentation of permit coverage and/or disposal site approvals is provided in Appendix A.

No sampling or laboratory analysis is required for the management of such excavated clean soils. General industry standards require CDD used as clean fill material (e.g., brick, block, concrete) to be free of residual solid waste(s) to include wire, metal, paper, plastic, insulation, etc. The CM/GC is expected to routinely inspect clean fill materials for the evidence of contaminants (e.g. comingled solid waste, petroleum contamination, etc.).

UVA Environmental Resources (ER) will notify local authorities/ agencies prior to disposal of CDD and/or clean fill at a non-commercial waste disposal entity. The CM/GC will provide ER with the most up-to-date estimate of hauling dates and daily truck volume to convey to the localities.

## 5.2 Liquid Wastes

The CM/GC must identify any construction-related liquid wastes (surplus paint, thinners, concrete/ masonry washout, cleaners/ chemicals, drywall mud, wash water, etc.) and their disposal methods and include them in Table 1 and further describe their handling in Table 2. Liquid waste must be properly characterized using associated material Safety Data Sheets (SDSs), field or laboratory analysis (if necessary) to ensure proper waste management and disposal.

Construction-related liquid wastes and their disposal methods are identified and included in Tables 1 and 2. Liquid wastes must be stored in designated area(s) and in closed containers with adequate pollution prevention measures (i.e., utilizing drip pans, spill pallets, impervious surface where possible, etc.). Spill kits must be available if staging liquid materials or wastes on the project site. Liquid waste containers must be regularly inspected to ensure there are no spills or leaks. Vehicle and equipment washing are only allowed to be conducted in designated areas/ wash racks.

If feasible, allow concrete wastes, gypsum mud, paint, and other similar liquid wastes to completely dry and to be disposed of as a solid waste. Liquid waste may not be mixed with general trash, disposed of in the stormwater sewer, or disposed of on the ground/ site soils. The University PM/CAM must be notified if the CM/GC plans to dispose of liquid waste to the sanitary sewer. Written approval from ER must be received prior to any liquid waste disposal to the sanitary sewer in accordance with the regional Publicly Owned Treatment Works (POTW) pre-treatment permit conditions.

If stormwater commingles with powdered concrete or other soluble site materials or wastes, other than uncontaminated soil, consult with the University PM/CAM to assess appropriate handling and disposal practices. The University PM/CAM should consult with ER as needed.

## 5.3 Petroleum Contaminated Soils

In the event the site has known sources of petroleum contamination or soils suspected of having petroleum contamination are discovered during construction, UVA ER should be contacted by calling the Facilities Management (FM) Service Desk at 434-924-1777. In most cases soil with light petroleum contamination may remain on-site. In the event that petroleum contaminated soils must be removed from the site, the soils must be handled separately from clean fill. Under no circumstances may any petroleum contaminated soils leave the site as clean fill. Stockpiles of petroleum contaminated soils must be placed on top of an impervious surface and be covered with plastic prior while awaiting removal from the site or reuse elsewhere on-site. If petroleum contaminated soils need to be removed from the site, arrangements must be made with UVA ER to sample the contaminated soils and haul the soils to a treatment facility.

## 5.4 Lead Containing Material and Asbestos Containing Material

Per University policy, Environmental Health and Safety (EHS) will characterize, often times by testing, lead-containing waste materials to determine the appropriate course of disposal, in accordance with applicable regulations. Any lead wastes that fail the testing requirements must be disposed of by the University as hazardous wastes. Building components presumed to fail the testing are often placed in a lead waste dumpster, managed by FM and EHS personnel. All hazardous waste manifests are maintained by EHS.

Asbestos waste is not considered a “hazardous waste” and is considered a “special waste”. Most asbestos waste is required to be placed in US Environmental Protection Agency (EPA) - permitted landfills. Asbestos contractors, as well as the University in-house asbestos abatement crew, are responsible for creating and maintaining waste manifests, with copies provided to FM and EHS for final recordkeeping.

Specifically refer to [UVA Facility Design Guidelines](https://oubo.virginia.edu/hecomfdg.html) sections 1.4.4.1 and 1.4.4.2 and [UVA Policy SEC-007: Management of Asbestos-Containing Materials and Lead Containing Materials in University Facilitie](https://uvapolicy.virginia.edu/policy/SEC-007)s for information regarding handling and removal of asbestos containing material and lead containing paint. Contact UVA EHS (434-982-4911) for information on proper handling and disposal.

## 5.5 Hazardous Waste

If identified, any hazardous waste will be separated, stored, and disposed of according to applicable regulations, 40 CFR 239-282. The CM/GC will notify the University PM/CAM upon discovery of a hazardous waste or in the event evidence suggests a waste may be contaminated with a hazardous waste. The PM/CAM will contact UVA EHS (434-982-4911) for information on proper handling and disposal when a hazardous waste is generated by UVA or a hazardous waste is discovered that was generated by the previous UVA occupant of a building.

Table 2 on Material Handling Information is repeated five times on the following pages. Add or remove additional copies of Table 2 as needed. Table 2 should be completed for each waste listed in Table 1. Multiple materials may be listed on the same table if they are handled similarly and going to the same destination. Descriptions do not need to be long.

