



UREDENA ZEMLJA
Nacionalni program sređivanja zemljišnih knjiga i katastra

ENVIRONMENTAL MANAGEMENT PLAN (EMP)

**For the Works of Building a Data Conversion Centre
in Vinkovci, Glagoljaška 27**

INTRODUCTION

The objective of the Integrated Land Administration System Project (ILAS Project) is to modernize the land administration system in the Republic of Croatia in order to improve on the government services from the point of view of efficiency, transparency and costs. This is to be achieved through four project components. Component B: Spatial Information and Cadastre System Modernization will focus on improving the quality and presentation of spatial data managed and maintained by State Geodetic Administration (SGA) and implementation of National Spatial Data Infrastructure (NSDI), in line with the EU INSPIRE Directive. This component will also support SGA with its own restructuring, including improving the physical premises for 3 regional cadastral offices, construction of the a building for the Scan centre in Vinkovci and works on mechanical installations (Air Conditioning and Ventilation) at the SGA Central Archives in Glina.

ENVIRONMENTAL CATEGORY

An EMP Checklist will be prepared for the construction of the Scan centre in Vinkovci and for extensions on existing locations (i.e. Regional Cadastral Office Sisak) and for the works on mechanical installations (Air Conditioning and Ventilation) at the SGA Central Archives in Glina.

EMP checklist for the Works of Building a Data Conversion Centre in Vinkovci, Glagoljaška 27

PART 1. INSTITUTIONAL & ADMINISTRATIVE DATA				
Country	Croatia			
Project Title	Integrated Land Administration System Project			
Scope of project and activity	Land administration			
Institutional arrangements (name and contacts)	Project management			
	WB Task Team Leader Mika Torhonen	State Geodetic Administration (SGA) SGA Director-General Danko Markovinović Head of Department for Geoinformation Systems Željko Hećimović Person designated for the supervision of environmental plans (enter name)	Local partner or end user Works of Building a Data Conversion Centre in Vinkovci, Glagoljaška 27	
Implementation arrangements (name and contacts)	Supervision			
	Safeguards supervision Nataša Vetma	Local supervision RCO Vukovar Head Ivica Ivšić Supervision engineer Darko Rašković	Local inspectorate supervision Consultants	Contacts Contractor
SITE DESCRIPTION				
Name of site	Data Conversion Centre in Vinkovci, Glagoljaška 27			
Describe site location	Works of Building a Data Conversion Centre in Vinkovci, Glagoljaška 27	Annex 1: Site information [X] Yes [] No		
Who owns the land and the building?	Vinkovci CM, LR file no. 8730, Construction right: - Construction right for CP 1993/12 from LR file no 677, CM Vinkovci Owner: Republic of Croatia, State Geodetic Administration, Gruška 20, Zagreb			
Geographic description	Data Conversion Centre Vinkovci, Glagoljaška 27, connected by a 3m long covered passage with the Vukovarsko-Srijemska County building where the Real Property Cadastre Department is located, along the north boundary of CP 2652, CM Vinkovci.			
LEGISLATIVE FRAMEWORK				
Identify national & local legislation & permits that apply to project activity	<p>The following Croatian laws define the legal framework for environmental management:</p> <ul style="list-style-type: none"> • Environmental Protection Act (Official Gazette no. 110/07) • Physical Planning and Construction Act (OG nos. 76/07 and 38/09) • Nature Protection Act (OG no. 70/05) • Regulation on Environmental Impact Assessment (OG nos. 64/08, 67/09) • Protection and Preservation of Cultural Values Act (OG nos. 69/99, 151/03, 157/03, 87/09, 88/10) <p>The activity is permitted by the following: Amendments to the Decision on Building Conditions, Class: UP/I-361-02/12-01/50, Ref. no: 2188/01-10-13-9 of 7 February 2013 Pursuant to the Environmental Impact Assessment Act, EIA is not .</p>			

PUBLIC CONSULTATION	
Identify when / where the public consultation process took place	<p>Checklist was publicly available from June 11 to 26, 2013 on the Website SGA (www.dgu.hr), Project (www.uredjenazemlja.hr) and in analogue form on the bulletin board at:</p> <ul style="list-style-type: none"> • Regional Cadastral Office Vukovar Branch Office Vinkovci, Glagoljaška 27 • City of Vinkovci, Bana Jelačića 1 <p>No comments were submitted.</p>
INSTITUTIONAL CAPACITY BUILDING	
Will there be any capacity building?	<p><input type="checkbox"/> No or <input checked="" type="checkbox"/> Yes</p> <p>The Contractor will organize training for using the air conditioning/ventilation system for the Employer's staff that will be operating it.</p>

