

**CHANGE**

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

ORDER  
JO 3900.57A  
CHG 1

Air Traffic Organization Policy

Effective Date:  
02/25/2015

**SUBJ:** Environmental and Occupational Safety and Health (EOSH) Requirements in the Planning and Execution of Construction and Maintenance Activities at National Airspace System (NAS) Facilities

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- 1. Purpose of this Change.** This change removes references to Leadership in Energy & Environmental Design (LEED) from Order JO 3900.57A, Environmental and Occupational Safety and Health (EOSH) Requirements in the Planning and Execution of Construction and Maintenance Activities at National Airspace System (NAS) Facilities. This modification is being made per the request from a Federal Aviation Administration/National Air Traffic Controllers Association/Professional Airway Systems Specialist Advisory Group convened to provide input on implementation of the Order. Other edits to the order are based on updating references to Air Traffic Organization (ATO) organizations based on the ATO Realignment.
- 2. Audience.** ATO headquarters and field organizations that are involved with the operation and support of NAS facilities. At the headquarters level, these organizations include Finance (AJF), System Operations Services (AJR), Safety and Technical Training (AJI), Air Traffic Services (AJT), Mission Support Services (AJV), and Technical Operations Services (AJW). At the field level, this includes the Service Center, Service Areas, and all of the organizations subordinate to the Service Areas involved with the operation and/or support of NAS facilities.
- 3. Where Can I Find this Order.** You can find an electronic copy of this order on the Directives Management System (DMS) website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/), or go to the MyFAA Employee website, select 'Tools and Resources', then select 'Orders and Notices'.
- 4. Explanation of Changes.** This change removes references to LEED for guidelines for implementing sustainability into the design phase of projects. Cited resources include the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings. This change also updates the organization names of ATO service units based on the ATO reorganization.

**5. Distribution.** This order is distributed to all Technical Operations field offices with a standard distribution.

**6. Disposition of Transmittal Paragraph.**

**PAGE CHANGE CONTROL CHART**

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Teri L. Bristol  
 Chief Operating Officer  
 Air Traffic Organization



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
Air Traffic Organization Policy

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**SUBJ:** Environmental and Occupational Safety and Health (EOSH) Requirements in the Planning and Execution of Construction and Maintenance Activities at National Airspace System (NAS) Facilities

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1. The Federal Aviation Administration (FAA) is subject to numerous federal, state, and local requirements in the areas of environmental protection and employee safety. Consistent with the FAA's mission to be the national and international leader in aviation, while fostering a safe, secure, and efficient aviation system, is the need for an effective process to incorporate environmental and occupational safety and health requirements in the planning, design, construction, maintenance and decommissioning activities at NAS facilities.

2. This order prescribes policy, delegates authority, and assigns responsibility for ensuring agency compliance with environmental and occupational safety and health requirements. This order is in concert with the following:

a. FAA Order 1050.10C, Prevention, Control and Abatement of Environmental Pollution at FAA Facilities, establishes agency wide policy, roles, and responsibilities pertaining to the prevention, control, and abatement of environmental pollution at, or from, FAA-owned, -leased, -licensed, or -operated facilities.

b. FAA Order 1050.17, Airway Facilities Environmental and Safety Compliance Program, prescribes procedures and assigns responsibilities within the Air Traffic Organization (ATO) for the implementation of FAA Order 1050.10C.

A handwritten signature in black ink that reads "Teri L. Bristol".

