

## Frequently Asked Questions (FAQs) Environmental Management System (EMS) Training

### TxDOT's Environmental Management System (EMS)

#### **What is TxDOT's EMS?**

EMS is a business process used to manage environmental considerations during all phases of roadway project development, from conceptual development through construction. The objective of EMS is to improve environmental compliance and performance so TxDOT can be fully compliant with environmental legal requirements.

#### **Where can I find information about EMS?**

The TxDOT Environmental Affairs Division (ENV) maintains an external webpage that contains information about EMS, including the policy statement, forms, training information and links, and posters for use on the job site. This webpage can be found at: <https://www.txdot.gov/inside-txdot/division/environmental/ems-courses.html>.

### EMS Training

#### **Where can I find the EMS training requirements?**

The EMS Training Matrix contains the list of EMS training courses and indicates which classes are required for both TxDOT employees and non-TxDOT employees. This list indicates which courses are required based on the employee's role on the project. The EMS Training Matrix is available at <https://ftp.txdot.gov/pub/txdot-info/env/ems/070-04-fig.pdf> and is also shown as a link on the EMS webpage.

#### **Have the EMS training requirements shown on the EMS Training Matrix been changed?**

Yes. The EMS Training Matrix was updated in November 2021. The previous version of the EMS Training Matrix was dated January 2020.

#### **What was changed?**

ENV103 has been discontinued and will be replaced by ENV302 and ENV303. In addition, the list of courses required for different groups of personnel have changed. For example, the old EMS training matrix required CEI employees to complete 11 courses, while the updated EMS training matrix only requires CEI employees to complete 9 courses.

#### **Where can I find information about the new ENV302 course?**

Since this is a new course, virtual classes will be offered about once a month and in-person classes will be scheduled in various districts for in-person learning for TxDOT staff. For information about the virtual ENV302 course schedule, check the training catalog on the TxDOT website at: <https://www.txdot.gov/inside-txdot/division/training-and-professional-development.html>.

You may also reach out to the District personnel that you are working with on your project to see if there are any seats available in one of the District sessions of the ENV302 course.

#### **Do non-TxDOT personnel have to complete EMS training?**

Yes. Key personnel must complete the required EMS Training. The last four columns on the EMS Training Matrix show the required training that must be completed by non-TxDOT personnel based on their roles in the project.

## Training Requirements in Construction Engineering Inspection (CEI) Contracts

**My existing CEI contract shows that each member of my project team that is performing construction inspection tasks must complete the EMS training. Does that mean everyone doing inspection tasks must complete the training?**

In the past, TxDOT required every person performing inspection tasks to complete the required training. However, beginning in January 2022, only the key personnel responsible for performing or overseeing the inspection tasks will be required to complete the training. Key personnel include staff involved in the completion or review of the “Form 2118 Construction Stormwater Pollution Prevention Plan Field Inspection and Maintenance Report”.

**My existing CEI contract shows a list of specific EMS training courses in Attachment C-Services to be Provided by the Engineer. Do I still have to meet those requirements?**

Most of the classes that were specifically listed in Attachment C are still required based on the updated EMS Training Matrix, so you should continue to ensure that any key personnel that join the project team complete the training and that all key personnel repeat the training at the intervals specified on the EMS Training Matrix. Course ENV103 has been discontinued, so key personnel should complete ENV302-SWP3 Applied Concepts (classroom learning) instead. Non-TxDOT personnel who complete ENV302 do not have to complete ENV432. Course CON817 is no longer required of non-TxDOT personnel.

**In Attachment C, my existing CEI contract shows that inspection personnel should complete the ENV103 course, but the course is no longer provided by TxDOT. What should I do?**

ENV302-SWP3 Applied Concepts replaced ENV103, so any key personnel that are due to repeat ENV103 or are new to the project should complete ENV302. For information on ENV302 virtual and in-person classes and to request a class seat, visit the TxDOT Training Catalog webpage at: <https://www.txdot.gov/inside-txdot/division/training-and-professional-development.html>

**Are there any alternatives that I can do instead of a TxDOT training course?**

Yes. Key personnel on CEI projects can substitute certification or equivalent training for EL4030 as specified in Attachment C of the CEI contract.

**Will the CEI scope be updated to reflect the updated EMS training requirements?**

Yes. For future CEI contracts, Attachment C will reference the EMS training matrix, instead of listing specific EMS training courses. In addition, the language will show that key staff members that are performing or overseeing construction inspection tasks are required to complete the training.

## Training Requirements in Contracts Including Design and/or Plan Review Services

**My existing Plans, Specifications, and Estimates (PS&E) contract shows that each member of my project team that is performing design or plan review tasks must complete the EMS training. Does that mean everyone doing design or plan review tasks must complete the training?**

In the past, TxDOT required every person performing design or plan review tasks to complete the required training. However, beginning in January 2022, only the key personnel responsible for performing or overseeing the design or plan review tasks will be required to complete the training.

**My existing PS&E contract shows a list of specific EMS training courses in Attachment C-Services to be Provided by the Engineer. Do I still have to meet those requirements?**

All of the classes that were specifically listed in Attachment C are still required based on the updated EMS Training Matrix, so you should continue to ensure that any key personnel that join the project team complete the training and that all key personnel repeat the training at the intervals specified on the EMS Training Matrix.

**Will the scopes that contain design and plan review tasks be updated to reflect the updated EMS training requirements?**

Yes. On future contracts for PS&E, Bridge (On- and Off-System), Hydraulics and Hydrology (H&H), Schematic and Environmental, and Utility Engineering, Attachment C will reference the EMS training matrix, instead of listing specific EMS training courses. In addition, the language will show that key staff members that are performing or overseeing design or plan review tasks are required to complete the training.

## Questions Regarding EMS

**Who should I contact if I have questions about TxDOT's EMS?**

Submit general questions about TxDOT's EMS to the TxDOT Environmental Affairs Division using the following link: <https://www.txdot.gov/inside-txdot/division/environmental/contact.html>

**What should I do if I have questions about EMS training?**

Refer to the EMS webpage at: <https://www.txdot.gov/inside-txdot/division/environmental/ems-courses.html> for a list of required training and links to the online training available through TxDOT, the University of Texas at Arlington, and the AASHTO training store. In addition, you can reach out to TxDOT Workforce Development by calling the Training Help Line at 512-416-2000 or [email](#).