

Allegheny County Airport Authority



ALLEGHENY COUNTY
AIRPORT AUTHORITY

Contractor Environmental Health & Safety Handbook 9th Edition August 2019



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Procedures Regarding Encountering Suspect Contaminated Soil or Groundwater at PIT and AGC - Revised August 16, 2019

It is the responsibility of each contractor working on projects at the Pittsburgh International Airport (PIT) or Allegheny County Airport (AGC) to be familiar with the procedures described below. Each contractor will be given a copy of these procedures and should feel free to contact me with any questions that they may have.

If during any excavation at PIT or AGC, any soil or groundwater is encountered which is suspected to be contaminated based on odors or a visible inspection, the following actions must be taken immediately:

For Suspected Contaminated Soil:

1. Contact ACAA's Environmental Programs Administrator (Jacqui Yeck) or Director of Environmental and Workplace Safety (Kevin Gurchak) through ACAA's Airfield Operations (412-472-5630).
2. Suspected contaminated soil must be excavated and stored in a separate, bermed area with an impervious geo-textile liner and cover. The suspect material will be analyzed by an outside laboratory and pending the results of the analysis will be handled in accordance with environmental and contractual regulations.

For Suspected Contaminated Groundwater:

1. Stop excavation.
2. Contact ACAA's Environmental Programs Administrator (Jacqui Yeck) or Director of Environmental and Workplace Safety (Kevin Gurchak) through ACAA's Airfield Operations (412- 472-5630).
3. Suspected contaminated groundwater must be sampled and analyzed to determine type and extent of contamination, if any.
4. If sample analysis indicates contamination, contaminated water must be pumped out into a holding tank for further analysis and handling in accordance with environmental and contractual regulations.



Procedures Regarding Encountering Suspected Glycol Contaminated Groundwater Around or Near Aircraft Deicing Areas or Spent Aircraft Deicing Fluid Collection Systems - Revised August 16, 2019

1. Stop Excavation.
2. Contact ACAA's Environmental Programs Administrator (Jacqui Yeck) or Director of Environmental and Workplace Safety (Kevin Gurchak) through ACAA's Airfield Operations (412- 472-5630).
3. Contact ACAA Plumbers, through ACAA Airfield Operations (412-472-5630), to sample the suspect contaminated groundwater and analyze for glycol content using the Hach field "quick" test.
4. If sample analysis indicates greater than 30 mg/l or 30 parts per million (ppm) glycol, contaminated water must be pumped into a holding tank for further analysis and handling in accordance with environmental and contractual regulations. If the sample analysis indicates less than 30 mg/l or 30-ppm glycol, the water can be discharged.
5. Excavation may resume once groundwater has been determined to be uncontaminated or the contaminated groundwater has been pumped into a holding tank.
6. For ACAA projects, ACAA Operations and/or Environmental Personnel will notify the appropriate environmental contractor, if necessary.
7. All communications with Pennsylvania Department Environmental Protection (PADEP), the Environmental Protection Agency or the Allegheny County Health Department (ACHD) will be coordinated through Environmental Personnel.
8. Should you have any questions regarding these procedures please feel free to contact Jacqui Yeck at (412) 472-3894 or Kevin Gurchak at (412) 472-3575.



Spill Reporting Procedures

A spill is defined as an unintentional release of a petroleum product (examples: gasoline, diesel, oil, hydraulic fluid, transmission fluid, etc.) or other hazardous substances to the environment. Spills of such materials, that either exceed certain quantities or reach the Waters of the Commonwealth or soil, may need to be reported to the Pennsylvania Department of Environmental Protection (PADEP), the Environmental Protection Agency (EPA) or the National Response Center (NRC).

In the event of a spill, all contractors are required to follow the procedures below:

1. **Call 911**
2. Provide 911 with the location of the spill, the material spilled, and a call back telephone number.
3. If able, take the necessary measures to stop the spill or release.
4. Take the necessary measures to contain the spilled material by using appropriate methods.

If it is determined that the spill needs to be reported to PADEP, EPA or NRC, the Allegheny County Airport Authority Environmental Personnel will coordinate spill reporting activities.



