



December 12, 2014

CM003

To: ODOT Project Managers and Local Agency Liaisons
From: Joe Squire, PE, State Construction and Materials Engineer

Subject: Erosion and Sediment Control and Monitoring Form

The Construction Leadership Team (CLT) has coordinated with TSB Environmental Section to complete review and comment with respect to proposed changes to and or uses of ODOT's [Erosion and Sediment Control and Monitoring Form 734-2361](#) and its use.

Agency staff and contractors use the erosion and sediment control inspection [Form 734-2361](#) as required to comply with ODOT's National Pollutant Discharge Elimination System (NPDES) Construction 1200-CA permit requirements and Oregon Standard Specifications for Construction on ODOT projects.

A review of selected completed project inspection forms gathered from across the Regions has indicated that some inspections lacked level of detail required by the permit. In order to rectify this deficiency in detail, the Agency will direct the Contractor through the Project Managers office to complete [Form 734-2361](#) with detail as shown in the attached incomplete and complete examples.

Action Requested:

1. Please discuss this memo and its attachments with your project teams.
2. Project Managers and Local Agency Liaisons:
 - a. Designate knowledgeable inspectors to review the contractors work to monitor and report effectiveness of BMP's and permit compliance.
 - b. ODOT-Inspector must receive and review [Form 734-2361](#) for completeness and compliance.
 - c. ODOT-Inspector must communicate with PM and ESCM in a timely manner, when work performed does not meet contract and permit requirements.
3. Project Manager or designee and Local Agency Liaisons:
 - a. Insure the Contractor Erosion and Sediment Control Manager (ESCM) has a clear understanding of responsibilities for completing [Form 734-2361](#) as required by the Contract and Contract referenced permits.
 - b. Insure the ESCM monitors all BMPs installed at the required intervals.
 - c. Insure the ESCM reports general site conditions section of the required [Form 734-2361](#) to document condition, effectiveness and to indicate actions, including but not limited to maintenance, repair, and or replacement performed for compliance. Photos are a useful addition to visually demonstrate compliance, maintenance, and or repair work performed, among other actions.
4. TSB Construction Section or Environmental Section is available to assist, if needed.



Example 1: Current Report
 Inadequate / Incomplete
EROSION CONTROL MONITORING

PROJECT NAME (SECTION)		CONTRACT NO.							
HIGHWAY			COUNTY			EROSION & SEDIMENT CONTROL MGR (ESCM) NAME & TITLE:			
CONTRACTOR AND/OR SUBCONTRACTOR						Superintendent			
EROSION CONTROL FACILITIES AND ACCESS ROAD SURFACING									
LOCATION	DESCRIPTION		EFFECTIVENESS			DATE(S)			
Various locations	Compost Blanket		Good			3/2 to 3/8			
Various locations	Compost Berm		Good						
Various locations	Inlet Protection		Good						
Various locations	Plastic sheeting		Good						
Various locations	Construction entrances		Good						
Various locations	Bio filter bags		Good						
Various locations	Straw Wattles		Good						
VISIBLE OR MEASURABLE EROSION LEAVING THE CONSTRUCTION SITE									
LOCATION	DESCRIPTION		EFFECTIVENESS			DATE(S)			
565+00	Existing storm line broke/ then repaired		yes			3-Mar			
VISUALLY COMPARE COLOR & CLARITY 30 ft. (10 m) UPSTREAM (U) AND DOWNSTREAM (D)									
RECEIVING WATERS: NAME OF CREEK, RIVER OR LAKE ETC.									
LOCATION - U/D	OBSERVATIONS/ACTIONS TAKEN					DATE(S)			
Cow Creek	Color and clarity upstream and downstream of project is same					3/2 to 3/8			
COMMENTS AND GENERAL SITE CONDITIONS									
All erosion control measures onsite have been inspected and are performing as designed. AEC on site doing erosion control compost work. Install bio-bags, wattles, and other BMP. Check and maintain plastic on stock piles. 3/5 clean all inlet bags. Work on stopping reals.									
RAINFALL REPORTING STATION		24 HOUR RAINFALLS	0.43	0.47	0.1	1.1	0.1	0	0.3
Job Trailer		ENDING DATES	3/2/14	3/3/14	3/4/14	3/5/14	3/6/14	3/7/14	3/8/14
PREPARED BY		CERT NO.	TELEPHONE NUMBER			MONITORING PERIOD			
						3-2-14 THRU 3-8-14			
MINIMUM MONITORING AND REPORTING REQUIREMENTS: Inspect all erosion control facilities at least every 7 calendar days on active sites and two weeks on inactive sites. Inspect daily during storm water or snowmelt runoff and within 24 hours after more than 1/2 inch (12 mm) of rain per 24 hour period. See contract subsection 00290.30(a) for additional information. Furnish a completed copy of this report to DEQ upon their request.									

