



SUBJECT Erosion and Sediment Control Plans-Stamping Requirements	FINAL NUMBER GE 14-02(B)	EFFECTIVE DATE 06/18/2014	VALIDATION DATE	SUPERSEDES or RESCINDS
TOPIC/PROGRAM Erosion and Sediment Control	APPROVED SIGNATURE Original Signed By: Susan Haupt Geo-Environmental Section Manager			

WEB LINK(S)
<http://www.oregon.gov/ODOT/HWY/TECHSERV/Pages/technicalguidance.aspx>

PURPOSE

The preparation and implementation of an Erosion and Sediment Control Plan (ESCP) is an essential part of fulfilling the agency’s responsibilities required by the National Pollutant Discharge Elimination (NPDES), General Construction 1200-CA permit. There is a need to satisfy Professional of Record (POR) requirements, construction specifications and Contract Administration requirements, as well as providing protection for water bodies from sediment and other pollutants.

The intent of this Bulletin is to provide direction and clear roles and responsibilities necessary to meet the intent of the Construction Specifications and to comply with applicable licensed professional and environmental laws and regulations.

GUIDANCE

This Bulletin gives authority and direction to Project Team members to review, approve, modify and implement the ODOT approved ESCP on the project from beginning to completion.

DEFINITIONS

- BMP – Best Management Practices
- ESC – Erosion and Sediment Control
- ESCM – Erosion and Sediment Control Manager (Contractor/Consultant)
- ESCP – Erosion and Sediment Control Plan
- NPDES – National Pollutant Discharge Elimination System
- PM – Project Manager
- POR – Professional of Record
- REC – Regional Environmental Coordinator

BACKGROUND/REFERENCE

As per [TSB11-02\(D\)](#), a variety of work products require a seal of a POR (Engineer, Geologist, or Landscape Architect). In the case of temporary actions such as Erosion and Sediment Controls, Traffic Controls, etc., it is common understanding that the plans require modification based on contractor activities and site conditions.

Construction ESCP:

When the Contractor ESCP and Approval Form is reviewed and approved by the PMs Office, the Contractor's ESCP becomes the official Construction plan set for purposes of construction and compliance with specifications and permits. The ESCM shall be responsible for making changes and obtaining approvals from ODOT as needed.

Construction ESCP Updates:

For an ESCP, the changes are generally temporary in nature to minimize erosion and prevent sediment movement into water bodies or outside the project boundaries. These changes are generally minor in nature and may be necessary multiple times for the duration of the project. Update the ESCP monthly (to address project schedule, activities, weather conditions, etc.) and within 24 hours after changes or after major BMP modifications are implemented.

EXPLANATION

The minor changes identified below will be done at the discretion of the ESCM and concurrence of the PM based on site conditions and will not require review, approval and stamping by the POR.

Note: Categorizing of additional changes not identified below should be done in consultation with the POR.

Examples of Minor Changes:

- Adding/moving any or all ESC BMP (fences, inlet filters, check dams, plastic sheeting, etc.) to meet the site conditions.
- Decreasing disturbed areas or increasing vegetated buffer areas.
- Substituting/replacing a non performing BMP with an alternate effective BMP.
- Adding BMP to meet the needs of site conditions.

The major changes identified below will require review, approval and stamping by the POR:

Examples of Major Changes:

- Any significant changes in staging, project schedule, site disturbance limits, or other activities that are a variance from the sealed ESCP.
- Modifications to designed structures (features such as bio-swales, detention ponds, etc.).
- Any other requirements identified by the POR.

ESCP Update Submittals

Minor changes must be identified and documented on the ESCP within 24 hours of implementation. Copies of updated ESCP with minor changes must be submitted to the PM along with inspection reports.

Major changes made with concurrence from the PM must be submitted for approval to POR or POR Designee at least five days prior to implementation. Major changes cannot be implemented without an approval except for in cases when in the opinion of the PM that the change is immediately necessary to control the Work, the PM will coordinate with POR for all major changes.

RESPONSIBILITIES

Area/Tech Center Manager:

- Assure ESCP development process meets established criteria in the ESC Design Manuals, OR-Standard Specifications for Construction and to comply with NPDES permit conditions.
- Establish a review and approval process for Contractor's ESCP that includes the POR.

Professional of Record:

- Prepare ESCP in accordance with the established criteria in the ESC Design Manuals, OR-Standard Specifications for Construction and to comply with NPDES permit requirements.
- Review and approve Contractor ESCP before ground disturbances begin.
- Provide assistance to PM and other staff when requested.

Project Manager:

- Provide direction to Inspectors, RECs and ESCM as necessary to ensure compliance with NPDES 1200CA permit.
- Consult POR when assistance is needed or major changes are necessary.
- Provide periodic (as determined appropriate by the POR) updates to POR on minor changes.

Statewide ESC Program Coordinator:

- Provide technical assistance to POR, PM and other ODOT Staff when requested.

CONTACT INFORMATION

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