



**State of Oregon Department of Environmental Quality**  
**Change Order Summary**

Contact: [Regional Project Officer](#)  
 503-229-LOAN

The loan recipient completes and submits this form to the DEQ project officer with one copy of each referenced change order. DEQ written approval is required before executing any change that could alter project performance, or when a change order exceeds \$100,000 in either added or deducted costs for the construction portion of the project, excluding construction-phase design or inspection services.

Do not split related work into two change orders. Email correspondence providing sufficient detail of approved changes or the DEQ project officer or project engineer signature on the actual change order will constitute DEQ approval. Approval of change orders does not guarantee availability of funds beyond amount stated in loan agreement. Contact the project officer if additional funds are needed.

Project Title:	
CWSRF Loan Number:	
Change Order No.:	Change Order Amount:

Change Order Item Number	Category of Change Order (see below)	\$ Amount Increase/Decrease	Brief Description of Change Order Item

Category of Change Order

- (a) Differing site conditions
- (b) Error or omission in the plans and specs
- (c) Regulatory change
- (d) Design change
- (e) Overrun/underrun in quantities
- (f) Change in time of completion (specify)
- (g) Other (please explain)

**To be completed by the project designer or contractor:**

Will this change likely alter project performance?

Yes     No     Unknown

If yes, please

describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*DEQ Approval by:	Title:	Date:
Not Approved		

**\*340-052-0030**

**Meaning of Approval**

Approval of plans means that the Department has reviewed favorably the estimates, assumptions and the design presented in the specific project plans for reasonableness and practicality consistent with process technology and for the likelihood that the project may, if operated and maintained as proposed, achieve or maintain the desired result. Plan approval by the Department does not warrant that the facility will meet expectations. Plan approval does not negate the responsibility of the owner to provide additional facilities should the completed work fail to achieve design effluent parameters, unforeseen water quality violations occur, other operational problems develop, or treatment standards or requirements change. Review of non-process related aspects of the plans will be cursory, if reviewed at all, and not meant to assure adequacy of nonprocess related aspects of the design.

**Alternative formats**

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us)