

## CHAPTER 12A – DAILY REPORTS / DIARIES

Day-to-day records of Project activity and progress are extremely important. The Project Manager (PM) is responsible for ensuring Project Records are kept, and that they are accurate and adequate records of the progress of the Project.

The following forms are used to record project progress information:

- [General Daily Progress Report, form 734-3474](#), ([Structure Painting Daily Progress Report, form 734-1789](#), may be used for structural coating work)
- [Project Manager's Diary, form 734-3120](#)
- [Erosion Control Monitoring, form 734-2361](#)
- Turbidity Monitoring Report, form 734-2755

Use the most current forms available on the Construction Section Website at:

<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/HwyConstForms1.shtml>

### **12A-1 GENERAL DAILY PROGRESS REPORT /PROJECT MANAGER'S DIARY**

All personnel associated with the Project (*Inspector, Asst. PM, Project Coordinator, QCCS, etc.*) must use the [General Daily Progress Report form 734-3474](#), or the [Project Manager's Diary, form 734-3120](#) to record Project activities and events. The [Structure Coating Daily Progress Report, form 734-1789](#) may be used for structural coating work (*See Exhibit 12A(a)*). The PM must ensure that all appropriate information for a Project is recorded on a daily basis.

If the PM uses form 734-3474 (or 734-1789) (Daily) as well as form 734-3120 (Diary), the same information does not need to be recorded on both forms. The forms are meant to supplement each other, not to include duplicate information.

It is very important to record each days Work and the resources used for activities; **especially those that are impacting the Project schedule.** This needs to be done daily.

It is often beneficial to augment the record of events or situations with sketches, pictures, videotape recordings, or other methods.

On large Projects, each Inspector assigned to a major operation must keep a separate General Daily Progress Report or diary. The PM and other key Project personnel must record Project information, including:

- Weather, Contractor personnel, and Equipment (including a list of Equipment downtime and Subcontractors).

- Location and description of the Work and estimated quantities performed that day.
- Arrivals and departure of major Equipment.
- Condition of traffic control and Roadway. Also record significant changes or problems with traffic control and devices.
- Significant communications with the Contractor, especially those pertaining to Work schedule, Work methods, Materials, or payment.
- Orders and directives given the Contractor. The PM must also send a memo or letter to confirm significant verbal instructions or agreements.
- References to significant letters, minutes of meetings and attendees, reports, photographs, telephone conversations, etc.
- Disagreements with the Contractor over Work quality or performance, including rejected Work or Materials. List reasons for disagreement, and specific reasons why Work and/or Materials were rejected.
- Delays, difficulties, accidents, Utility damages, and other unusual conditions. Describe factors or conditions that may hinder the Contractor's operations and cause delays. Also include the time of suspending or resuming Work and explanations.
- Comparison between scheduled Work activities (from Contractor's schedule) and actual Work activities. Explain differences.
- Significant visits or communications within Agency or with FHWA, Utilities, local officials, or property owners.
- Days or periods when no Work is in progress or no Work was accomplished and reasons why.

The diaries and daily or other reports are meant to supplement each other and do not need to contain identical information. The daily diaries and reports are considered public records. Include only factual information in them. Do not include personal remarks and opinions regarding operations and/or personnel on the Project.

Submit the original General Daily Progress Reports and Project Manager Diaries with the final Project documentation. Arrange the reports in chronological order and assemble them into pads. [Daily Progress Report pad covers, form 734-1825D](#) may be used. On larger projects group General Daily Progress Reports by Inspector.

The PM must also ensure that other needed reports, including those discussed below are completed as required.

## **12A-2      TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC (TP&DT) DAILY REPORTS**

Some Projects require the Contractor to employ a Traffic Control Supervisor (TCS) to perform the duties specified in Section 00225.32 of the Contract.

One of the duties of the TCS is to complete, and submit to the PM, a daily report on the Project traffic control. The TCS must use the [TP & DT Daily Report, form 734-2474](#) (See Exhibit 12A(b)).

The PM must review the TP & DT Daily Reports to ensure that traffic control is properly performed and maintained. All problems that are identified must be immediately resolved by the Contractor.