Procedures Regarding National Pollutant Discharge Elimination System (NPDES) Permit for Construction Activities

It is the responsibility of each contractor working on projects at the Pittsburgh International Airport (PIT) or Allegheny County Airport (AGC) to be familiar with the National Pollutant Discharge Elimination System (NPDES) Permits for Construction Activity at both airports. The permit, which is issued by the Allegheny County Conservation District (ACCD), identifies responsibilities of both the ACAA and contractors (co-permittees) working on airport construction projects.

NPDES Permit Application:

1. Contact ACAA's Environmental Programs Administrator (Jacqui Yeck, 412-472-3894) or Director of Environmental and Workplace Safety (Kevin Gurchak, 412-472-3575) for information on the permit or when applying for a modification to the existing permit.
2. If requesting to be a co-permittee on the existing permit complete the Pennsylvania Department of Environmental Protection's (PADEP's) Transferee/Co-permittee Application for General or Individual NPDES Permit for Stormwater Discharges Associated with Construction Activities form (3150-PM-BWEW0228 Rev. 9/2016) and submitted to ACAA's Environmental Personnel.

NPDES Permit Requirements:

1. A stamped copy of the E&S plan must be kept on site at all times.
2. Post Construction Stormwater Management plans must be filed with the Allegheny County Courthouse within 90 days of plan approval. As-built drawings of all PCSM structures must be filed prior to the submission of NOT paperwork. Receipts of these filings shall be sent to the Allegheny County Conservation District.
3. Records of inspections, corrective actions, sweeping, and watering should be kept on site for the duration of the project.
4. Any permit specific training required by PA DEP will be conducted by ACAA. Records of these trainings are to be kept on site. Contractors are responsible for ensuring all subcontractors and vendors are aware of permit conditions and how these conditions may affect their work.

Weekly/Storm Event Inspections:

1. On a weekly basis, or after any precipitation event, exceeding 0.25 inches (>0.25"), the contractor must complete an inspection using the PADEP's form (3150-FM- BWEW0083 2/2012).
2. A copy of each Inspection Report must be submitted to the ACAA's Environmental Personnel by Monday at Noon, for the previous week.
3. If deficiencies are noted in the inspection, repairs should be made immediately, or as soon as practicable. The repairs, and date they were should be communicated back to the ACAA's Environmental Personnel. Be sure to keep records of these repairs, including date, time, and type of repair.



VISUAL SITE INSPECTION REPORT

Note: It is a condition of National Pollutant Discharge Elimination System and Erosion and Sediment permits that a maintenance program be conducted to provide for the operation and maintenance of all BMPs to be inspected on a weekly basis and after each stormwater event. Please list in the space provided comments to note if repairs or replacement are needed or have been made for BMPs as a result of the inspection. Failure to conduct the required inspection may result in permit suspension or the imposition of civil penalties. If supplemental monitoring is required as part of a permit condition this form may be used to meet those monitoring requirements.

Project Site Name: _____ Date: _____ Inspection #: _____

Time: _____ Weather: _____

Permit #: _____ Photos Taken: Yes No

Inspector/Title: _____

Municipality(s): _____

County(s): _____

Inspection Type (check one): Weekly Stormwater Event

- | | Y | N |
|---|--------------------------|--------------------------|
| 1. Are the approved (Stamped) E & S plan and PCSM plan present on site? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are there activities occurring outside of the limits of disturbance shown on the plan drawings?
(If yes, notify conservation district and explain.) | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|---|--------------------------|--------------------------|
| 3. Is Construction Sequence being followed?
(If No, notify conservation district and explain.) | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

- | | Y | N | | Y | N |
|---|--------------------------|--------------------------|-------|--------------------------|--------------------------|
| 4. E & S BMPs (List BMPs and note if installed and maintained as per the plan.) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
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| | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Were repairs/maintenance/replacement BMPs necessary (if so, describe): _____

5. **Site Conditions** **Y** **N**
- Sediment Discharge is occurring to waters or wetlands from earth disturbance activity?
- Stabilization** of inactive disturbed areas, stockpiles, or at final grade? (exceeding 4 days inactive)
- Are slopes 3:1 and greater stabilized with appropriate BMPs?