Teri L. Bristol  
Chief Operating Officer  
Air Traffic Organization

## Table of Contents

<i>Paragraph</i>	<i>Page</i>
Chapter 1. General Requirements	
1-1. Purpose of This Order .....	1-1
1-2. Audience .....	1-1
1-3. Where Can I Find This Order .....	1-1
1-4. Cancellation .....	1-1
1-5. Explanation of Policy Changes .....	1-1
1-6. Effective Date .....	1-1
1-7. Roles and Responsibilities .....	1-1
1-8. Safety Risk Management .....	1-3
1-9. Requirements/Summary of Policy .....	1-3
Chapter 2. Planning	
2-1. General .....	2-1
2-2. Responsibility .....	2-1
2-3. Project Planning .....	2-1
2-4. Environmental Processes .....	2-2
Chapter 3. Design and Acquisition	
3-1. General .....	3-1
3-2. Responsibility .....	3-1
3-3. Design Phase .....	3-1
3-4. Acquisition Phase .....	3-1
Chapter 4. Construction	
4-1. General .....	4-1
4-2. Responsibility .....	4-1
4-3. Pre-Construction EOSH Checklist .....	4-1
4-4. Permits .....	4-2
4-5. Resident Engineer Construction Safety Checklist .....	4-3
4-6. Deliverables .....	4-3
Chapter 5. Maintenance	
5-1. General .....	5-1
5-2. Responsibility .....	5-1
5-3. Facility Risk Prioritization .....	5-1
5-4. Activity Risk Prioritization .....	5-1
5-5. Pre-Maintenance Checklist .....	5-2
Chapter 6. Decommissioning and Disposition	
6-1. General .....	6-1
6-2. Responsibility .....	6-1
6-3. Real Property .....	6-1
6-4. Reutilization and Disposition of Personal Property .....	6-2

Chapter 7. Administrative Information

7-1. Distribution ..... 7-1  
7-2. Background ..... 7-1  
7-3. Authority to Change This Order ..... 7-1  
7-4. Definitions and Acronyms ..... 7-1  
7-5. Related Publications..... 7-1  
7-6. Forms and Checklists..... 7-3

Appendix A. Acronym List

## Chapter 1. General Requirements

**1-1. Purpose of This Order.** The purpose of this FAA order is to prescribe FAA's environmental and occupational safety and health (EOSH) policy, delegation of authority, and assignment of responsibility to ensure agency compliance, and establishing effective processes that incorporate EOSH requirements in planning, design, construction, maintenance and decommissioning of National Airspace System (NAS) systems and facilities that will foster a safe, secure and efficient NAS.

**1-2. Audience.** Air Traffic Organization (ATO) headquarters and field organizations that are involved with the operation and support of NAS facilities. At the headquarters level, these organizations include System Operations Services (AJR), Safety and Technical Training (AJI), Air Traffic Services (AJT), Mission Support Services (AJV), and Technical Operations Services (AJW). At the field level, this includes the Service Center, Service Areas, and all of the organizations subordinate to the Service Areas involved with the operation and/or support of NAS facilities.

**1-3. Where Can I Find This Order.** You can find an electronic copy of this order on the Directives Management System (DMS) website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/), or go to the MyFAA Employee website, select 'Tools and Resources', then select 'Orders and Notices'.

**1-4. Cancellation.** FAA Order 3900.57, FAA Pre-Construction and Maintenance Project Safety and Health Checklist, dated January 11, 1999, is canceled.

**1-5. Explanation of Policy Changes.** The order has been revised to include:

**a. Roles and Responsibilities.** Provides updated roles and responsibilities reflecting current FAA organizational structure and assignment of program responsibilities.

**b. Project Management.** Requires the review of EOSH requirements prior to budget planning and the completion of checklists for design, construction, and maintenance activities that have the potential to generate EOSH impacts to FAA employees and NAS operations. The order addresses project management aspects of EOSH planning and requirements throughout the facility lifecycle.

**c. EOSH Requirements.** Establishes a process that will minimize and/or eliminate EOSH impacts from design, construction, and maintenance projects at NAS facilities. The order addresses EOSH requirements in order to minimize NAS outages, environmental impacts, and employee safety risks.

**1-6. Effective Date.** The requirements of this directive are to become effective six months after publication.

**1-7. Roles and Responsibilities.**

**a. Chief Operating Officer, AJO-0,** ensures that ATO organizations implement the requirements of this order into the planning and execution of their programs and activities.

**b. Vice President, Office of Safety and Technical Training, AJI-0**, implements the requirements of this order into training programs and other activities managed by his or her organization, including any interaction of this order with the Safety Management System (SMS).