PART 2. ENVIRONMENTAL /SOCIAL SCREENING			
Will the site activity involve any of the following?	Activity	Status	Additional references
	A. Building rehabilitation	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	See Section B below
	B. New construction	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	See Section B below
	C. Individual wastewater treatment system	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	See Section C below
	D. Historic building(s) and districts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Possibly	See Section D below
	E. Land acquisition ¹	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See Section E below
	F. Hazardous or toxic materials ²	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section F below
	G. Impacts on forests and/or protected areas	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See Section G below
	H. Handling / management of medical waste	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See Section H below
I. Traffic and pedestrian safety	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See Section I below	

¹ Land acquisitions includes displacement of people, change of livelihood encroachment on private property this is to land that is purchased/transferred and affects people who are living and/or squatters and/or operate a business on land that is being acquired.

² Toxic / hazardous material includes and is not limited to asbestos, toxic paints, removal of lead paint, etc.

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
A. General conditions	Notification, signposting and worker Safety	<ul style="list-style-type: none"> (a) The local construction and environment inspectorates and communities have been notified of upcoming activities. (b) The public has been notified of the works through appropriate notification in the media and/or at publicly accessible sites (including the site of the works). (c) All legally required permits have been acquired for construction and/or rehabilitation. (d) All work will be carried out in a safe and disciplined manner designed to minimize impacts on neighbouring residents and environment. (e) Workers' PPE will comply with international good practice (always hardhats, as needed masks and safety glasses, harnesses and safety boots). (f) Appropriate signposting of the sites will inform workers of key rules and regulations to follow.
B. General rehabilitation and /or construction activities	Air quality	<ul style="list-style-type: none"> (a) During interior demolition use debris-chutes above the first floor. (b) Keep demolition debris in controlled area and spray with water mist to reduce debris dust (c) Suppress dust during pneumatic drilling/wall destruction by ongoing water spraying and/or installing dust screen enclosures at site. (d) Keep surrounding environment (side walks, roads) free of debris to minimize dust. (e) There will be no open burning of construction / waste material at the site. (f) There will be no excessive idling of construction vehicles at sites.
	Noise	<ul style="list-style-type: none"> (a) Construction noise will be limited to restricted times agreed to in the permit. (b) During operations the engine covers of generators, air compressors and other powered mechanical equipment should be closed, and equipment placed as far away from residential areas as possible.
	Water quality	<ul style="list-style-type: none"> (a) The site will establish appropriate erosion and sediment control measures such as e.g. hay bales and / or silt fences to prevent sediment from moving off site and causing excessive turbidity in nearby streams and rivers.
	Waste management	<ul style="list-style-type: none"> (a) Waste collection and disposal pathways and sites will be identified for all major waste types expected from demolition and construction activities. (b) Mineral construction and demolition wastes will be separated from general refuse, organic, liquid and chemical wastes by on-site sorting and stored in appropriate containers. (c) Construction waste will be collected and disposed properly by licensed collectors. (d) The records of waste disposal will be maintained as proof for proper management as designed. (e) Whenever feasible the contractor will reuse and recycle appropriate and viable materials (except asbestos).
C. Wastewater treatment system	Water quality	<ul style="list-style-type: none"> a) The approach to handling sanitary wastes and wastewater from building sites (installation or reconstruction) must be approved by the local authorities. b) Before being discharged into receiving waters, effluents from individual wastewater systems must be treated in order to meet the minimal quality criteria set out by national guidelines on effluent quality and wastewater treatment.