6. **PCSM BMPs**
- Are areas intended for PCSM BMPs being protected from compaction?
- PCSM BMPs (List BMPs and note if installed and maintained as per the plan.)**
- | | Y | N | | Y | N |
|-------|--------------------------|--------------------------|-------|--------------------------|--------------------------|
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Were repairs/maintenance/replacement BMPs necessary (if so, describe): _____

7. **Department/Conservation District has been notified within 24 hours of non-compliance, including discharge to waters or wetlands?**
8. **Identify all remedial measures that have been taken or will be taken on this site.**
- _____
- _____
- _____

Inspector's Signature: _____ Date: _____

Company Name: _____

Attach additional sheets for comments/repairs/remedial measures if necessary.

Allegheny County Airport Authority
ABOVE-GROUND FUEL TANK STORAGE POLICY

(Reference the Pennsylvania Code, Title 37, Chapters 11 & 13 and NFPA)

1. As per §11.3, all fuel tanks in excess of 30 gallons shall be permitted through the Allegheny County Fire Marshal **(412-473-2552)**.
2. Upon placement and/or removal of a fuel tank, notify Airfield Operations **(412-472-5630)** which will have the ACAA Aircraft Rescue and Firefighting (ARFF) conduct a tank and site inspection.
3. The tank shall be placed on a solid surface (ex: concrete or well drained compacted stable earth). The tank shall be at least 40 feet from any building, including temporary structures such as construction trailers.
4. A liquid-tight secondary containment dike capable of holding 110% of the tank capacity shall be utilized. Nothing may be stored in the containment area. A double walled fuel tank shall not be a substitute for a secondary containment dike.
5. Bollards, Jersey barriers, or equivalent shall completely surround the tank to prevent damage from vehicles or equipment.
6. A steel tub designed and constructed to be used as a containment dike may be used to satisfy requirements 4 and 5 above.
7. The secondary containment structure shall have a drain valve which is secured against accidental or inadvertent opening. The secondary containment shall be inspected and drained after each precipitation event. The tank may not be left unattended when the drain valve is open. Each containment inspection and draining shall be documented and include the quantity and condition of the water drained.
8. There shall be a provision for secure storage of the fuel nozzle within the containment area.
9. A stocked spill kit shall be located in a visible location nearby the tank.
10. All electrical components and circuitry must conform to NFPA 70, NEC. The electrical disconnect must be clearly identified, readily accessible, and outside of the containment area but no further than 100 feet from the tank.
11. The tank must have a weather resistant D.O.T. placard on the commonly accessed side(s) as to the contents of the tank. The placard shall measure at least 10” square. Additionally, the tank must be conspicuously marked “FLAMMABLE” in letters at least 3 inches high.
12. At a minimum, a 10-pound ABC fire extinguisher shall be mounted within easy access to the common side of the tank. Tanks with capacities of 10,000 gallons or greater require a minimum of a 250-pound BC wheeled fire extinguisher. A sign shall be posted near the fire extinguisher stating, “In Case of Emergency - Call 911”.
13. All leaks or spills must be reported immediately to 911
14. No vehicles may park within 10 feet of the containment dike, except vehicles delivering or receiving fuel.
15. No radios or cell phones may be used within 20 feet of any fueling operation.
16. No combustibles may be stored within 20 feet of the containment dike.
17. Portable containers (5 gallons or less) must be filled with the container on the ground and the fuel nozzle in contact with the container.

Allegheny County Airport Authority
CONFINED SPACE ENTRY POLICY

(Reference OSHA 29CFR 1910.146)

Confined space is defined as a space that:

- Is large enough and so configured that an individual can enter and perform assigned work.
- Has limited or restricted means of entry and/or exit.
- Is not designed for continuous occupancy.

