

- EPDS ENV NCR Work Flow -

For Reference Only
(see ENV-03)

Process Flow	Roles	Owner Inputs/Actions	EPDS Work flow	Notifications
<p>6.0</p>	Originator	<p>Input:</p> <ul style="list-style-type: none"> 1-Title 2-Location 3-Description 4-Date Reported 5-Responsible Party 6-Inspected/Observed Date 7-Custom Message Please review... 	<div style="border: 1px solid grey; padding: 2px; width: fit-content;">Ad-hoc Forward [to ECT Leader]</div>	
<p>6.1</p>	ECT Leader Review	<p>Review:</p> <ul style="list-style-type: none"> Title Location Description Date Reported Inspected/Observed Date Responsible Party <p>Input:</p> <ul style="list-style-type: none"> 1-Defect Code 2-Classify Major / Minor 3-Response Due Date 4-Corrective Action Plan/ Proposed Solution <p>Note:</p> <p>After revisions are made for rejections the NCR shall be reactivated to the CM</p>	<div style="border: 1px solid green; padding: 2px; width: fit-content; margin-bottom: 10px;">ACTIVATE</div> <div style="border: 1px solid green; padding: 2px; width: fit-content;">REACTIVATE</div>	<p>CC: Legal Counsel for Major NCR</p> <p>CC: Legal Counsel for Major NCR</p>
	Construction Manager Review	<p>Review:</p> <p>Proposed Solution</p> <p>Input:</p> <ul style="list-style-type: none"> 1-In Dispute = Yes or No 2-Dispute Notes * Rejection comments 3-Major issue forward to Legal 4-Custom Message * Accept/Reject statement 	<div style="border: 1px solid grey; padding: 2px; width: fit-content; margin-bottom: 5px;">6.3.3 SUSPEND [to ECT Leader]</div> <div style="border: 1px solid grey; padding: 2px; width: fit-content; margin-bottom: 5px;">6.3.1 Ad-hoc Forward [to Legal Counsel]</div> <div style="border: 1px solid grey; padding: 2px; width: fit-content;">6.3.2 Ad-hoc Forward [to ECT Comp Mgr]</div>	
	Legal Counsel	<p>Review:</p> <p>Proposed Solution</p> <p>Input:</p> <ul style="list-style-type: none"> 1-In Dispute = Yes or No 2-Dispute Notes * Rejection comments 3-Custom Message * Accept/Reject statement 	<div style="border: 1px solid red; padding: 2px; width: fit-content; margin-bottom: 5px;">6.4.2 SUSPEND [to ECT Leader]</div> <div style="border: 1px solid red; padding: 2px; width: fit-content;">6.4.1 Ad-hoc Forward [to ENV Comp Mgr]</div>	
	Environmental Compliance Manager	<p>Review:</p> <p>Proposed Solution</p> <p>Input:</p> <ul style="list-style-type: none"> 1-In Dispute = Yes or No 2-Dispute Notes * Rejection comments 3-Custom Message * Accept/Reject statement 	<div style="border: 1px solid cyan; padding: 2px; width: fit-content; margin-bottom: 5px;">6.5.2 SUSPEND [to ECT Leader]</div> <div style="border: 1px solid cyan; padding: 2px; width: fit-content;">6.5.1 SUBMIT FOR CLOSURE [to Construction Mgr]</div>	<p>CC: Corridor Mgr</p> <p>CC: Corridor Mgr</p>
	Construction Manager	<p>Input:</p> <ul style="list-style-type: none"> 1-Custom Message * Proceed forward 	<div style="border: 1px solid grey; padding: 2px; width: fit-content;">Ad-hoc Forward [to Prime Contractor]</div>	
	Contractor	<p>Input (If disputed):</p> <ul style="list-style-type: none"> 1-In Dispute = Yes or No 2-Dispute Notes * Rejection comments 3-Custom Message * Reject statement <p>Input:</p> <ul style="list-style-type: none"> Completed Date <p>Attach:</p> <p>Supporting documents providing evidence of completion</p>	<div style="border: 1px solid blue; padding: 2px; width: fit-content; margin-bottom: 5px;">6.7.1 SUSPEND [to ECT Leader]</div> <div style="border: 1px solid blue; padding: 2px; width: fit-content;">6.7.2 Ad-hoc Forward [to Construction Mgr]</div>	
	Construction Manager	<p>Input:</p> <ul style="list-style-type: none"> 1-Inspection Log * Inspection Date/Notes 2-Custom Message * Accept/Reject statement 3-Re-inspection Date 	<div style="border: 1px solid grey; padding: 2px; width: fit-content; margin-bottom: 5px;">6.8.1 Ad-hoc Forward [to Prime Contractor]</div> <div style="border: 1px solid grey; padding: 2px; width: fit-content;">6.8.2 Ad-hoc Forward [to ECT Leader]</div>	<p>CC: ECT Leader</p>
	ECT Leader	<p>Input:</p> <ul style="list-style-type: none"> 1-Inspection Log * Inspection Date/Notes 2-Custom Message * Accept/Reject statement 3-Closed Date <p>Attach:</p> <p>Supporting documents providing evidence of inspection</p>	<div style="border: 1px solid green; padding: 2px; width: fit-content; margin-bottom: 5px;">6.9.2 Ad-hoc Forward [to Construction Mgr]</div> <div style="border: 1px solid green; padding: 2px; width: fit-content;">6.9.1 CLOSE</div>	<p>CC: ECT Leader Legal</p> <p>CC: Corridor Mgr ENV Compliance Mgr Construction Mgr Legal</p>
<p>6.0</p>				