**c. Vice President, System Operations, AJR-0**, implements the requirements of this order into programs and activities managed by their organization.

**d. Vice President, Air Traffic Services, AJT-0**, implements the requirements of this order into the planning, design, and deployment of new systems as well as the modernization and/or refurbishment of existing NAS facilities; and implements the requirements of this order into planning for lifecycle requirements.

**e. Vice President, Mission Support Services, AJV-0**, implements the requirements of this order into programs and activities managed by their organization.

**f. Vice President, Program Management Organization, AJM-0**, implements the requirements of this order into programs and activities managed by their organization.

**g. Vice President, Technical Operations Services, AJW-0**, implements the requirements of this order into the design and deployment of new systems as well as the modernization and/or refurbishment of existing NAS facilities; implements the requirements of this order into planning for lifecycle requirements; and ensures compliance with the requirements of this order by field organizations in AJW.

**h. Service Area Directors for AJT and AJW.** The ATO Service Area Directors, or designees, implement the requirements of this order by field organizations.

**i. Service Center Directors.** The ATO Service Center Directors, or designees, assist the ATO Service Area Directors for AJT and AJW in implementing the requirements of this order; and implement the requirements of this order into the processes for the planning of projects. Implementation support may include the formulation and review of budgets and requirements, and technical support on EOSH topics.

**j. ATO Technical Operations Services, Air Traffic Control (ATC) Facilities, EOSH Services Group** ensures EOSH requirements are incorporated into all new NAS systems in order to maximize employee safety, minimize negative impacts to the environment, and comply with federal regulations. EOSH Services ensures compliance with the requirements of this order for applicable activities.

**k. Engineering Services Managers, AJW**, implement the requirements of this order into the design and deployment of new systems as well as the modernization and/or refurbishment of existing NAS facilities and implement the requirements of this order into planning for lifecycle requirements.

**l. District Office Managers, AJW**, ensure compliance with the requirements of this order for applicable activities.

**m. Technical Support Center Managers, AJW,** ensure compliance with the requirements of this order for applicable activities.

**1-8. Safety Risk Management.** The FAA SMS requires that safety assessments be performed on changes to the NAS that have significant safety impact on aviation safety. The SMS does not address occupational safety (e.g., Occupational Safety and Health Administration (OSHA)). Instead, the SMS focuses on the broader topic of aviation safety and safe provision for air traffic control and navigation services. This order is subordinate to the SMS.

**1-9. Requirements/Summary of Policy.** This order is organized by life-cycle of the facility (design, establish, improve, maintain, decommission). The purpose of the order is to ensure that EOSH requirements are incorporated into both project planning and execution throughout the facility lifecycle.

**a. Planning.** Chapter 2 contains the requirements for the planning phase. Appropriate project planning for EOSH issues and requirements will reduce risks to FAA employee safety, and impacts on the environment. The requirements of this chapter will be carried out by the organization implementing the project (e.g., Engineering Services Managers for Engineering Services projects, national Program Offices for turnkey projects managed by Headquarters, and the appropriate front line manager for local projects).

**b. Design and Acquisition.** Chapter 3 contains the requirements for the design and acquisition phases. The chapter introduces aspects of sustainable design and affirmative procurement requirements for projects and programs. The requirements of this chapter will be carried out by the organization implementing the project (e.g., Engineering Services Managers for Engineering Services projects, national Program Offices for turnkey projects managed by Headquarters, and the appropriate front line manager for local projects).

**c. Construction.** Chapter 4 contains the requirements for the construction phase. The chapter outlines requirements for pre-construction coordination of EOSH issues, as well as EOSH considerations during construction. The requirements for construction safety and environmental issues during construction are the responsibility of the organization directly managing the project, with the assistance and coordination of EOSH professionals in their organization. The organization managing the project should coordinate with EOSH professionals in the Service Center, District Office, and/or the Safety and Environmental Compliance Manager (SECM) at the Technical Support Center.

**d. Maintenance (In-Service Management).** Chapter 5 contains the requirements for the maintenance phase. The requirements of this chapter will be carried out by the organization implementing maintenance.