General Requirements

- 1) All confined spaces at Pittsburgh International Airport shall be treated as permit-required confined spaces.
- 2) Entry into confined spaces shall be controlled. Only *trained* and *authorized* individuals shall enter a confined space.
- 3) Confined spaces must be protected from unintentional entry. Signs, barriers, caution tape, and locks are acceptable methods to prevent unauthorized entry.
- 4) When entrance covers are removed to gain access to a subterranean confined space, the opening shall be promptly guarded by a railing or some other barrier to safeguard against an accidental fall through the opening.
- 5) Prior to entry into a confined space, ACAA Aircraft Rescue and Firefighting (**412-472-5601**) must be contacted to perform the initial atmospheric sampling to ensure the space does not contain a hazardous atmosphere. The following conditions must be monitored: Oxygen (O), Lower Explosive Limit (LEL), Carbon Monoxide (CO), and Hydrogen Sulfide (H₂S). Acceptable limits are included on the entry permit. Entry shall NOT be granted unless readings are within these limits.
- 6) After the initial monitoring, which determines that all levels of the space are safe for entry, the attendant and/or entrant is responsible for continuously monitoring the space while work is being performed to ensure an acceptable atmosphere throughout the duration of the entry.
- 7) If a hazardous atmosphere is detected while an entrant is in the confined space:
 - All entrants shall IMMEDIATELY exit the confined space.
 - 911 shall be notified
 - Re-entry shall be denied until the hazardous condition has been remediated.
- 8) Communications must be maintained between the entrant and the attendant for the duration of entry in the confined space. Radios shall not be used in flammable atmospheres unless they are designed to be intrinsically safe for such atmospheres.

Duties of the Authorized Entrant

All authorized entrant(s) shall:

- 1) Be trained in confined space entrant's procedures.
- 2) Assure all provisions of the lock-out/tag-out program are followed.
- 3) Maintain communication with the attendant while in the confined space.
- 4) If the space is deeper than 5 feet from the surface, the entrant shall wear a full body harness attached to a rescue tripod.
- 5) Exit from the confined space as quickly as possible whenever:
 - An order to evacuate is given by the attendant
 - The entrant recognizes a warning sign of a dangerous situation
 - The warning alarm on the monitoring equipment is activated

Duties of the Authorized Attendant

All authorized attendants shall:

- 1) Be trained in confined space procedures and verify all entrant(s) are also trained.
- 2) Verify the appropriate entries have been made on the permit, all tests specified by the permit have been conducted, and all procedures and necessary equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
- 3) Continuously maintain an accurate count and identification of authorized entrants in the confined space.
- 4) Remain outside the confined space until either relieved by another attendant or all entrant(s) have exited the space.
- 5) Maintain communication with the entrant(s) while they are in the confined space.
- 6) Ensure continuous atmospheric monitoring of the confined space while it is occupied. The entrant(s) shall be alerted and evacuated from the confined space if the monitoring reveals a hazardous atmosphere. Readings shall be recorded at 15 minute intervals on the permit while the space is occupied.
- 7) Prevent unauthorized persons from entering the permit space.
- 8) Terminate the entry and cancel the permit when the work on the permit is complete or whenever a situation arises that is dangerous to the authorized entrant(s).
- 9) Sign off on the permit upon completion to show that no further entry is needed. The completed permit shall be forwarded to ACAA Public Safety, Operations and Maintenance Department.
- 10) In the event of an emergency, notify 911. Attempt the retrieval of incapacitated personnel via the tripod and lifeline. The attendant shall NOT enter the space to perform rescues.

**Allegheny County Airport Authority
 CONFINED SPACE ENTRY PERMIT**

Date _____ / _____ / _____

Time of entry _____ AM / PM

Location of Confined Space _____

Nature of Work _____

Name of Attendant _____ Phone # of Attendant _____

Name of Entrant(s) _____

Company _____

Contact ARFF at (412) 472-5601 prior to entry. Call 911 in the event of an emergency.

EQUIPMENT CHECKLIST

Direct Reading Gas Monitor (calibrated) _____	Ventilation Equipment (if necessary) _____
Lockout/TagOut Completed (if necessary) _____	Personnel Training Current _____
Safety Harness & Lifeline _____	Retrieval Equipment _____
Personal Protective Equipment _____	Communications Equipment _____
Warning Signs/Barrier Tape _____	Lighting Equipment _____

NOTE: Initial testing shall be completed at high, middle, and bottom levels of the space to ensure the atmosphere is safe for entry. Entry shall be denied if any reading is outside the acceptable limits.