INCOMPLETE

Example 2: Expected Report.



EROSION CONTROL MONITORING

PROJECT NAME (SECTION) <i>Mission Street Realignment</i>			CONTRACT NO. <i>Q-9999</i>	
HIGHWAY <i>HWY-22</i>	COUNTY <i>Marion</i>	EROSION & SEDIMENT CONTROL MGR (ESCM) NAME & TITLE: <i>Raghu Namburi Envl. Manager (ESCM)</i>		
CONTRACTOR AND/OR SUBCONTRACTOR <i>EAGLE / All Natural Envi Services</i>				
EROSION CONTROL FACILITIES AND ACCESS ROAD SURFACING				
LOCATION	DESCRIPTION	EFFECTIVENESS	DATE(S)	
<i>GA-1,3,4,5</i>	<i>Silt Fences</i>	<i>Good</i>	<i>2/1 9AM</i>	
<i>GA-3&5</i>	<i>Inlet Protection</i>	<i>Good</i>	<i>2/1</i>	
<i>GA-3,4&5</i>	<i>Check Dams</i>	<i>Replaced/Good</i>	<i>2/1</i>	
<i>GA-1&3</i>	<i>Construction Entrances</i>	<i>Good</i>	<i>2/1</i>	
<i>GA-5</i>	<i>Straw Wattles (Barrier)</i>	<i>Good</i>	<i>2/1</i>	
VISIBLE OR MEASURABLE EROSION LEAVING THE CONSTRUCTION SITE				
LOCATION	DESCRIPTION	EFFECTIVENESS	DATE(S)	
<i>GA1</i>	<i>No tracking</i>	<i>Good</i>	<i>2/1</i>	
<i>GA3</i>	<i>No tracking.</i>	<i>Good</i>		
<i>Entire site</i>	<i>no sediment leaving the construction site</i>			
RECEIVING WATERS: VISUALLY COMPARE COLOR & CLARITY 30 ft. (10 m) UPSTREAM (U) AND DOWNSTREAM (D)				
LOCATION - U/D	OBSERVATIONS/ACTIONS TAKEN			DATE(S)
<i>Upstream</i>	<i>clear</i>			<i>2/1</i>
<i>Downstream</i>	<i>clear</i>			<i>2/1</i>
COMMENTS AND GENERAL SITE CONDITIONS				
<i>Check dams on GA 4 replaced at 10am 2/1/2014. Bio-bag broke loose and the contents spilling out.</i>				
<i>* Rainfall data is collected daily at 7:30 AM. (approximate time)</i>				
RAINFALL REPORTING STATION	24 HOUR RAINFALLS			
<i>on-site</i>	<i>0.2" 0.3" 0.4" 0.7" 0.1" 0.3" 0.2"</i>			
	ENDING DATES	<i>2/1</i>	<i>2/2</i>	<i>2/3 2/4 2/5 2/6 2/7</i>
PREPARED BY	CERT NO.	TELEPHONE NUMBER	MONITORING PERIOD	
<i>Raghu Namburi</i>	<i>1234</i>	<i>(503)986-3551</i>	<i>2/1 - 2/7</i>	
MINIMUM MONITORING AND REPORTING REQUIREMENTS: Inspect all erosion control facilities at least every 7 calendar days on active sites and two weeks on inactive sites. Inspect daily during storm water or snowmelt runoff and within 24 hours after more than 1/2 inch (12 mm) of rain per 24 hour period. See contract subsection 00290.30(a) for additional information. Furnish a completed copy of this report to DEQ upon their request.				

Sheet #

COPY

Weekly inspections are performed every Monday and as needed when recorded rainfall exceeds 0.5 inches.