Submit the original TP & DT Daily Reports with the final project documentation. Arrange the reports in chronological order and bind them into pads.

### **12A-3                    EROSION CONTROL MONITORING (NPDES Reports)**

The Department of Environmental Quality requires that construction activities, under the authority or jurisdiction of a public agency, comply with the National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit. Although the NPDES permit is issued to the public agency, it is incorporated into the Contract and the Contractor must comply with the terms of the permit.

The Agency has acquired an NPDES 1200-CA General Permit to accomplish construction activities on its Projects. That permit covers most Projects, but a special permit may be required for some Projects.

The PM must have a copy of the 1200-CA permit, or the special permit if one was secured for a specific Project, in order to provide information to the Contractor and to ensure that permit requirements are fulfilled. Section 00280 of the Contract requires the Contractor to comply with the provisions of the permit.

The Project Plans typically include an Agency-developed Erosion and Sediment Control Plan (ESCP). Because the Contractor's methods often require changes or modifications to the ESCP, the Contractor must modify the Agency-developed ESCP as needed. The PM must work closely with the Contractor to accomplish this, since the Agency is responsible for paying for erosion/sediment control devices according to the Contract.

The permit requires the Contractor to implement and maintain erosion and sediment control measures for storm water discharge. The PM must also ensure that adequate and proper erosion/sediment control devices are in place, operating properly, and maintained during the life of the Project.

The permit requires that site inspections be conducted and that reports of the inspections be prepared for active Projects.

Section 00280.62 requires the site inspections to be performed and the results recorded on [Erosion Control Monitoring, form 734-2361](#) (See Exhibit 2A(c)).

Ensure that the site is inspected and that these reports are completed according to the schedule requirements of the NPDS Permit. During active construction, retain the reports at the construction site.

The minimum monitoring requirements for all Projects include:

- Inspect all erosion control facilities at least once every seven (7) Calendar Days for active sites and every 14 Calendar Days for inactive sites.
- Inspect within 24 hours after more than 0.5 inches of rain within a 24 hour period.
- Inspect daily during stormy periods or periods of snow melt when runoff occurs daily.

Complete an Erosion Control Monitoring form 734-2361 for each inspection.

The PM must periodically, especially during or after significant weather events, inspect the erosion control devices to ensure that appropriate devices are in place, maintained, and functioning.

After construction is complete, submit the original Erosion Control Monitoring forms with the final Project documentation. Arrange the reports in chronological order and assemble them into pads.

#### **12A-4                   TURBIDITY MONITORING AND REPORTING (“In-water Work”)**

The [ODOT Technical Bulletin GE09-03\(B\)](#) defines the turbidity monitory requirements included in the Contract to comply with the Clean Water Act (CWA) Section 401 Water Quality Certification ([See Exhibit 12A\(d-1\)](#)).

This requirement will **only** apply to Projects with an Army Corps of Engineers CWA Section 404 permit/and or Department of State Lands (DSL) Removal/Fill permits. Turbidity monitoring and reporting is required for Projects with active “in-water” work when there is a potential for sediment discharge, and for Projects involving wetlands. The specific monitoring and reporting requirements will be defined in the Project Special Provisions and the Project-specific permits.

The PM must ensure that all required monitoring and reporting is done by the Contractor per the permit requirements. The Contractor will perform the turbidity monitoring and document the results on the [Turbidity Monitoring Report, form 734-2755](#) ([See Exhibit 12A\(d-2\)](#)) unless otherwise specified in the Project-specific permit(s).

The Turbidity Monitoring Reports must be kept on the Project Site and be available for inspection at all times. Failure to monitor and present the monitoring reports when requested by the appropriate agencies constitutes a violation of the 404-Permit and/or 1200-CA permit. This may result in enforcement action against the Contractor which may include civil penalties for each day of violation.

After construction is complete, submit the original Turbidity Monitoring Report forms with the final Project documentation. Arrange the reports in chronological order and assemble them into pads.

The [ODOT Geo-Environmental Section](#) is available for support and guidance to Consultants, Contractors and Agency staff on turbidity monitoring requirements.