INITIAL SPACE MONITORING

Conducted by _____

Substance	Acceptable Limits	High Level	Mid Level	Bottom Level
Oxygen (O₂)	19.5 – 23.5 %	%	%	%
Lower Explosive Limit	less than 10%	%	%	%
Carbon Monoxide (CO)	less than 35 ppm	ppm	ppm	ppm
Hydrogen Sulfide (H₂S)	less than 10 ppm	ppm	ppm	ppm

We have reviewed the work authorized by this permit and agree all required equipment is present and all necessary precautions and control measures have been taken to ensure safe entry and exit.

Signatures Required

Entrant(s) _____

Attendant _____

Fire Dept _____

Specific hazards and control measures taken prior to entry (to be completed by Authorized Attendant)

PERIODIC MONITORING
(Readings to be recorded every 15 minutes)

Time & Initials	Oxygen (%)	LEL (%)	Carbon Monoxide (ppm)	Hydrogen Sulfide (ppm)
Acceptable levels	19.5 – 23.5 %	Less than 10 %	Less than 35 ppm	Less than 10 ppm

CONFINED SPACE COMPLETION

Confined Space was concluded at (Time) _____ AM / PM on (Date) _____ / _____ / _____

I attest that all provisions of this Confined Space Permit have been satisfied.

Authorized Attendant Signature _____ Date _____ / _____ / _____

Note: This permit is only valid for the date, time, location, and individual(s) for which it was authorized.

Return completed form to ACAA Construction Inspection Administrator

Contact 911 in the event of an emergency.

Allegheny County Airport Authority
HOT WORK POLICY
(Reference OSHA 29CFR 1910.252)

HOT WORK is defined as any temporary operation involving open flames or producing heat or sparks including brazing, cutting, grinding, soldering, welding and torch applied roofing.

Procedure: Prior to performing any hot work on Allegheny County Airport Authority property, Contact ACAA Aircraft Rescue and Firefighting (**412-472-5601**) to request a hot work inspection. Hot work shall not begin until the Fire Department has signed the Hot Work Permit authorizing the work.

All hot work requires a Fire Watch, who is an individual not doing the actual hot work. The individual shall have completed the annual Employee Safety and Extinguisher Training offered at the ACAA Fire Training Facility (or similar instruction).

Hot work performed within 50 feet of an aircraft will require a Fire Department standby.

The Fire Watch shall:

Prior to hot work:

- Inspect the area and remove or protect any flammable or combustible materials within 35 feet of the anticipated hot work area
- Provide appropriate extinguishing equipment
- Complete their section of the Hot Work Permit

During hot work:

- Oversee general safety conditions
- Terminate the hot work in the event of a safety concern
- Be familiar with local fire alarm and telephone locations
- Keep the Hot Work Permit in their possession
- Call **911** in the event of an emergency.

Following hot work:

- Remain on-site (with the permit) for at least 30 minutes after the completion of the Hot Work
- Notify AARF when the hot work has been completed.
- Record the times the work and Fire Watch were completed on the permit.
- Forward the completed permit to ACAA Public Safety, Operations, and Maintenance.

NOTE: In the event that an *immediate emergency repair* is necessary, hot work may begin without waiting for the authorized signatures, provided that:

- 1) The Fire Department is notified of the location and nature of the work to be performed
- 2) All of the other provisions in this Hot Work Policy are followed

An *immediate emergency repair* is defined as a situation in which delay will result in a public safety concern or substantial property loss.

**Allegheny County Airport Authority
HOT WORK PERMIT**

This form must be completed prior to hot work activities. This form must be maintained in the vicinity of the hot work activity and remain available for at least 30 minutes following the hot work.

Date _____/_____/_____ Valid From _____AM / PM To _____AM / PM

Location of Hot Work _____

Nature of Hot Work _____

Name of Fire Watch _____ Title _____

Company _____ Phone # of Fire Watch _____

List any potential fire hazards within 35 feet of work site _____

Fire prevention measures to be taken _____

Fire extinguisher size & type _____

FIRE DEPARTMENT AUTHORIZATION

I verify the above location has been inspected and the necessary precautions have been taken to prevent fire and/or explosion, and thereby authorize this work.

Name _____ Title _____

Signature _____ Date _____

HOT WORK COMPLETION

Hot Work was concluded at (Time) _____AM / PM on (Date) _____/_____/_____

Fire Watch was concluded at (Time) _____AM / PM on (Date) _____/_____/_____

I attest that all provisions of this Hot Work Permit have been satisfied.

