

SUBJECT: OOC Environmental Stewardship Plan / Erosion and Sediment Control / Stormwater Management



FORM NO: OOC60, OOC61/QA-1, OOC62/QA-3 & OOC63

**A. SPECIFICATIONS:**

All erosion and sediment control (ESC) measures and devices shall be constructed in conformance with the latest edition of the Standards and Specifications for Soil and Erosion Control published by the Maryland Department of the Environment (MDE) as called for in the plans or Invitation for Bid (IFB), and all revisions and modifications included in Section 308 of the SHA Standard Specifications for Construction and Materials, Plans, Special Provisions, and required permits included in the IFB.

The required permits and status of the permits can be found in the IFB. The Construction Project Engineer (CPE) will check on the permits as a first order of work.

All necessary permits are required to be approved before bid opening and therefore will be in the IFB. No work can commence without the approved required permit(s). For questions regarding the required permit(s) for sediment and erosion control, contact OHD-Highway Hydraulics and for other required permits, contact the Office of Environmental Design. Be advised that the US Army Corps of Engineers (USACE) and the National Pollution Discharge Elimination System (NPDES) permits are required to be posted at the site. The Engineers' Office bulletin board is an acceptable location.

<u>FORM No</u>	<u>TITLE</u>
OOO 60	Erosion / Sediment Control and Stormwater Management Field Investigation Report
OOO 61 / QA-1	Independent Quality Assurance Erosion / Sediment Control and Stormwater Management Field Investigation Report
QA-2	National Pollutant Discharge Elimination System (NPDES) and Stormwater Management (SWM) Evaluation Report
OOO 62 / QA-3	Request for Revision of Environmental Plans / Permits
OOO 63	Application for a Permit to Operate a Borrow Pit <i>(not revised at this time)</i>

**B. GENERAL:**

The Office of Construction (OOO) is committed to delivering highway construction projects which serve and enhance the environment.

**C. PURPOSE:**

To establish procedures to protect the lands and waters of Maryland from erosion and sediment by implementing and maintaining effective erosion and sediment control measures and constructing effective stormwater management facilities in conformance with the Contract Documents.

**D. PROCEDURE:**

The SHA will invite the Regional Environmental Coordinator (REC) to all Pre-Construction conferences to provide appropriate input to expedite construction. The REC will require seven working days notice prior to attending any scheduled meetings.

The Office of Environmental Design (OED) will assign an REC to the project. The following procedures will be strictly enforced:

1. **Erosion and Sediment Control Field Meeting**

At least seven working days prior to the Contractor starting work, the CPE will conduct the meeting as follows:

The CPE will notify the following representatives of the date, time and location of the meeting:

- a. OOC Regional Construction Engineer (RCE)
- b. OED Regional Environmental Coordinator (REC)
- c. Federal Highway Administration (FHWA) Area Engineer, if applicable
- d. Project Field Inspectors
- e. Contractor's, Superintendent, foreman and
- f. Erosion and Sediment Control Manager (ESCM)
- g. Erosion and Sediment Control (ESC) Subcontractor, if applicable
- h. District Area Engineer
- i. Environmental Monitor (if assigned)

The following topics will be discussed:

Lead by the Construction Project Engineer:

- a. Conduct introductions of all meeting attendees and describe their role and responsibilities
- b. Identify the ESCM, the Contractor's superintendent, the SHA ESC inspector for the project. Gather copies of both the MDE Responsible Personnel "Green Card" and the SHA ESC "Yellow Card" credentials for each and save for project file.
- c. Review the ESC plans in its entirety.
- d. When applicable, review the authorized impact plates included in the MDE/ACOE 'Wetland and Waterway' permit(s) for limit of disturbance consistency with both the roadway/bridge plans and the ESC plans.
- e. Review the waterways/wetlands and adjoin properties to be protected.
- f. Review Contractor's ESCM's daily inspection reporting requirements.
- g. Review Contractor's schedule and the Contractor's proposed methods to implement the ESC plan included in the Contract Documents. Any revisions to the ESC plan will require formal submission and written approval prior to implementation.
- h. Review Limits of Disturbance (LOD) demarcated as specified in Contract Documents.
- i. Review the Contract Documents.
- j. Review what is required to complete Form OOC60.

