

Sample Preconstruction Meeting Agenda

Introduction of all attendees:

Opening Comments: BLM/Agencies/Holder/Others

- TBA
- Description of project work and construction methods
- Timelines, anticipated start work date, daily schedules including workforce increases/reductions

BLM topics of discussion

1. Pre-Notice to Proceed inventories to be conducted (w/holder)
2. Pre-construction project reconnaissance (w/holder)
3. Notice(s) to Proceed - needs prior to issuance and extent of coverage (w/holder)
4. Overview of contents of ROW Terms and Conditions, approved POD (and its attachments), Biological Opinion, Memorandum of Agreement or Programmatic Agreement, Stormwater Pollution Prevention Plan, etc. (w/holder) – *May apply to Construction, Operation and Maintenance, and the Reclamation phases of project.*
 - Surveying/Flagging/Staking (roads/laydown areas/sensitive areas)
 - Dust monitoring and control
 - Vegetation and native plant removal
 - Temporary erosion control
 - Waste and trash management
5. Access Roads/Transportation Plan/Road Maintenance – Traffic and parking restrictions
 - Roads available for project access and roads not available
 - Accessing laydown/staging/pull and tensioning sites
 - Weed control and cleaning stations
6. Temporary and Final Reclamation
 - Recontour and revegetation timing
 - Erosion control and site stabilization
7. Project timing considerations and corrections
8. Authorizations and permits other than those issued by the BLM and other Federal land management agencies involved in the project
9. Landowner issues
10. Accountability
11. Emergency response

BLM Environmental Compliance and Monitoring

1. Identification of all field contacts

2. Field inspections, frequency, daily contractor meetings
3. Project compliance monitoring crews
 - Responsibilities and goals of crew
 - Authority of compliance monitoring crew
 - Biological compliance monitoring requirements (BO, A(B)PP, BBCS, special status plants/species)
Cultural compliance monitoring requirements (MOA/PA, historic properties, unintentional discovery)
4. Reporting and communication protocol
5. Construction deviation procedures
 - Request form, reviews/coordination, approval levels
 - Cultural Resources
 - Biological Resources
6. Non-compliances
7. Daily logs and Weekly reports (including electronic filing share site)

Holder/Contractor Training – Worker Environmental Awareness Program training

1. Safety training (including the POD and Health, Safety, Security and Environmental Management Plan)
2. Personal use of public lands
 - Policy on firearms, pets, camping, and parking personal vehicles
 - Collection of stone, trees, and materials for personal use
3. International, Federal, State, and county boundaries
4. Project area awareness for Biological, Historic/Cultural/Paleo and other resources
5. Reporting and communications protocol
6. Project compliance monitoring crews
 - Responsibilities and goals of crew
 - Authority of compliance monitoring crew