Fire Watch Signature _____ Date: _____/_____/_____

Note: This permit is only valid for the date, time, location, and individual(s) for which it was authorized.
Return completed form to ACAA Construction Inspection Administrator

Contact 911 in the event of an emergency.

Allegheny County Airport Authority
ACAA EXCAVATION REQUIREMENTS

Considerations in planning this type of operation may include traffic, nearness of structures and their conditions, soil type, ground water, overhead and underground utilities, and the weather. Individuals performing these operations should be knowledgeable about all underground installations, including sanitary systems, storm water facilities, water, fuel, telephone, electric and gas lines, etc. that may be encountered in the digging process. The ACAA Engineering and Construction Section must be consulted prior to beginning any excavation project on airport property, so that underground utilities can be identified, prior to starting the job. Contact the ACAA Construction Inspection Administrator at (412) 472-3842 or (412) 370-7654. The Pennsylvania One-Call system should also be consulted by calling “811” a minimum of three (3) business days in advance of digging.

In addition, all employees who are required to work in any excavation (such as water line repair, etc.) shall be protected from cave-ins. An OSHA described “competent person” **must** oversee the excavation operation if employees will be entering the trench. *“Competent person means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.”* Any excavation deeper than five (5) ft. requires either sloping the walls of the trench (or) shoring the walls of a trench. The ACAA Fire Department should be consulted daily to conduct an inspection prior to entry into any trench deeper than four (4) feet. Call Aircraft Rescue and Firefighting (412) 472- 5601 to request an inspection.

Sloping and shoring requirements will vary with each excavation depending on the 1. type of soil, 2. width of the trench, and 3. depth of the trench. As a general rule of thumb, if the excavation is deeper than five (5) feet and will require individuals to enter the trench, the following requirements must be followed:

- 1) No employee shall be permitted to enter an excavation unless it has been properly sloped or shored.
- 2) a. Slope the walls of an excavation at a 45 degree angle. If the ground is seeping water or unstable (i.e. sand, loose gravel, etc.), a maximum slope of 34 degrees should be used.
(or) 2) b. Shore the walls of the trench with proper bracing. If you are unsure whether the type of shoring equipment on hand is adequate for the job, contact ACAA Engineering & Construction, Fire, and/or a professional trench shoring organization.
- 3) A stairway, ladder, ramp, or other safe means of egress shall be utilized in excavations that are greater than 4 ft. in depth. The means of egress shall be placed so that the maximum travel distance to the ladder is twenty-five (25) feet.

The attached checklist can assist the competent person with the evaluation of the excavation project, and should be consulted daily, prior to the start of work. Refer to OSHA 29CFR1926.650-.652 for additional information regarding excavation requirements.

Revised 08/19

**ALLEGHENY COUNTY
AIRPORT AUTHORITY**

TRENCH INSPECTION FORM

Location: _____

Date: _____

Time: _____

Company: _____

Weather: _____

Contact: _____

Phone: _____

DIMENSIONS

Depth: _____

Length: (T) _____ (B) _____

Width: (T) _____ (B) _____

SOIL TEST Yes No

(Uncotted soil type will be considered Type C)

SOIL TYPE: C B A Solid Rock

UTILITY LOCATIONS IDENTIFIED:

Water Electric

Sewer Phone

Gas Other: _____

Lock-out / Tag-out required / accomplished? Yes No

AIR MONITORING

	O ₂	CO	H ₂ S	LEL
TOP	---		---	
MID	---		---	
BOTTOM	-----	-----	-----	-----

Confined Space Permit issued? Yes No

HAZARDS

Y N

- Saturated soil / Standing or Seeping Water
- Cracked or Fissured Wall(s)
- Blasting Wall(5)
- Floor Heaviness
- Frozen Soil
- Super-imposed loads
- Vibration
- Depth greater than 10'
- Equipment running above excavation
- Spoil pile and equipment > 2 feet from edges

PROTECTION METHODS

Sloping- ___ 34° ___ 45°

Bench (4H:1V)

Shoring ___ Timber ___ Pneumatic

___ Hydraulic ___ Screw Jacks

___ Trench Shield

Trench Box

ENTRY / EXIT

- Ladder within 25' travel of workers
- Ladder extend 3 feet above excavation
- Emergency rescue equipment available
- Excavation barricaded from accidental entry
(warning signs, fencing, lighted barricade)