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
		<p>c) Monitoring of new wastewater systems (before/after) will be carried out.</p>
<p>D. Historic building(s)</p>	<p>Cultural heritage</p>	<p>a) If the building is a designated historic structure, very close to such a structure, or located in a designated historic district, notify and obtain approval/permits from local authorities and address all construction activities in line with local and national legislation.</p> <p>b) Ensure that provisions are put in place so that artefacts or other possible “chance finds” encountered in excavation or construction are noted, officials contacted, and works activities delayed or modified to account for such finds.</p> <p><i>Note: In line with the Decision on Special Conditions, Class: UP/I-612-08/12-04/2145, Ref no: 532-04-22/I-12-4 issued by the Ministry of Culture, Directorate for Cultural Heritage Protection, Conservation Department in Vukovar, the Contractor will be supervised by experts authorised by the Ministry of Culture. The hiring of expert professionals will be carried out by the Employer</i></p>
<p>E. Acquisition of land</p>	<p>Land acquisition plan/framework</p>	<p>d) If expropriation of land was not expected and is required, or if loss of access to income of legal or illegal users of land was not expected but may occur, that the bank task Team Leader is consulted.</p> <p>e) The approved Land Acquisition Plan/Framework (if required by the project) will be implemented.</p>
<p>F. Toxic Materials</p>	<p>Asbestos management</p>	<p>(a) If asbestos is located on the project site, mark clearly as hazardous material.</p> <p>(b) When possible the asbestos will be appropriately contained and sealed to minimize exposure.</p> <p>(c) The asbestos prior to removal (if removal is necessary) will be treated with a wetting agent to minimize asbestos dust.</p> <p>(d) Asbestos will be handled and disposed by skilled & experienced professionals.</p> <p>(e) If asbestos material is to be stored temporarily, the wastes should be securely enclosed inside closed containments and marked appropriately.</p> <p>(f) The removed asbestos will not be reused.</p>
	<p>Toxic / hazardous waste management</p>	<p>a) Temporarily storage on site of all hazardous or toxic substances will be in safe containers labelled with details of composition, properties and handling information.</p> <p>b) The containers of hazardous substances should be placed in a leak-proof container to prevent spillage and leaching.</p> <p>c) The wastes are transported by specially licensed carriers and disposed in a licensed facility.</p> <p>d) Paints with toxic ingredients or solvents or lead-based paints will not be used.</p>
<p>G. Affects forests and/or protected areas</p>	<p>Protection</p>	<p>(a) All recognized natural habitats and protected areas in the immediate vicinity of the activity will not be damaged or exploited, all staff will be strictly prohibited from hunting, foraging, logging or other damaging activities.</p> <p>(b) For large trees in the vicinity of the activity, mark and cordon off with a fence large trees and protect root system and avoid any damage to the trees.</p>

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
		<p>(c) Adjacent wetlands and streams will be protected, from construction site run-off, with appropriate erosion and sediment control feature to include by not limited to hay bales, silt fences.</p> <p>(d) There will be no unlicensed borrow pits, quarries or waste dumps in adjacent areas, especially not in protected areas.</p>
<p>H. Disposal of medical waste (not applicable)</p>	<p>Infrastructure for medical waste management</p>	<p>(a) In compliance with national regulations the contractor will insure that newly constructed and/or rehabilitated health care facilities include sufficient infrastructure for medical waste handling and disposal; this includes and not limited to:</p> <ul style="list-style-type: none"> ▪ Special facilities for segregated healthcare waste (including soiled instruments “sharps”, and human tissue or fluids) from other waste disposal; and ▪ Appropriate storage facilities for medical waste are in place; and ▪ If the activity includes facility-based treatment, appropriate disposal options are in place and operational.
<p>I Traffic and Pedestrian Safety</p>	<p>Direct or indirect hazards to public traffic and pedestrians by construction activities</p>	<p>(a) In compliance with national regulations the contractor will insure that the construction site is properly secured and construction related traffic regulated. This includes but is not limited to:</p> <ul style="list-style-type: none"> ▪ Signposting, warning signs, barriers and traffic diversions: site will be clearly visible and the public warned of all potential hazards. ▪ Traffic management system and staff training, especially for site access and near-site heavy traffic. Provision of safe passages and crossings for pedestrians where construction traffic interferes. ▪ Adjustment of working hours to local traffic patterns, e.g. avoiding major transport activities during rush hours or times of livestock movement. ▪ Active traffic management by trained and visible staff at the site, if required for safe and convenient passage for the public. ▪ Ensuring safe and continuous access to office facilities, shops and residences during renovation activities, if the buildings stay open for the public.