**e. Disposition.** Chapter 6 contains the requirements for the disposition phase, which includes decommissioning and demolition. The requirements for safety and environmental issues during demolition or decommission are the responsibility of the organization directly managing the project, with the assistance and coordination of EOSH professionals in Engineering Services, the Service Center, District Office and/or the SECM at the Technical Support Center.

## Chapter 3. Design and Acquisition

**3-1. Overview.** EOSH requirements must be incorporated into the design and acquisition of new facilities and renovation of existing facilities. Identifying applicable EOSH requirements and possible areas for improvement provides opportunities to improve design and to be proactive in promoting sustainable design and buildings. Incorporating EOSH concerns into the design and acquisition processes allows more thorough application of requirements and provides more oversight of EOSH issues throughout the program lifecycle.

**3-2. Responsibility.** The organization implementing the project must incorporate the requirements of this chapter into applicable engineering, construction, or renovation projects. Engineering Services Managers ensure the requirements of this chapter are incorporated into all applicable projects managed by Engineering Services. For turnkey projects managed by Headquarters organizations, the national Program Office ensures that sufficient EOSH technical support resources are provided. For non-Engineering Services projects managed exclusively by local facilities and/or field organizations, the appropriate manager (e.g., District Office Manager or SSC Manager) ensures that the requirements of this chapter are incorporated into applicable projects (e.g., fence construction, painting, remodeling).

**3-3. Design Phase.** The organization implementing the project must review the following processes and incorporate them in order to improve project design:

**a. FAA Form 3900-17, Design Risk Analysis EOSH Checklist.** The design phase of a construction project must identify applicable EOSH considerations included in FAA Form 3900-17, the Design Risk Analysis EOSH Checklist.

**b. Sustainability.** It is required that projects incorporate the applicable requirements for sustainable design during the design stage of the project per Executive Orders 13423 and 13514. These orders set forth requirements for sustainability, including energy management, water conservation, sustainable design, and diversion of construction waste. Resources include the Whole Building Design Guide and the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings (see Paragraph 7-5).

**c. Safe Distance.** Ensure that the proposed project complies with FAA Order 6050.32B, Chapter 16, in terms of the project's location and the safe distance to adjacent transmitting facilities.

**3-4. Acquisition Phase.** In the acquisition phase the following processes must be reviewed and applied as required:

**a.** Incorporate the results of the Design Risk Analysis EOSH Checklist into acquisition documents such as the market survey and screening information request (SIR). There are three categories of SIRs: qualification information, screening information, and request for offers. Each category of SIR is discussed in FAA Acquisition System Toolset (FAST) Acquisition Management Policy Section 3.2.2.3.1.2.1 (<http://fast.faa.gov/>).

**b.** Review project design submittals and/or other acquisition documents based on criteria established in Form 3900-17, Design Risk Analysis EOSH Checklist.

## Chapter 4. Construction

**4-1. Overview.** The requirements in this chapter apply to all NAS construction activities with potential EOSH impacts to FAA employees/contractors and NAS operations. The purposes of these requirements are as follows: (1) safeguarding NAS operations from outages, (2) ensuring construction safety is enforced at work sites, (3) ensuring employees/contractors at FAA facilities are not exposed to hazards during construction, and (4) complying with environmental and safety and health regulations.

**a.** The construction phase of a project must address the EOSH considerations as identified in Form 3900-17, Design Risk Analysis EOSH Checklist, completed during the design phase.

**b.** The organization that directly manages the construction project is responsible for evaluating the potential EOSH impact to NAS operations, reviewing site-specific procedures and project management plans, identifying potential hazards, ensuring measures and controls address applicable hazards, conducting site inspections, and ensuring the application, submittal, and compliance with all permits.

**4-2. Responsibility.** Engineering Services Managers must ensure requirements in this chapter are incorporated into all applicable projects. Turnkey projects managed by national Program Offices at Headquarters organizations must ensure requirements in this chapter are incorporated and that sufficient EOSH technical support resources are provided. For projects managed directly by the District Office and field organizations other than Engineering Services (or projects not managed by Engineering Services and not turnkey projects), it is the responsibility of front line manager or supervisor (e.g., District Office Manager) to ensure the requirements of this chapter are applied to those projects.