COMMENTS: _____

ACAA Representative: _____

Date: _____

Competent Person: _____

Date: _____

Pittsburgh International Airport
 Project Title:
 Project Number:

Appendix 1. Construction Project Daily Safety Inspection Checklist

The situations identified below are potentially hazardous conditions that may occur during airport construction projects. Safety area encroachments, unauthorized and improper ground vehicle operations, and unmarked or uncovered holes and trenches near aircraft operating surfaces pose the most prevalent threats to airport operational safety during airport construction projects. The list below is one tool that the airport operator or contractor may use to aid in identifying and correcting potentially hazardous conditions. It should be customized as appropriate for each project.

Potentially Hazardous Conditions

Item	Action Required	or	None
Excavation adjacent to runways, taxiways, and aprons improperly backfilled.			<input type="checkbox"/>
Mounds of earth, construction materials, temporary structures, and other obstacles near any open runway, taxiway, or taxi lane; in the related Object Free area and aircraft approach or departure areas/zones; or obstructing any sign or marking.			<input type="checkbox"/>
Runway resurfacing projects resulting in lips exceeding 3 in (7.6 cm) from pavement edges and ends.			<input type="checkbox"/>
Heavy equipment (stationary or mobile) operating or idle near AOA, in runway approaches and departures areas, or in OFZ.			<input type="checkbox"/>
Equipment or material near NAVAIDs that may degrade or impair radiated signals and/or the monitoring of navigation and visual aids. Unauthorized or improper vehicle operations in localizer or glide slope critical areas, resulting in electronic interference and/or facility shutdown.			<input type="checkbox"/>
Tall and especially relatively low visibility units (that is, equipment with slim profiles) — cranes, drills, and similar objects — located in critical areas, such as OFZ and approach zones.			<input type="checkbox"/>
Improperly positioned or malfunctioning lights or unlighted airport hazards, such as holes or excavations, on any apron, open taxiway, or open taxi lane or in a related safety, approach, or departure area.			<input type="checkbox"/>
Obstacles, loose pavement, trash, and other debris on or near AOA. Construction debris (gravel, sand, mud, paving materials) on airport pavements may result in aircraft propeller, turbine engine, or tire damage. Also, loose materials may blow about, potentially causing personal injury or equipment damage.			<input type="checkbox"/>

Pittsburgh International Airport
 Project Title:
 Project Number:

Item	Action Required	or	None
Inappropriate or poorly maintained fencing during construction intended to deter human and animal intrusions into the ADA. Fencing and other markings that are inadequate to separate construction areas from open ADA create aviation hazards.			D
Improper or inadequate marking or lighting of runways (especially thresholds that have been displaced or runways that have been closed) and taxiways that could cause pilot confusion and provide a potential for a runway incursion. Inadequate or improper methods of marking, barricading, and lighting of temporarily closed portions of AOA create aviation hazards.			D
Wildlife attractants -such as trash (food scraps not collected from construction personnel activity), grass seeds, tall grass, or standing water — on or near airports.			D
Obliterated or faded temporary markings on active operational areas.			D
Misleading or malfunctioning obstruction lights. Unlighted or unmarked obstructions in the approach to any open runway pose aviation hazards.			D
Failure to issue, update, or cancel NOTAMS about airport or runway closures or other construction related airport conditions.			D
Failure to mark and identify utilities or power cables. Damage to utilities and power cables during construction activity can result in the loss of runway / taxiway lighting; loss of navigation, visual, or approach aids; disruption of weather reporting services; and/or loss of communications.			D
Restrictions on ARFF access from fire stations to the runway / taxiway system or airport buildings.			D
Lack of radio communications with construction vehicles in airport movement areas.			D
Objects, regardless of whether they are marked or flagged, or activities anywhere on or near an airport that could be distracting, confusing, or alarming to pilots during aircraft operations.			D
Water, snow, dirt, debris, or other contaminants that temporarily obscure or derogate the visibility of runway/taxiway marking, lighting, and pavement edges. Any condition or factor that obscures or diminishes the visibility of areas under construction.			D
Spillage from vehicles (gasoline, diesel fuel, oil) on active pavement areas, such as runways, taxiways, aprons, and airport roadways.			D