Table 2. Material Handling Information

|  |
| --- |
| Number and Material from Table 1. [*Multiple materials may be listed on the same table if they are handled similarly and going to the same destination. Please list all materials anticipated by the project and their associated numbers from Table 1.]* |
| Material Description |
| Provide further information on material type if needed for clarity. |
| On-Site Storage and Handling. Describe any special pollution prevention procedures for use or handling of this material. |
| Describe how material will be stored, protected from rainwater, etc. Identify sensitive site areas or special measures that will be undertaken to protect the environment. |
| Identify contractor responsible for management of material on-site. |
| Company name and phone number |
| Identify hauler(s) responsible for removal of this material from site. |
| Company name and phone number |
| Proposed Destination (landfill, clean fill site, recycling center, etc.) |
| Name, Address, Contact Information and facility waste permit number if applicable. If hauling to an established, commercial materials recovery facility or waste disposal facility, document how all hauling will comply with established haul routes, respective traffic laws, and will commence only during the disposal facility’s hours of operation. If hauling to an off-site land disturbing activity, document how hauling will comply with established haul routes, traffic laws and any restrictions imposed by the affected locality (e.g., only on certain days or times). |

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| Describe how material will be stored, protected from rainwater, etc. Identify sensitive site areas or special measures that will be undertaken to protect the environment. |
| Identify contractor responsible for management of material on-site. |
| Company name and phone number |
| Identify hauler(s) responsible for removal of this material from site. |
| Company name and phone number |
| Proposed Destination (landfill, clean fill site, recycling center, etc.) |
| Name, Address, Contact Information and facility waste permit number if applicable. If hauling to an established, commercial materials recovery facility or waste disposal facility, document how all hauling will comply with established haul routes, respective traffic laws, and will commence only during the disposal facility’s hours of operation. If hauling to an off-site land disturbing activity, document how hauling will comply with established haul routes, traffic laws and any restrictions imposed by the affected locality (e.g., only on certain days or times). |

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| Material Description |
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| On-Site Storage and Handling. Describe any special pollution prevention procedures for use or handling of this material. |
| Describe how material will be stored, protected from rainwater, etc. Identify sensitive site areas or special measures that will be undertaken to protect the environment. |
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# SECTION 6: SPILL RESPONSE

A spill kit should be maintained on-site for small spills. Small spills should be cleaned up immediately upon discovery. In the event that a spill is larger than can be handled by materials on-site, UVA EHS should be notified immediately at 434-982-4911 for assistance with cleanup of spilled materials. In the event a spill reaches storm drains or local waterways, UVA ER should be notified immediately by calling the FM Service Desk at 434-924-1777.

# SECTION 7: TRAINING

Briefly describe the scope and delivery methods for CM/GC employee and subcontractor waste management training. Construction and demolition employees on this jobsite must be provided awareness training concerning the WMP and general pollution prevention measures for this project. Waste management training should be part of orientation for contractors new to the project site and routinely reinforced at tailgate talks. All waste transportation drivers must be properly licensed (i.e., Commercial Drivers License).

# SECTION 8: RECORDKEEPING

Copies of appropriate licenses, permits, or written approval by the locality and/or DEQ must be included in Appendix A for all waste disposal locations including landfills, transfer stations, materials recovery facilities, and any sites receiving materials for use a clean fill. Documentation should include permit coverage dates, if applicable. If you are uncertain as to which facilities should have permits or if ER already has permit documentation for a site, contact ER at storm-water@virginia.edu. Recycling facilities receiving source separated materials are exempt from this requirement, but should still be noted in Table 2.

Truck manifests/ hauling tickets/receipts and waste disposal receipts/ invoices must be included in Appendix C. This appendix will also include documentation of verified typical diversion rates for recyclable materials, where applicable. Identify how waste receipts, disposal tickets, or invoices will be managed. Include information on truck manifests and hauling receipts. Copies of all manifest(s)/bill(s) of lading will be provided to the University upon request.

Records of Waste Determinations (i.e., laboratory analytical results) per 40 CFR 261.3 will be maintained, as applicable, in Appendix D, and provided to the University upon request. At a minimum, these records should include SDSs for applicable waste materials and laboratory analytical results for any tested soil or other material.

All information required to be included in Appendix A must be reviewed and approved by the University prior to construction start. At any time during the project the WMP, including updated appendices and appropriate records, will be provided to the University upon request. At the end of the project in accordance with project closeout requirements, the entire WMP, with any approved updates, and all Appendices will be provided to the University for record retention purposes.

# SECTION 9: UPDATES

Amendments, modifications, and updates to this WMP will be made as required. The CM/GC will amend the WMP whenever:

1. A new waste type is discovered;
2. A new off-site disposal destination is proposed for a waste;
3. If working or waste hauling hours are expected to deviate from those set forth in this WMP;
4. Whenever there is a change needed to on-site storage and handling procedures;
5. Whenever changes are needed to pollution prevention procedures;
6. There is a change in the contractor responsible for managing a waste.

The CM/GC will update the WMP as soon as possible but no later than seven calendar days prior to implementing any WMP modification. In accordance with UVA Division 1 Guidelines, UVA Environmental Resources or the Director of Capital Construction and Renovations must pre-approve significant modifications including those listed above. The CM/GC must receive written approval of the updated/amended WMP prior to commencement of the change. Minor changes to the plan that do not impact waste handling, such as names of responsible individuals, changes in records storage locations, or updates to the site map do not require approval.

Documentation of these changes shall be made on a copy of the Site Map in Appendix B as applicable and summarized in Table 3.

Table 3. History of Changes to WMP

|  |  |  |
| --- | --- | --- |
| Date | Describe changes to the WMP and reason for change | Name of individual making the change |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Appendix A: Permitted Off-Site Facility Documentation**

If maintained electronically, please indicate how they can be viewed. If you are uncertain as to which facilities should have permits or if ER already has permit documentation for a site, contact ER at storm-water@virginia.edu.

**Appendix B: Site Map**

If maintained electronically or stored separately, please indicate how it can be viewed.

**Appendix C: Hauling Tickets & Waste Receipts**

If maintained electronically (e.g., in eBuilder) or stored separately, please indicate how they can be viewed.

**Appendix D: Waste Determinations**

If maintained electronically or stored separately, please indicate how they can be viewed.