PART 3. MONITORING PLAN							
Phase	What (Will the parameter be monitored?)	Where (Is the parameter to be monitored?)	How (Is the parameter to be monitored?)	When (Define the frequency / or continuity?)	Why (Is the parameter being monitored?)	Cost (if not included in project budget)	Who (Is responsible for monitoring?)
During activity preparation	Permits	On site	By checking whether all permits according to the law are available on site	Prior construction works commence	It is recommended to make sure that all good practices apply	Should be part of the project budget	Site supervising engineer
	Site organization	On site	By checking proper fencing, installation of temporary sanitary facilities	Prior construction works commence		Contractor bears full cost, usually is not identified as separate category	Site supervising engineer
During activity implementation	Air quality (dust)	On site	Visual observation	Continuous on a daily basis, however special attention should be put during transport of material and excavation works	To keep the dust level at minimum to protect health and prevent irritations and to keep visibility for safety purposes	Contractor bears full cost, usually is not identified as separate category	Site supervising engineer, Municipality
	Noise	On site and neighbourhood	Sound level meters, noise meters or equivalent instruments for measuring noise	In the first week of the construction and at the end of works; also, anytime if complaint from local population is made	To ensure noise levels are at legally acceptable level	Contractor should bear the cost	Contractor, site supervising engineer
	Waste pollution (non hazardous and hazardous which might include – paints, chemicals, coatings or	On site pollution assessment	Waste accompanying documentation that is submitted to Ministry of Environment in which type and quantities of the waste	Continuous during construction, i.e. each time waste is taken from the site	Required by series of regulation on waste	Part of the regular contractor practice, should be fully bared by	Supervising site engineer Municipality Ministry of Environment (inspection)

PART 3. MONITORING PLAN

	construction material on which these are used)		are identified			contractor	
	Architectural artefacts	On site visual assessment	Full supervision by site inspector during excavation works	During excavation works for foundations	To prevent degradation of potential archeologically important artefacts	Part of the supervising engineer and contractor cost	Supervising site engineer. Municipality, Inspection
	Toxic / hazardous material	On site visual assessment	Proper handling and storage is checked according to Material Safety Data Sheets (MSDS)	Continuously, when the remains are removed	To prevent accidental spilling or injuries	Part of the regular contractor cost	Supervising engineer costs, Inspection
	Sanitary water collection	On site,, standard parameters	Visual observation; use of kit tests; samples when applicable Verification of waste accompanying documentation for emptying of chemical toilets	Daily, based on which authorized company is called for cleaning		Part of the regular contractor cost	Supervising engineer costs, Inspection
	Workers safety	On site	Random safety inspection	Continuously checking that appropriate protective equipment is used	To prevent accidents	Part of the regular contractor costs	Supervising engineer costs, Inspection
	Hazard to public traffic and pedestrian safety	On site and on roads permitted to use for accessing site, traffic plans	Visual observation and potential complains from the public	Daily checking the signs, fences, accesses and traffic signalization and patterns	To prevent traffic disruption and accidents	Part of the regular contractor costs	Supervising engineer costs, Inspection, Consultants

Annex 1. Site Information

Investor: STATE GEODETIC ADMINISTRATION
Gruška 20, Zagreb

Construction: Data Conversion Centre
Glagoljaška 27, Vinkovci

1.1. TECHNICAL DESCRIPTION

INTRODUCTION

The State Geodetic Administration has opened a Data Conversion Centre in Vinkovci as part of an EU program. The purpose of the Centre is digitizing SGA archives documentation. Along with the one in Vinkovci, two more centres are planned to be built in Croatia. The Vinkovci centre has been located in unsuitable basement rooms in the County HQ building. In order to provide better working conditions, a new building is planned to be built.

The construction of the Vinkovci Data Conversion Centre building is planned on construction right for cad. parcel no 1993/12, cad. mun. Vinkovci. The following Decision defining the building conditions has been issued, class: UP/I-361-02/08-01/19, ref. no: 2188/01-10-08-10 by the Vinkovci Administrative Department for Spatial Planning, Construction and Environmental Protection on 1 December 2008. The Conceptual Design, on the basis of which the Decision Defining Building Conditions was issued, plans building foundations using foundation strips.

Amendments to the Conceptual Design envisage slab-on-grade foundations.

Based on the amended Conceptual Design, Amendments to the Decision on Building Conditions have been issued, Class: UP/I-361-02/12-01/50, Ref. no: 2188/01-10-13-9 of 7 February 2013.

LOCATION AND PARCEL

The construction right refers to cad. parcel 1993/12, cad. mun. Vinkovci, surface area 330 m². The parcel has irregular shape and borders the following cad. parcels: 1992 (County HQ building) to the north, 1993/11 and 2562 to the west and south, and 2565/1 and 1993/1 to the east.

The parcel, i.e. the construction right referring to it. has road, pedestrian and fire vehicle access from Glagoljaška street, through cad. parcel 1993/11 (public traffic area with parking space).

PRESENT SITUATION

A gas reduction station was removed from parcel 1993/12, CM Vinkovci in 2012 and located at the County HQ building front side. Water supply lines cross the parcel. The County HQ building is connected to the public network. These lines are underneath the future building and will also be relocated. The relocation will be carried out in line with conditions set by the competent communal company. Apart from described above, there are no other constructions on the plot.