## **12A-5 ACCIDENT INVESTIGATION AND REPORTING**

When an accident involving the travelling public or a pedestrian occurs within the limits of a construction Project, the PM or Inspector must investigate the accident to:

1. Ensure that the traffic control was and is operating adequately and properly. If the traffic control needs to be modified, the PM or Inspector must ensure that it is done immediately by the Contractor.
2. Record information that will allow the Agency to adequately defend itself in the event of legal action or an insurance claim. If possible take pictures and/or video of the accident site. Agency personnel may also be called to testify in private legal actions about conditions at the time of an accident.

If the Inspector was not at the Project Site when the accident occurred, the Inspector should discuss the situation with the Contractor to ensure that traffic control was proper. Record all information pertinent to the accident in the General Daily Progress Report and/or the Project Manager's Diary.

For traffic accidents involving injury or death, or those where the Agency may have legal liability (serious accidents), the PM must investigate the accident. The PM, when performing the investigation, must record all pertinent information in the General Daily Progress Report and/or the Project Manager's Diary regarding the accident, including:

1. Date, time, and location of accident.
2. Description of vehicles, names of drivers, occupants, or pedestrians, if known.
3. Condition of roadway and traffic at time of accident.
4. Traffic control configuration at time of accident, including description of Contractor Work activities.
5. Location and description of traffic control devices in the vicinity of the accident or that may have contributed to the accident.
6. Any changes that are made to traffic control because of the accident must also be described.
7. Complete a [Report of Motor Vehicle Accident or Hazardous Material Incident Observed or Investigated by Employee, form 734-3589](#), when required or requested to do so by others.

In addition, you may be required to provide:

1. A listing or diagram of temporary and permanent signs, with their legends, and their locations in the vicinity of the accident.
2. A listing or diagram of locations of other traffic control devices, including arrow boards, changeable message signs, lane transitions, etc.
3. A description of the condition of pavement markings in the vicinity of the accident.
4. Color photographs of the area around the accident site to depict the conditions at the time of the accident.
5. A copy of any accident report that the law enforcement officer may have completed.

If Agency personnel are at the accident site, they may be need to:

1. Assist in providing first aid if properly trained and/or getting medical help if needed.
2. Assist in arranging for traffic control unless law enforcement officers have taken over traffic control

In summary, the PM must ensure, when an accident occurs within a construction Project, that:

1. Traffic control is modified or improved, if needed, to improve traffic movement; and
2. Adequate information is recorded to allow the Agency to defend itself, or present information when requested, in legal action. Since this information is classed as public information, the Agency must normally produce it to interested parties upon request. The PM should contact the Contract Administration Engineer (CAE) if the PM has questions or feels the agency may have liability regarding such a request.

If some of the Contract Work was damaged by the accident, refer to *Chapter 31 - Protection of Work/Responsibility for Damages*.

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# GENERAL DAILY PROGRESS REPORT

<b>PROJECT NAME (SECTION)</b> CONSTRUCTION MANUAL FORM EXAMPLE	<b>CONTRACT NO.</b> C12345
<b>HIGHWAY</b> MAIN HIGHWAY	<b>FEDERAL AID NO.</b> X-STP-S001(2)
<b>CONTRACTOR OR SUBCONTRACTOR</b> PRIME CONSTRUCTION COMPANY	

WEATHER						NUMBER OF PERSONNEL AND MAJOR EQUIPMENT																								
CLEAR	FAIR	CLOUDY	SHOWER	RAIN	SNOW	SUPERVISORS	OPERATORS	TRUCK DRIVERS	LABORERS	SURVEYORS	TRAINEES	FLAGGER	PILOT CAR	MATERIALS TESTER	BACK HOE	BLADE	COMPACTOR	COMPRESSOR	CRANE	DISTRIBUTOR	DOZER	LOADER	PAVER	ROLLER	SCRAPPER	TRUCK (DUMP)	TRUCK (PICKUP)	TRUCK (WATER)	BELLY DUMPS	
TO 32	32 - 50	50 - 70	70 - 83	OVER 83																										
TEMP	STILL	LOW	MED	HIGH																										
WIND	DRY	LOW	MED	HIGH																										
HUMIDITY																														
CONTRACTOR/SUBCONTRACTOR						HOURS																								
Prime Construction						10	1	3	6	6	1							1					1	1	1				1	6
J&J Flagging						10	1					4																		
Hello Sign Company						8	1		2																		1			
Sub Surveying Company						4				2																				
Hi-Ho Testing Sub						10							2																	

