December 12, 2014

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**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DESCRIPTION</th>
<th>EFFECTIVENESS</th>
<th>DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various locations</td>
<td>Compost Blanket</td>
<td>Good</td>
<td>3/2 to 3/8</td>
</tr>
<tr>
<td>Various locations</td>
<td>Compost Berm</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Various locations</td>
<td>Inlet Protection</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Various locations</td>
<td>Plastic sheeting</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Various locations</td>
<td>Construction entrances</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Various locations</td>
<td>Bio filter bags</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Various locations</td>
<td>Straw Wattles</td>
<td>Good</td>
<td></td>
</tr>
</tbody>
</table>

**VISIBLE OR MEASURABLE EROSION LEAVING THE CONSTRUCTION SITE**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DESCRIPTION</th>
<th>EFFECTIVENESS</th>
<th>DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>565+00</td>
<td>Existing storm line broke then repaired</td>
<td>yes</td>
<td>3-Mar</td>
</tr>
</tbody>
</table>

**RECEIVING WATERS:**

**NAME OF CREEK, RIVER OR LAKE ETC.**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>OBSERVATIONS/TAKEN</th>
<th>DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cow Creek</td>
<td>Color and clarity upstream and downstream of project is same</td>
<td>3/2 to 3/8</td>
</tr>
</tbody>
</table>

**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, nadles, and other BMP. Check and maintain plastic on stock piles. 3/6 clean all inlet bags. Work on stopping reals.

**RAINFALL REPORTING STATION**

<table>
<thead>
<tr>
<th>Job Trailer</th>
<th>24-HOUR RAINFALLS</th>
<th>ENDING DATES</th>
<th>MONITORING PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.43 0.47 0.1 1.1 0.1 0 0.3</td>
<td>3/2/14 3/3/14 3/4/14 3/5/14 3/6/14 3/7/14 3/8/14</td>
<td>3-2-14 THRU 3-8-14</td>
</tr>
</tbody>
</table>

**MINIMUM MONITORING AND REPORTING REQUIREMENTS:** Inspect erosion control facilities at least every 7 calendar days on active sites and two weeks on inactive sites. Inspect daily during storm water or 24-hour rainfall and within 24 hours after more than 0.1 inch (25 mm) of rain per 24 hour period. See contract subsection 00200.30(e) for additional information. Furnish a completed copy of this report to DEQ upon their request.
Example 2: Expected Report

EROSION CONTROL MONITORING

PROJECT NAME (SECTION)
Mission Sheet Realignment

HIGHWAY
HWY-22

COUNTY
Macon

CONTRACT NO.
C-9999

EROSION & SEDIMENT CONTROL MGR (ESCM)

NAME & TITLE:
Raghu Namburi

EROSION CONTROL FACILITIES AND ACCESS ROAD SURFACING

LOCATION
GA-1,3,4,5 Silt Fences

DESCRIPTION
Good

EFFECTIVENESS
2/1 9AM

LOCATION
GA-3,5 Inlet Protection

DESCRIPTION
Good

EFFECTIVENESS
2/1

LOCATION
GA-3,4,5 Check Dams

DESCRIPTION
Replaced

EFFECTIVENESS
2/1

LOCATION
GA-1,3 Construction Entrance

DESCRIPTION
Good

EFFECTIVENESS
2/1

LOCATION
GA-5 Straw Wattles (Barrier)

DESCRIPTION
Good

EFFECTIVENESS
2/1

LOCATION

DESCRIPTION
Visible or measurable erosion leaving the construction site

EFFECTIVENESS

DATE(S)

GA-1 No tracking

Good

2/1

GA-3 No tracking

Good

Entire site no sediment leaving the construction site

RECEIVING WATERS:

NAME OF CREEK, RIVER OR LAKE ETC.

LOCATION - UID
Upstream

OBSERVATION/TAKEN
Clear

DATE(S)
2/1

Downstream

Clear

2/1

COMMENTS AND GENERAL SITE CONDITIONS:
Check dams on GA-1 replaced at 10AM 2/1/2014. Bio-bag broke loose and the contents spilling out.

Rainfall data is collected daily at 7:30AM. (Approximate Time)

RAINFALL REPORTING STATION

ON-SITE

24 HOUR RAINFALLS

0-2" 0-3" 0-4" 0-7" 0-1" 0-3" 0-2"

END DATE

21 2/1 2/3 2/4 2/5 2/6 2/7

PREPARED BY
Raghu Namburi

CERT NO.
1234 (503)986-3551

TELEPHONE NUMBER

MONITORING PERIOD
2/1 - 2/7

MINIMUM MONITORING AND REPORTING REQUIREMENTS: Inspect all erosion control facilities at least every 7 calendar days on active sites and twice weekly 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 C22993.36(a) for additional information. Furnish a completed copy of the report to DEQ upon request.

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.

204-0201 (5-05)
Weekly inspections are performed every Monday and as needed when any unusual or abnormal conditions are observed. The contractor is responsible for maintaining the quality of site conditions. The inspector will make notes on site conditions and any necessary actions. The contractor will be notified of any required actions.

Example 2 - Completed Form
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.