### 4-3. Pre-Construction EOSH Checklist.

**a.** The organization that directly manages the construction project is responsible for completing the FAA Form 3900-18, Pre-Construction EOSH Checklist, and coordinating with the appropriate District Office prior to commencement of the project. Actual work on the project (i.e., construction) may not be initiated prior to completion and review of FAA Form 3900-18. In most cases, the organization directly managing the day-to-day activities in a construction project will be outside FAA Headquarters (e.g., Service Area Engineering Services, District Office, or Field Maintenance Program). If an FAA Headquarters office directly manages a construction project, it will need to coordinate the completion of the checklist with the District Office.

**b.** FAA Form 3900-18 is a tool used by each Resident Engineer (RE), Contracting Officer's Representative (COR), designated facility point of contact, or District Office Manager who oversees construction and maintenance activities that potentially have EOSH impacts on NAS operations. This checklist should be used, as appropriate, during critical phases of construction and maintenance activities (e.g., the pre-construction meeting, 30-60 days prior to commencement of work, daily/weekly construction meetings). Emphasis should be placed on using the checklist as a tool to assess, as well as reassess, hazards as the project progresses. The checklist contains detailed instructions regarding its use. Prior to starting a construction project, the organization directly

managing the day-to-day activities of the project will complete FAA Form 3900-18 Section B, Work Summary Information. The intent of Section B is to provide a description of the construction project and identify key personnel responsible for project completion. After completing Section B, the organization directly managing the day-to-day activities in the construction project and/or maintenance tasks will fax/mail/e-mail/deliver the checklist to the District Office Manager or designee. The designee may be the Contracting Officer's Representative, SSC Manager or other party.

**c.** The District Office Manager or designee will complete Section C of the checklist, Evaluation. The intent of Section C is to allow the District Office Manager to determine whether the remainder of the checklist needs to be completed by the organization directly managing the day-to-day activities in the construction project. If necessary, the District Office Manager or designee shall be provided any additional information regarding the project that will facilitate their determination on whether the remainder of the checklist should be completed.

**d.** The remainder of the checklist shall be completed by the organization directing the construction project. Completion of the checklist will require further coordination between the District Office and the organization directly managing the day-to-day activities in the construction project. The checklist shall not be considered complete until the District Office Manager or designee signs in Section H of the checklist. Therefore it is the responsibility of the organization managing the day-to-day activities of the construction project to ensure that the checklist is complete with the District Office approval. The organization directing the project will also ensure that the District Office is provided a copy of the completed checklist.

**e.** A copy of the completed checklist shall be kept on file electronically or in hard copy at the District Office in which the work was accomplished for a minimum of two years after the construction is completed. A copy of the completed checklist shall be forwarded in accordance with the distribution list on the checklist. As appropriate, each RE, COR, District Office Manager, or designated facility point-of-contact is responsible for distribution of the checklist.

**4-4. Permits.** Develop and submit the following permits, if applicable:

**a. Asbestos Work Permit.** FAA Order 1050.20A, Airway Facilities Asbestos Control Program, requires a work permit for construction activities impacting asbestos containing material. The checklist contained in this order does not replace the permit requirement in Order 1050.20A.

**b. Confined Space Permit.** See FAA Order 3900.19B, Chapter 11, Confined Space Entry Program.

**c. Energized Electrical Work Permit.** See FAA Order 3900.19B, Chapter 34, Electrical Safety. An Energized Electrical Work Permit is a requirement as per National Fire Protection Association (NFPA) 70E, Article 110.8(B)(2), and Article 130.1(B).

**d. Hot Work Permit.** A permit may be necessary in order to comply with the requirements for hot work in 29 CFR §1910.252 and/or NFPA 51B.

