CHAPTER 12A
DAILY REPORTS / DIARIES

Day–to-day records of Project activity and progress are extremely important. The Resident Engineer (RE) is responsible for ensuring Project Records are kept, accurate, and adequate records of the progress of the Project.

The following forms are used to record project progress information, and are discussed in detail in this chapter:

- 12A-1: General Daily Progress Report, form 734-3474, (Structure Coating Daily Progress Report, form 734-1789, may be used for structural coating work)
- 12A-2: Traffic Control Inspection Report, form 734-2474
- 12A-3: Erosion Control Monitoring, form 734-2361
- 12A-4: Turbidity Monitoring Report, form 734-2755
- 12A-5: Report of Motor Vehicle Accident or Hazardous Material Incident Observed or Investigated by Employee, form 734-3589 and Report of Damage to Highway Structure, form 734-3373

The most current forms are available on the Construction Section Website.

12A-1 General Daily Progress Report / Project Manager's Diary

As discussed in Chapter 3 - Delegation of Authority, an Agency employee Personnel associated with the Project (Inspector, Asst. RE, Project Coordinator, QCCS, etc.) must use the General Daily Progress Report form 734-3474. The Structure Coating Daily Progress Report, form 734-1789 may be used for structural coating work. The RE must ensure that required information for a Project is recorded on a daily basis.

If the RE uses form 734-3474 or 734-1789 (Daily), 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 day's 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, photos, video recordings, or other methods.

For large Projects, each Inspector assigned to a major operation must keep a separate General Daily Progress Report or diary. The RE 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 changes or problems with traffic control and devices.
- Communications with the Contractor, especially those pertaining to Work schedule, Work methods, Materials, or payment.
- Orders and directives given the Contractor. The RE must also send a memo or letter to confirm significant verbal instructions or agreements.
- References to 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 based on Contractor's schedule and actual Work activities. Explain differences.
- 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 daily 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 with the final Project documentation in accordance with e-Construction protocol. [Refer to Chapter 37 – Submittal of Final Project Documentation.]

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

12A-2 Traffic Control Inspection Report

Some Projects require the Contractor to employ a Traffic Control Supervisor (TCS) to perform the duties specified in Subsection 00223.31 of the Contract.

One of the duties of the TCS is to prepare and sign a report on the Project traffic control, and submit it to the RE no later than the end of the next TCS construction work shift. The TCS must use the Traffic Control Inspection Report, form 734-2474.

In accordance with Subsection 00221.60 and 00221.90(b), when the bid schedule does not include an item for a TCS, the Contractor's Superintendent or designee will perform the daily traffic control inspection, monitoring, and reporting each working day.

The RE must review the Traffic Control Inspection Reports (TCIRs) to ensure that traffic control is performed and maintained as required. Identified Traffic Control issues must be immediately resolved by the Contractor. Contractor-provided photos accompanying TCIRs should include the general setup, TPAR before/after work, and any photos of incidents/happenings as applicable during the Project (Incident photos should not be of the incident itself necessarily, but of the global traffic control setup during the incident: signs, cones, equipment, etc.).

For work zone safety purposes, near misses correlating to the traffic control configuration are required to be documented by the Contractor on the applicable TCIR. At the end of the Project, the RE will summarize near miss data on the Resident Engineer Narrative, form 734-2756. [Refer to Chapter 37 - Submittal of Final Project Documentation]

The RE will submit the original Traffic Control Inspection Report, form 734-2474, with the final Project documentation in accordance with e-Construction protocol. [Refer to Chapter 37 – Submittal of Final Project Documentation.]

12A-3 Erosion Control Monitoring

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 permit requires the Contractor to implement and maintain erosion and sediment control measures for storm water discharge. The permit also requires site inspections and monitoring reports be prepared for active Projects.

The Project Plans typically include an Agency-developed Erosion and Sediment Control Plan (ESCP). If changes are made, the Contractor is required to submit an updated ESCP.

The Contractor is required in 00280.62 to perform and document site inspections. Completed Erosion Control Monitoring, form 734-2361 for each inspection must be submitted to the Engineer.

Throughout the Project, the RE must:

- Work closely with the Contractor when modifications are made to the ESCP or the erosion/sediment control devices.
- Assess and inspect the erosion control devices that are in place, operating as required and maintained throughout the Project in accordance with NPDES permit conditions.
- Complete an Environmental Construction Inspection Report Form 734-2902 for each inspection.
- Make certain the Contractor has inspected and submitted the Erosion Control Monitoring reports according to the schedule requirements of the NPDES Permit.
- Consider withholding payment or suspension of Work for noncompliance issues such as missing erosion control monitoring reports and deviations from the ESCP, among other consideration by the RE
- If a discrepancy or an issue arises on the Project, contact the Region Environmental Coordinator.

During active construction, a copy of the approved ESCP with updated changes must be kept at the construction site.

After construction is complete, submit the Erosion Control Monitoring forms with the final Project documentation in accordance with e-Construction protocol. [Refer to Chapter 37 – Submittal of Final Project Documentation.]

12A-4 Turbidity Monitoring and Reporting

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.

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 RE must ensure that 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 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 times in either electronic or hard copy form.

After construction is complete, submit the original Turbidity Monitoring Report forms with the final Project documentation in accordance with e-Construction protocol. [Refer to Chapter 37 – Submittal of Final Project Documentation.]

The ODOT 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 a serious or fatal accident involving the traveling public or a pedestrian occurs within the limits of a construction Project, the RE or Inspector must investigate the accident:

1. To assess this whole section. Remember, don't move anything until documented.
2. To record information that will allow the Agency to adequately defend itself in the event of legal action or an insurance claim. Take pictures and/or video of the accident site.

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. For more information regarding Project safety and reporting requirements, refer to Chapter 17 – Safety.

Complete an investigation and Report of Damage to Highway Structure, form 734-3373. Submit the form, along with any accident photos and police reports to the Claims Against Others (CAO) Coordinator. Any questions regarding this process should be directed to the CAO Coordinator at (503) 986-3040. [Refer to Chapter 31 – Protection of Work / Responsibility for Damages.]