Example 2 - Completed Form

EROSION CONTROL MONITORING

PROJECT NAME (SECTION) <i>Mission Street Realignment</i>		CONTRACT NO. <i>CF-9999</i>	
HIGHWAY <i>HWY-22</i>	COUNTY <i>Marion</i>	EROSION & SEDIMENT CONTROL MGR (ESCM) NAME & TITLE: <i>Raghu Namburi</i> <i>Envi. Manager (ESCM)</i>	
CONTRACTOR AND/OR SUBCONTRACTOR <i>EAGLE / All Natural Envi Services</i>			
EROSION CONTROL FACILITIES AND ACCESS ROAD SURFACING			
LOCATION	DESCRIPTION	EFFECTIVENESS	DATE(S)
<i>GA-1, 3, 4, 5</i>	<i>Silt Fences</i>	<i>see notes</i>	<i>2/4 8AM</i>
<i>GA-3 & 5</i>	<i>Inlet Protection</i>	<i>Good - see notes</i>	
<i>GA-3, 4 & 5</i>	<i>Check Dams</i>	<i>see notes</i>	
<i>GA-1 & 3</i>	<i>Construction Entrances</i>	<i>see notes</i>	
<i>GA-5</i>	<i>Straw Wattles (Barrier)</i>	<i>Good</i>	
VISIBLE OR MEASURABLE EROSION LEAVING THE CONSTRUCTION SITE			
LOCATION	DESCRIPTION	EFFECTIVENESS	DATE(S)
<i>GA 1 & 3</i>	<i>Tracking observed at both construction entrances.</i>	<i>see notes</i>	<i>2/4 8:30 AM</i>
VISUALLY COMPARE COLOR & CLARITY 30 FT (10 M) UPSTREAM (U) AND DOWNSTREAM (D)			
RECEIVING WATERS: NAME OF CREEK, RIVER OR LAKE ETC.			
LOCATION - U/D	OBSERVATIONS/ACTIONS TAKEN	DATE(S)	
<i>Upstream</i>	<i>turbid ?</i>	<i>2/4 8:30 AM</i>	
<i>Downstream</i>	<i>see contribution from construction activities</i>		
COMMENTS AND GENERAL SITE CONDITIONS			
<i>Construction Entrances - slight tracking observed. Gravel added and sweeping performed.</i> <i>See attachment for additional notes.</i>			
* Rainfall data is collected daily at 7:30 AM. (approximate time)			
RAINFALL REPORTING STATION		24 HOUR RAINFALLS	
<i>On-site</i>	ENDING DATES	<i>0.2"</i>	<i>0.3"</i>
		<i>0.4"</i>	<i>0.7"</i>
		<i>0.1"</i>	<i>0.3"</i>
		<i>0.2"</i>	
PREPARED BY <i>Raghu Namburi</i>	CERT NO. <i>1234</i>	TELEPHONE NUMBER <i>(503) 986-3551</i>	MONITORING PERIOD <i>2/1 - 2/7</i>
<small>MINIMUM MONITORING AND REPORTING REQUIREMENTS: Inspect all erosion control facilities at least every 7 calendar days on active sites and two weeks on inactive sites. Inspect daily during silt or snowmelt runoff and within 24 hours after more than 1/2 inch (12 mm) of rain per 24 hour period. See contract subsection 00290.30(a) for additional information. Furnish a completed copy of this report to DEQ upon their request.</small>			

DISTRIBUTION: ORIGINAL TO AGENCY PROJECT MANAGER - COPY TO ORIGINATOR

Weekly inspections are performed every Monday and as needed when recorded rainfall exceeds 0.5 inches.

Example 2 - Completed Form

Inspection Notes-02/04/2014

Project Name: Mission Street re-alignment

Contract No. C-9999

Silt Fence on sheet GA3- had silt deposition that equaled 1/3 height, removed sediment as part of maintenance on 2/4/2014 at 2 PM. All other silt fences on project site stayed intact and performing well.

Inlet Protection- Removed sediment from around inlets as part of maintenance. Bio-bags are clean and do not need to be replaced.

Check Dams shown on Sheet GA 4 needed to be replaced as there was excess sediment built up. Added more check dams in this ditch to minimize spacing between the check dams.

Construction Entrance-Slight tracking was observed adjacent to entrance on Sheet GA1. More vehicular traffic than normal, instructed crews to add gravel and to sweep the street manually as the area was really small.