**e. Environmental Permits.** FAA Order 1050.10C requires that all FAA facilities be designed, constructed, managed, operated, maintained and decommissioned to conform to applicable pollution control statutes (e.g., Clean Air Act, Clean Water Act). Some of the pollution control statutes require permits, such as the following:

- (1) Air pollution control;
- (2) Fuel storage tank notification and state permits;
- (3) Local fire marshal notification for bulk flammable/combustible/reactive liquids;
- (4) PCB management;
- (5) Nuclear Regulatory Commission license for radioactive materials;
- (6) Permits for connections to municipal drinking water lines, sewer connections;
- (7) Sediment control and storm water management; and
- (8) Wastewater pretreatment.

**4-5. Resident Engineer EOSH Checklist.** The purpose of the Resident Engineer EOSH Checklist is to ensure adherence to construction safety requirements at the construction site. It must be noted that contractors are responsible for ensuring the safety of their employees. The checklist does not release the contractors of this responsibility. The checklist may be used by the RE as a tool to support their oversight role. The checklist may be completed at the time of the pre-construction conference and reviewed and updated as the project proceeds. EOSH risks associated with each construction project vary considerably. Some projects are small in scope and present relatively few EOSH risks, while others are more complex and offer a variety of EOSH risks. The RE will assess the risks associated with construction projects at NAS facilities and based on their risk assessment, determine the need to apply the Resident Engineer Construction Safety Checklist. The Checklist may also be used by others in the construction process, including the project engineer or representatives from parties involved in construction.

**4-6. Deliverables.** As part of project management, ensure that the following deliverables, if applicable, are provided to the District Office in addition to documents required for the Joint Acceptance Inspection (JAI). Development of deliverables is the responsibility of the organization directly managing the project. It is anticipated that the completion of the deliverables may be done through a collaboration between several groups, including contractors, facility personnel, EOSH personnel, and Engineering Services staff.

- a. Written lockout/tagout (LOTO) procedures.
- b. Fall protection procedures and equipment.
- c. Occupant Emergency Plans.
- d. Material Safety Data Sheets (MSDS) for hazardous materials.
- e. Hazardous material storage lockers (e.g., flammables cabinets).
- f. Hazardous material spill kits.
- g. Air pollution permits.
- h. Fuel storage tank (FST) permits.
- i. National Pollutant Discharge Elimination System (NPDES) permits.
- j. Spill Prevention, Control, and Countermeasure (SPCC) Plan.
- k. Other permits as necessary (e.g., hot work permit, asbestos permit).
- l. Test certifications and documents (e.g., fire life safety system).

- m.** Training and information on systems as necessary (e.g., fire life safety system).
- n.** Documentation of asbestos-free construction as per FAA Order 1050.20A.
- o.** Arc Flash Hazard Analysis in accordance with FAA Order 3900.19B, Chapter 34, Electrical Safety.
- p.** Job Hazard Analysis (JHA) for the system, facility, and/or equipment being deployed as per 29 CFR §1910.132(d) and FAA Order 3900.19B, Chapter 23, Job Hazard Analysis. The JHA will analyze the employee safety hazards associated with the system, facility, and/or equipment and associated maintenance tasks.

## Chapter 7. Administrative Information

**7-1. Distribution.** This order is distributed to all Technical Operations field offices with a standard distribution.

### 7-2. Background.

**a.** The FAA ATO is responsible for managing myriad aspects of NAS operations, from constructing new facilities to controlling air traffic to maintaining the NAS infrastructure. The employees of the ATO are service providers—the 38,000 controllers, technicians, engineers, and support personnel whose daily efforts keep air traffic moving. ATO’s mission is to safeguard NAS operations, while ensuring the safety of its employees and minimizing its impact on the environment.

**b.** This order revises and updates a previous order, 3900.57, which laid out a checklist for pre-construction coordination of EOSH issues. This order designates responsibilities and opportunities for organizations involved in the lifecycle of ATO facilities to address EOSH issues.

**c.** Numerous organizations in the FAA fund, plan, design, and manage activities throughout the NAS facility life cycle. These organizations are responsible for properly planning and coordinating construction activities to minimize EOSH risks to FAA employees and NAS operations.