PURPOSE AND POSITION ON PARCEL

The design plans constructing a building for the State Geodetic Administration needs. Working with clients is not planned in the building, and it is not of public character.

The building has three floors: basement, ground floor and first floor. The surface area of the building plan is 104.27 m². The total building surface area (gross) is 260.68 m².

The building is L-shaped. The building is 19.54 m long, 6.68 m wide at its widest and 4.28 m wide at its narrowest point. The building is located in the southeastern part of the parcel, i.e. on the border to cad. par. 2562 and 2565/1. The distance from the County HQ building is 3.0 m.

PLAN

GROUND FLOOR:

The book scanner is located in the ground floor office space, as well as other necessary devices and four work places. The centre manager's office, with a meeting room, is located next to the office space. The planned sanitary facilities – a men's room with a toilet, washbasin and urinal, a ladies' room with a toilet and washbasin - meet staff needs in accordance with the Occupational Safety Regulations relating to working and auxiliary rooms and spaces.

FIRST FLOOR:

6 work places are planned for in the first floor office space. All work places are equipped with computers. A kitchenette is planned for staff needs.

BASEMENT:

There are auxiliary spaces in the basement. the archives and a storage.

TRAFFIC ACCESS AND PARKING SPACE

The parcel and future building have road, pedestrian, service and fire vehicle access through public area with parking space on cad. parcel 1993/11 (owned by the Republic of Croatia).

Working with clients is not planned in the building. The premises will be used by staff of the existing offices in the County HQ building, with no increase in staff.

No parking spaces for staff can be provided on the plot. In line with criteria for the required number of parking spaces, Article 138. of the Regulations for the Implementation of the City of Vinkovci General Zoning Plan, the required number of parking spaces of the area of 312.81 m² is 3 to 4. Parking places for staff will be in the surrounding public parking space.

ACCESSIBILITY FOR PERSONS WITH DISABILITY AND REDUCED MOBILITY

The building is for business purposes, but is not public. Pursuant to Article 5 of the Regulations for Providing Accessibility to Persons with Disability and Reduced Mobility (OG 151/05), these regulations are not related to this building. The building is not planned for staff with disability and reduced mobility, or for working with clients.

STRUCTURE

The bearing structure is made of exterior brick walls, with cerclage. The basement bearing walls are made of reinforced concrete.

The interior staircase is made of reinforced concrete. The basement ceiling panel is made of reinforced concrete, while the ceiling panels of other floors above the ground are built as Fert ceiling. The ground floor structural height is 310 cm, and the basement structural height is 280 cm.

A reinforced-concrete foundation slab is planned.

DESIGN, MATERIALS AND PROCESSING

The interior space design is characterised by simplicity and practicality of use and maintenance. The materials used are durable and easy to maintain.

The partition walls are made of drywall panels (cement panels in the sanitary facilities). Door leaves are wood, veneered or with melamine, with jambs of the wall width.

The final trim of the office space on the ground floor and first floor is parquet, and gres porcelain ceramic tile in the hallways, sanitary facilities, kitchenette and storage.

Exterior metalwork is made of aluminium, profiles with thermal bridge break, and glazing using IZO glass. Venetian blinds are used for sun protection in the interior.

Exterior walls are well thermally insulated, and the final facade layer is made using acrylic plaster.

The roof is flat, well thermally insulated.

INSTALLATIONS

WATER SUPPLY AND DRAINAGE

The building will be connected to the city sewage and water supply network. The existing County HQ building water supply connection (underneath the building) will be relocated, in line with conditions set by the Vinkovci water supply and sewage network company. A new water meter is planned to be installed in the yard.

Two sanitary facilities and a kitchenette are planned to be built on the first floor. Sewage and roof water are drained into the sewer using the existing manhole in the yard (County HQ building).

ELECTRICAL WIRING

Strong current wiring is planned for lighting the building, as well as sockets and power for the necessary machines and equipment. Structural cabling using weak current is planned for the computer network and phone installations. The building will be wired following an approval by the Vinkovci power supply company.

MECHANICAL INSTALLATIONS

Building central heating and cooling is planned using as system of parapet ventilation convectors. Gas is used as refrigerant. The existing County HQ building gas connection (underneath the building) and a gas measuring reduction station has been relocated in line with conditions set by the Eastern Slavonia gas supply company.