Lead by Regional Environmental Coordinator:

- k. Review Form OOC61 / QA-1 with SHA and Contractor in detail to ensure familiarity. Discuss any unique items that may be relevant to the project and how they will fit into the points system.
- l. Review Form QA-2 with SHA and Contractor in detail to ensure familiarity.
- m. Review Form OOC62 / QA-3 with SHA and Contractor if a modification is necessary and all stakeholders agree, provide guidance on the proper process.
- n. Where applicable, Review the Standard Inspection Form for MDE General Permit for projects that have an NPDES permit and discuss the conditions that may create notifications to MDE.
- o. Installation of control measures relevant to the project.
- p. Procedures for inspections of environment features (implementation and maintenance)

- q. Provide MDE Field Compliance Specialist name and office numbers if they are not present.
- r. Review the MDOT Standard Specifications for Construction and Materials Section 308 (SHA Yellow Card Program), if necessary.
- s. Discuss the incentives and liquidated damages set forth by the contract documents.
- t. Establish the project protocol for notifications to MDE (such as, trigger event, upset and bypass).
- u. Review the Sequence of Construction for each of the stages/ phases of work, the submitted ESC schedule and also the planned installation of ESC controls. Verify if there are no issues with the planned schedule of work or required controls.
- v. Read and review all permits for the project and discuss the key points. Some of these permits will be, but are not limited to, MDE General Permit, NPDES, DNR Tree or Reforestation Permit, US Army Corps of Engineers, etc.
- w. Review the specification Section 107.03.09 related to demarcation of resources on the project.
- x. Provide environmental contact information for permit related issues and questions.
- y. Verify where contractor will be staging or stockpiling materials.
  - i. If inside LOD and on plans, then review controls.
  - ii. If the area is outside of the LOD, then advise the Contractor that approvals or permits may be required per specifications.
  - iii. If contractor has an agreement with private landowner, then CPE needs a copy of their agreement in writing and if applicable, would also need a copy of the landowner's permit from the local County's Soil Conservation District (to receive fill, for example). If this is the case, then REC has no further responsibility and shall not enter private property to inspect.
  - iv. A copy of the permit will need to be in the SHA field records as well as a copy of the written agreement with any property owner. Look at the disturbance on the General Notes on the plans for verification of disturbance as it relates to the NPDES.
- z. If applicable, review Form OOC63 and discuss the specification as they relate to borrow if material is to be brought to the project from off-site and the tracking of these materials.
- aa. Discuss the specification as they relate to waste material and proper disposal.
- bb. Discuss any other environmental documentation.

The CPE will record the minutes of the meeting. Copies are to be placed in the project file and distributed to the District Engineer, and all representatives required to attend.

## 2. Inspection Guidelines

The CPE will assign personnel to accomplish the following inspection requirements:

- a. Initial installation
- b. Maintenance of devices
- c. Pre-storm inspection
- d. Post-storm inspection
- e. Weekly compliance inspections
- f. Offsite permits and permit conditions (borrow pits, waste areas, etc.)
- g. Reviewing contractor's ESCM's daily reports
- h. Monitor environmental impacts (temporary and permanent)
- i. Permit related reporting.

All inspections by project staff will be recorded on Form OOC60, with a reference to the IDR for that date.

Periodic inspections will be made by the REC using Form OOC61/QA-1. Copies of the report will be distributed as noted on the form and within this directive.

### 3. **Construction Procedures**

The inspection staff will ensure that the Contractor's operations are in sequence and in compliance with the Contract Documents.

### 4. **MDE Responsibility**

MDE continues to be charged with strict enforcement to guard against erosion and sedimentation. MDE enforcement officers may conduct regular inspections in company with the CPE or ESC Inspector, in addition to the REC. They may also continue to attend appropriate meetings.

MDE inspection findings will be reviewed with the CPE. When corrective action is required, prompt action is to be initiated by the CPE.

Copies of all MDE inspection reports issued to the project are to be forwarded to the REC assigned to the project.

Requests for additional work, work not shown or included in the Contract Documents, and item overruns must be referred to the District Engineer by the CPE.

MDE enforcement officers may be contacted by calling the MDE notification number specified in the Contract Documents.

### 5. **Erosion and Sediment Control Plan**

The ESC plan and sequence of construction was developed by SHA for implementation by the Contractor. The Contractor shall implement the E & S plan included in the Contract Documents. Adjustments or changes to sediment control devices may be made with proper approvals. See Form OOC62 / QA-3 Request for Revision of Environmental Plans / Permits.

### 6. **Erosion and Sediment Control Plan – Design-Build Contracts**

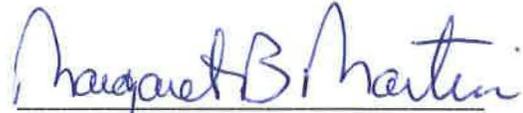
The requirements for E & S plan and sequence of construction for design-build contracts will be included in the Contract Documents.

### 7. **E & S Rating Forms**

Form OOC60 may be used by the CPE or the contractor to self-rate the project. The REC will use an identical version, the electronic Form OOC61 / QA-1 in the REC's Toolkit.

The REC's rating is the official rating for the project, potentially carrying penalties for non-compliance. The CPE's and the contractors' use of the rating form is as a means to ensure that the project is in compliance at any point in time.

Contact the Regional Construction Engineer to resolve any questions that you may have concerning this directive.



Margaret B. Martin, PE  
Deputy Director/Field Operations

**APPROVED:**



Steven Marciszewski  
Director, Office of Construction