### 7-3. Authority to Change This Order.

**a. ATO.** The ATO has the authority to add new chapters, or change existing chapters that are proposed by organizational elements of FAA after appropriate coordination with internal stakeholder organizations. The COO has the right to further delegate this authority.

**b. FAA Organizational Elements.** Changes proposed by an organizational element within the FAA must be submitted to the ATO, EOSH Services, AJW-23, who will evaluate, or assign a designee to evaluate, the changes for incorporation. When using this order, all organizations are encouraged to assess its effectiveness and usefulness. Organizations should provide feedback regarding the effectiveness and usefulness of the order to EOSH Services, AJW-23, through memorandum or electronic mail. FAA Form 1320-19, Directive Feedback Information, may also be used.

**7-4. Acronyms and Definitions.** A list of acronyms is provided in Appendix A.

### 7-5. Related Publications.

**a. Guiding Principles.** The Memorandum of Understanding entitled Federal Leadership in High Performance and Sustainable Buildings (January 2006), <http://www.wbdg.org/sustainableEO/mou.php>, defines guiding principles for agency policy. The guiding principles are as follows:

- (1) Employ Integrated Design Principles;
- (2) Optimize Energy Performance;

- (3) Protect and Conserve Water;
- (4) Enhance Indoor Environmental Quality;
- (5) Reduce Environmental Impact of Materials.

**b. Whole Building Design Guide** is a web-based portal, <http://www.wbdg.org/>, providing government and industry practitioners with one-stop access to up-to-date information on a wide range of building-related guidance, criteria and technology from a ‘whole buildings’ perspective. The portal is organized into the following major categories:

- (1) Design guidance;
- (2) Project planning, management, and delivery;
- (3) Facilities operations and maintenance;
- (4) Documents and references;
- (5) Tools;
- (6) Continuing education;
- (7) Building Information Modeling; and
- (8) Applied research.

**c. Executive Orders 13423 and 13514** establish requirements for sustainability and affirmative purchasing for Federal agencies. The requirements in these Executive Orders establish targets for environmentally preferable purchasing, recycling, and other environmental requirements.

**d. Energy Policy Act of 2005 (EPAct 2005)** establishes requirements for energy management and affirmative procurement for federal agencies.

**e. Energy Independence and Security Act of 2007 (EISA 2007)** lays out further reduction goals for energy use at federal buildings and specifies standards for high-performance buildings, procurement of energy efficient products, and reporting on energy costs, energy efficiency, and greenhouse gas emissions.

**f. FAA Orders.** You can find an electronic copy of FAA Orders on the DMS website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/). The FAA Orders referenced in this order are listed below.

- (1) FAA Order 1050.1E, Policies and Procedures for Considering Environmental Impacts.
- (2) FAA Order 1050.10C, Prevention, Control and Abatement of Environmental Pollution at FAA Facilities.
- (3) FAA Order 1050.12, Application of Nonrestricted and Restricted Use Pesticides
- (4) FAA Order 1050.15A, Fuel Storage Tanks at FAA Facilities.
- (5) FAA Order 1050.16, Implementation Guidelines for Compliance with Underground Storage Tanks

- (6) FAA Order 1050.17, Airway Facilities Environmental and Safety Compliance Program.
- (7) FAA Order 1050.19B, Environmental Due Diligence Audits in the Conduct of FAA Real Property Transactions.
- (8) FAA Order 1050.20A, Airway Facilities Asbestos Control Program.
- (9) FAA Order 3900.19B, FAA Occupational Safety and Health Program.
- (10) FAA Order JO 3900.63, ATO Fall Protection Program.
- (11) FAA Order 4600.27A, Personal Property Management.
- (12) FAA Order 6000.54, Airway Facilities Hazard Communication Program.

**g. Federal Regulations.** The Code of Federal Regulations (CFR) specifies applicable standards and requirements for federal agencies. Applicable sections include, but are not limited to: 29 CFR Parts 1910 and 1926, 40 CFR Parts 1 - 1299, and 49 CFR Parts 171 - 180, and other applicable regulations mentioned in this and other orders.