Purpose: The purpose of this document is to define the procedure for processing environmental compliance nonconformance including identification, resolution, implementation of solution, re-inspection, and closure.

Environmental nonconformances are defined as the failure to comply with environmental laws, regulations, permits, commitments entered into by the Authority, or procedures of the Authority. Environmental nonconformances are defined in the NTTA Environmental Manual as Site-Managed Environmental Issues, Minor Environmental Issues, or Major Environmental Issues. Minor and Major Environmental Issues shall be documented as an NCR in accordance with the procedures set forth in ENV-03.

Responsibilities:

Nonconformance Report (NCR) Originator – The Environmental Compliance Team (ECT) Leader or Construction Manager shall be responsible to document the NCR if applicable.

ECT Leader – The ECT Leader is responsible to ensure that environmental nonconformance is controlled to prevent noncompliance with environmental regulations, permits, or commitments, and/or to minimize impact to the natural environment. The ECT Leader shall classify the environmental issue in accordance with the Environmental Manual and definitions within this procedure. The ECT Leader shall propose a resolution to correct the nonconformance.

Construction Contractor – The Construction Contractor is responsible to review the proposed resolution within the NCR and implement or dispute said resolution.

Construction Manager – The Construction Manager is responsible to review and approve proposed environmental nonconformance resolutions to ensure they are feasible. The Construction Manager shall also be responsible to provide the approved resolution to the Construction Contractor for implementation and shall be responsible to verify that the approved resolution has been implemented.

NTTA Legal Counsel – North Texas Tollway Authority (Authority) Legal Counsel is responsible to review and approve the NCR and proposed resolution of Major Environmental Issues for legal sufficiency.

PD Environmental Compliance Manager (ECM) – The PMO ECM is responsible to review the NCR and proposed resolution for compliance with all Federal, state, and local regulations, and with any commitments entered into during planning phases of the project. On projects lacking an ECT Leader, the PMO ECM shall function in this role.

Definitions:

Site-Managed Environmental Issues - include matters which create a noncompliance in Environmental Manual procedures, but do not result in a noncompliance with environmental regulations or commitments and can be remedied by the Field Inspector/Construction Management Team in a reasonably short time (generally less than 24 hours).

Minor Environmental Issue – environmental issues including a single lapse in fulfilling a requirement that will take some period of follow-up (generally longer than 24 hours) to remedy the situation. Such issues can also include observations of potential risk or opportunities for improvement, but do not typically include noncompliance with applicable Federal, state, or local regulations or environmental commitments associated with project environmental documentation.

Major Environmental Issue – environmental issues involving a failure to implement a requirement of a standard or regulation such that there is a noncompliance with a Federal, state, or local regulation, or a violation of a commitment made during the project development and environmental documentation process; or multiple minor non-conformances within the same requirement.

**FOR REFERENCE ONLY –
Refer to QMS procedure
ENV – 03 for controlled version**

**FOR PROCESS QUESTIONS –
Moss Fennell: jfennell@ntta.org**

**FOR EPDS QUESTIONS –
Helpdesk@ntta.org
Or call 214-224-2405**