LOCATION	AND/OR	DESCRIPTION OF WORK	ESTIMATED QUANTITIES		
			ITEM NO.	THIS DATE	TOTAL
Sta. 36+850 to 37+998	Temp. Flexible Pavement Marker Installation		0006	1969 ea	1969 ea
Sta. 36+850 to 37+998	Flaggers		0008	40 Hrs	176 Hrs
Sta. 36+850 to 37+998	Level 4 Dense Graded HMAc		0440	333.29 Ton	6984.99 Ton
36+00 - 38+00	Remove Existing Signs		0141	50%	100%

**REMARKS:** Include condition of traffic control and roadway; important discussions with contractor; rejected work or materials and reasons; delays, difficulties, accidents, utility damage and other unusual conditions and events; arrivals and departures of major equipment, visitors.

Paving started at 7:15 am. First subplot tested showed asphalt content at 0.2% above the upper specification limit. Asphalt adjusted at the plant. Compaction running at about 98% of MAMD. AC truck #23 broke down with HMAc load #13 on the way to the project. Rejected load #13. Paving went smoothly; will continue paving mainline tomorrow.

Hello Sign Company on project today to remove and reinstall existing signs. They will return tomorrow to install permanent signs. All sign locations have been staked.

Completed Employee Interview Report for J & J Flagging, Inc.

<b>PREPARED BY:</b> Phil Dirt	<b>CERT NO.</b> 2356	<b>SIGNATURE:</b> <i>Phil Dirt</i>	<b>SHIFT</b> Day	<b>S</b>	<b>M</b> X	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>WORK DATE</b> 3/2/2009
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USE BACK FOR ADDITIONAL REMARKS - SEE BACK

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<b>PROJECT NAME (SECTION)</b> CONSTRUCTION MANUAL FORM EXAMPLE	<b>WORK DATE</b> 3/2/2009
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**REMARKS CONTINUED**

Sub Surveying on the project to set centerline points on mainline and CB Line. Striping laid out and ready for permanent pavement striping. Prime Construction Supervisor (Joe Smiley) informed me that the permanent pavement striping on the CB line will be completed tomorrow.

TRAFFIC CONTROL (TP & DT)  
ALL TP & DT ITEMS HAVE BEEN INSPECTED AND FOUND TO BE SATISFACTORY     YES     NO, IF NO EXPLAIN BELOW

**MATERIALS REJECTED**  
Load #13 HMAC, 24.02 Tons. Truck broke down on the way to the project; mix was well below minimum temperature.

**EQUIPMENT**

**EFFECTS ON WORK (WEATHER, ACCIDENTS, BREAKDOWNS, DELAYS, PERSONNEL, ETC.)**

**PROJECT VISITORS**  
Region 2 Safety Officer, Sam Sneed

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# TP & DT DAILY REPORT

<b>PROJECT NAME (SECTION)</b> CONSTRUCTION MANUAL FORM EXAMPLE		<b>DATE</b> 3/5/2009	<b>CONTRACT NO.</b> C12345	
<b>TECHNICIAN</b> JOAN CONEY	<b>DAY</b> <input type="checkbox"/> S <input checked="" type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	<b>TEMPERATURE</b> HIGH 78 ° LOW 48 °		<b>TCS</b> RONALD PYLON
<b>WEATHER</b> <input type="checkbox"/> CLEAR <input checked="" type="checkbox"/> PT. CLOUDY <input type="checkbox"/> CLOUDY <input type="checkbox"/> RAIN <input type="checkbox"/> SNOW		<b>WIND CONDITIONS</b> <input type="checkbox"/> CALM <input checked="" type="checkbox"/> LIGHT <input type="checkbox"/> STRONG		<b>ARRIVAL TIME</b> 6:30 AM
<b>TODAY'S OPERATIONS</b> Moved message board from SB to work area inside barrier at Sta. 36+850 to announce ramp closure tomorrow.  Repaired several damaged signs and remounted.  Early morning: moved barricades at Home Town exit ramp "A"-side to allow beam trucks entry.  Moved barricades at Capital City exit "B"-side for paving trucks. Closed other ramp for paving.				<b>DEPARTURE TIME</b> 7:15 PM
<b>TRAFFIC CONTROL PLAN USED</b>				
<b>NUMBER</b> NB LT NB 2	<b>LOCATION</b> Sta. 36+850 to 38+900			
<b>NUMBER</b> NB LT D3	<b>LOCATION</b> Sta. 37+330 to 38+430			
<b>NUMBER</b>	<b>LOCATION</b>			