**7-6. Forms and Checklists.** The following forms are provided to supplement this directive. Document retention is described below. The forms are available on the FAA Forms website at [www.faa.gov/forms](http://www.faa.gov/forms).

**a. Project Planning EOSH Checklist (FAA Form 3900-16).** The Project Planning EOSH Checklist is for use when reviewing plans/projects during the initial conceptual stage of planning for a project. It is intended to identify environmental and safety issues in the project that may impact the design, budget, and schedule. Retain as desired, checklist is not mandatory.

**b. Design Risk Analysis EOSH Checklist (FAA Form 3900-17).** This checklist is intended to be used as a tool by the Project Engineer and/or Program Manager to identify and fully characterize areas that may potentially have EOSH related impacts to FAA projects. Retain a copy with project engineering documents, as necessary, through the duration of the project, in electronic or hard copy.

**c. Pre-Construction EOSH Checklist (FAA Form 3900-18).** This checklist is intended to review construction, installation and non-routine maintenance activities, prior to commencement, that potentially have occupational safety and health related impacts on NAS operations and employees. Retain a copy with project engineering documents, as necessary, through the duration of the project, in electronic or hard copy.

**d. Resident Engineer EOSH Checklist (FAA Form 3900-19).** This checklist is intended to be used as a tool by the RE to ensure adherence to construction safety requirements at the FAA contractor site. It must be noted that contractors are responsible for ensuring the safety of their employees. The checklist may be used by the RE as a tool to support their oversight role at the construction site. This is a voluntary checklist. If used during a project, retain a copy with project engineering documents.

e. **Pre-Maintenance EOSH Checklist (FAA Form 3900-20).** This checklist is intended to be used as a tool by those who design, review and/or oversee maintenance activities that have potential airborne contaminant impacts on NAS operations. This tool should be used, as appropriate, during design and review phases of construction and maintenance activities. Maintain a copy in the Facility Data File, as appropriate.

**Appendix A. Acronym List**

ABU	Office of Budget
ACM	Asbestos-Containing Material
AGC	Office of the Chief Counsel
AMS	Acquisition Management System
APP	Office of Airport Planning and Programming
ARTCC	Air Route Traffic Control Center
AST	Aboveground Storage Tank
ATCT	Airport Traffic Control Tower
ATO	Air Traffic Organization
BACT	Best Available Control Technology
CAA	Clean Air Act
CERFA	Community Environmental Response Facilitation Act
CFC	Chlorofluorocarbon
CFR	Code of Federal Regulations
COR	Contracting Officer's Representative
DMS	Directives Management System
EDDA	Environmental Due Diligence Audit
EOSH	Environmental and Occupational Safety and Health
EPA	U.S. Environmental Protection Agency
FAST	FAA Acquisition System Toolset
FMR	Federal Management Regulation
FST	Fuel Storage Tank
GSA	General Service Administration
HVAC	Heating, Ventilation, and Air Conditioning
IIPP	Injury and Illness Prevention Program
ISR	In Service Review
JAI	Joint Acceptance Inspection
JHA	Job Hazard Analysis
LOTO	Lockout/Tagout
MSDS	Material Safety Data Sheet
NAS	National Airspace System
NEPA	National Environmental Policy Act
NFPA	National Fire Protection Association
NPDES	National Pollutant Discharge Elimination System
OSHA	Occupational Safety and Health Administration
O&M	Operations and Maintenance

PACM	Presumed Asbestos-Containing Material
PCB	Polychlorinated Biphenyl
PPB	Personal Property Bulletin
PPE	Personal Protective Equipment
RE	Resident Engineer
SECM	Safety and Environmental Compliance Manager
SIR	Screening Information Request
SMS	Safety Management System
SPCC	Spill Prevention, Control, and Countermeasure
TRACON	Terminal Radar Approach Control
TWA	Time Weighted Average
UBC	Universal Building Code
UFC	Universal Fire Code
UST	Underground Storage Tank