Pittsburgh International Airport

Project Title:

Project Number:

Item	Action Required	or	None
Failure to maintain drainage system integrity during construction (for example, no temporary drainage provided when working on a drainage system).			<input type="checkbox"/>
Failure to provide for proper electrical lockout and tagging procedures. At larger airports with multiple maintenance shifts/workers, construction contractors should make provisions for coordinating work on circuits.			<input type="checkbox"/>
Failure to control dust. Consider limiting the amount of area from which the contractor is allowed to strip turf.			<input type="checkbox"/>
Exposed wiring that creates an electrocution or fire ignition hazard. Identify and secure wiring, and place it in conduit or bury it.			<input type="checkbox"/>
Construction work taking place outside of designated work areas and out of phase.			<input type="checkbox"/>

The previous check list was performed by:

NAME: _____

DATE: _____

SHIFT TIME: _____

COMMENTS: _____

ALLEGHENY COUNTY AIRPORT AUTHORITY

PITTSBURGH INTERNATIONAL AIRPORT
ALLEGHENY COUNTY AIRPORT

landside Terminal, 4th Floor Mezz
Room 14470
PO Box 12370
Pittsburgh PA 15231

EQUIPMENT/ CRANE AIRSPACING REQUEST FORM

Please complete and submit this form a minimum of three (3) business days **prigr** to the requested date(s). This form must be submitted by email to the Allegheny County Airport Authority for review. No work may occur until written authorization has been received from the Allegheny County Airport Authority. Please email requests to aebing@mec4cm.com and scledanid@mec4cm.com and CC: twoodrow@flypittsburgh.com, jamuso@tlypittsburgh.com and jbezek@flypittsburgh.com

Contact Information:

Phone Number: -----

Email Address: -----

Date(s) Requested: -----

Time(s) Requested: _____

Work Site Address:

Site Emergency Contact -----

Cell Phone Number: -----

Crane/ Equipment Location: Latitude

___ Longitude ___

(Examr:*e: N40°21'26.32")

(Examr:*e W80°14'11.07")

Crane/ Equipment Information:

Crane/ Equipment Ground Elevation: _____

Maximum Boom Height -----

Working Boom Height -----

Description of Work:

Allegheny County Airport Authority General Safety Requirements

Revised December 2014

In addition to the airport specific requirements for confined space and hot work permits, contractors must be cognizant of the sanitary, health and safety provisions in accordance with section 70-06 of the contract which specifies the requirement to submit and adhere to a written safety program. Components of the plan should include: the company's safety representative; company safety rules and PPE requirements; housekeeping requirements; a safety data sheet (SDS) on site for every chemical product brought onto the premises; provisions for safety meetings and inspections; etc. The health and safety of the general public shall be the utmost importance during any construction project. As such, the following contract provisions shall also apply;

70-6 SANITARY, HEALTH, AND SAFETY PROVISIONS

70-7 PUBLIC CONVENIENCE AND SAFETY

70-8 BARRICADES, WARNING SIGNS, AND HAZARD MARKINGS

40-05 MAINTENANCE OF TRAFFIC

70-15 CONTRACTOR'S RESPONSIBILITY FOR UTILITY SERVICE AND FACILITIES OF OTHERS

80-04 LIMITATION OF OPERATIONS

80-04.1 OPERATIONAL SAFETY ON AIRPORT DURING CONSTRUCTION



Lightning Warning Lights

Flashing **Yellow** – Indicates potential for lightning in the area.

Use caution and be prepared to seek shelter.

Flashing **Red** – Indicates lightning detected in the area or high potential for dangerous lightning activity.

Seek Shelter in building or vehicle. No fueling.

EMERGENCY TELEPHONE NUMBER 911

For NON emergencies, dial the following:

Call Center	Purpose	
Central Alarm	HVAC	x5765
	Fire System	
ARFF	Non – Emergency Number	x5601
	Hot Work Permits	
	Confined Space	
Airport Operations	Security Doors	x5630
	People Movers / Train	x5766
ACPD	Non-Emergency Number	x5576

All extensions are (412) 472-XXXX from an outside line.