	NUMBER USED	ALL CORRECT	MISSING/DAMAGED
PILOT VEHICLE	1	Yes	
FLAGGERS	2	Yes	
CONSTRUCTION SIGNS	24	Yes	Sign mount repaced at 5:05 pm
BARRICADES	4	Yes	
DRUMS	20	Yes	1 damaged; replaced at 5:30 pm
VERTICAL PANELS			
TUBULAR TRAFFIC MARKERS	180	Yes	
ARROW BOARD	4	Yes	
VARIABLE MESSAGE BOARD MESSAGE	2	Yes	
TEMPORARY CONCRETE BARRIER			
OTHER			

<b>LOCATION (STATION #) OF MISSING OR DAMAGED DEVICES</b>			
<b>MAINTENANCE CORRECTIONS OR REPLACEMENT</b> Made periodic drive-thrus to maintain closures			
<b>DATE LAST CLEANED</b>	<b>LIGHTS NUMBER</b>	<b>ALL CORRECT</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>MISSING OR DAMAGED</b>
<b>LOCATION (STATION #) OF MISSING DAMAGED</b> Home Town Exit			
<b>MAINTENANCE CORRECTIONS OR REPLACEMENT</b> 4:45 pm: Driver fell asleep, went into ditch and hit edge of pavement and flipped over. He walked away. 1 barrel was destroyed and 1 sign mount damaged. Replaced both before leaving job site.			
<b>SIGNATURE OF TCS</b> <i>Ronald Pylon</i>			<b>DATE</b> 3/5/2009


SUBMIT ORIGINAL TO PROJECT MANAGER







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 <b>OREGON DEPARTMENT OF TRANSPORTATION</b>		<b>TECHNICAL SERVICES</b>		
<b>Geo-Environmental Section</b>		<b>BULLETIN</b>		
<b>SUBJECT</b> Turbidity monitoring for permitted in-water work and construction related discharges	<b>FINAL NUMBER</b> GE09-03(B)	<b>EFFECTIVE DATE</b> 01/30/2009	<b>VALIDATION DATE</b> 00/00/0000	<b>SUPERSEDED or RESCINDED</b> New
		<b>WEB LINK(S)</b> <a href="http://www.oregon.gov/ODOT/HWY/TECHSERV/techguidance.shtml">http://www.oregon.gov/ODOT/HWY/TECHSERV/techguidance.shtml</a>		
<b>TOPIC PROGRAM</b> Erosion Control Program	<b>APPROVED SIGNATURE</b>  H.A. (Hal) Gard, RPA Geo-Environmental Manager			

**PURPOSE**

To establish guidelines and direction for Region technical staff and Construction Project Managers on compliance with the monitoring and reporting requirements of Clean Water Act (CWA) Section 401 Water Quality Certification. This guidance is for construction projects with CWA Section 404 permits and/or Department of State Lands (DSL) Removal/Fill permit conditions for construction projects during in-water work activities where there is potential for sediment discharges into waters of the state.

**NOTE:** Activities and discharges related to construction projects regulated by the National Pollutant Discharge Elimination System-General Construction Permit 1200-CA permit issued by DEQ may require turbidity monitoring to protect and prevent violations of state water quality standards. Those specific requirements are not addressed in this Bulletin. The Erosion and Sediment Control monitoring report (Form# 734-2361) may be used or modified (<http://www.odot.state.or.us/forms/odot/highway734/2361.xls>) to meet the turbidity requirements of the 1200-CA permit.

**GUIDANCE**

**Monitoring Responsibility**

Turbidity monitoring and reporting is required for construction projects for active in-water work, when required by a condition of a permit, and when there is potential for sediment discharges to surface waters.

**Monitoring Frequency, Reporting and Record Keeping**

1. Projects covered by CWA Section 404 Nationwide Program (NWP) permits shall conduct turbidity monitoring in accordance with the protocol described in the attached report (<http://www.odot.state.or.us/forms/odot/highway734/2755.xls>).
2. Projects covered by CWA Section 404 Individual permits shall conduct turbidity monitoring and reporting as described in the CWA Section 401 Water Quality Certification issued for the project.

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3. Projects covered solely by a Department of State Lands (DSL) Removal/Fill permit shall conduct turbidity monitoring and reporting as described in the permit conditions.
4. Monitoring shall be documented in the approved Form # 734-2755 (link to form is provided in Bullet 1) unless otherwise specified in the project-specific permit(s).
5. All monitoring forms/reports are to be kept on site and available for inspection.

**Turbidity Control During Construction**

1. Best Management Practices (BMP's) shall be implemented, upgraded and documented as needed to meet the turbidity criteria of the permit/s.
2. Activities should be stopped as directed by permit conditions or when not complying with conditions and all relevant agencies notified immediately.

***DEFINITIONS***

**In-water Work:** Activities conducted below the ordinary high-water elevation.

**Turbidity Monitoring Report:** A report that updates the status of the site's success in meeting permit requirements. It is either submitted to regulatory agency per request or reviewed by the regulatory staff at the time of inspection. Monitoring reports also include recommendations for maintenance or other site actions needed to comply with permit conditions.

***BACKGROUND/REFERENCE***

Certified categories of Nationwide Permits obtained from the Corps for in-stream work contain CWA Section 401-water quality certification conditions from the OR-Department of Environmental Quality (DEQ). The certification requires turbidity monitoring and prevention to protect state water quality. Temporary exceedances of State turbidity standards are allowed for permitted actions if the project immediately implements BMPs to cease or minimize the amount of turbidity created.

Please follow monitoring, BMP implementation and work stoppage instructions in Form# 734-2755 for all certified categories of Nationwide Permits from the Corps.

Similar conditions apply to Individual Permits with individual 401 Certification, but the duration and magnitude of exceedances and compliance point distance may vary. Monitoring reports must reflect the specific monitoring intervals and compliance distances.

***RESPONSIBILITIES***

Geo-Environmental (GE) Section will:

1. Develop a standardized monitoring/reporting form for NWP permits (attached-see Bullet 1-Monitoring Frequency, Reporting, and Record Keeping).
2. Provide support and guidance to consultants, contractors and regional staff on turbidity monitoring requirements.

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3. Research and provide guidance to regional staff on the purchase of equipment for turbidity monitoring.
4. Update the standard specifications-Section 00280 and Section 00290 to include appropriate language to include turbidity monitoring.

**Regions will:**

1. Appoint designated staff to oversee the turbidity monitoring and documentation responsibilities.
2. Implement standard specifications developed for contractual as well implementation purposes.
3. Coordinate with GE regarding turbidity exceedances and BMP implementation.
4. Partner with and provide feedback to GE on improvements made to comply with the permit requirements.
5. Communicate all changes to permitted activities with Corps, DSL and GE and the required approvals obtained prior to implementing them in the field.

**Construction Project Managers will:**

1. Ensure monitoring and reporting is done per permit requirements by the contractor.
2. Complete a no cost change order for projects that are in construction, to ensure currently required monitoring is reported on the Turbidity Monitoring Report.
3. Ensure that construction inspectors are familiar with the requirements of this bulletin.

***SPECIAL INSTRUCTIONS***

Failure to monitor and present the monitoring reports when requested by the appropriate agencies constitutes a violation of the 404-Permit and/or 1200-CA permit. This may result in enforcement action which may include civil penalty assessment for each day of violation.

***CONTACT INFORMATION***

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