

Effective June 1, 2016

SCDOT Sediment and Erosion Control Procedures Guidance Document

Construction Projects

The SCDOT construction plans, with the appropriate sediment and erosion control Best Management Practices (BMPs) included, are the official Storm Water Pollution Prevention Plan (SWPPP) for the project.

- **Preconstruction Meeting** – The Resident Construction Engineer (RCE) will hold a Preconstruction Meeting which the prime contractor must attend. During the Preconstruction Meeting, the SWPPP will be explained.
- **Contractor Certification Form** - The prime contractor must sign a Contractor Certification Form, Form 800.06 prior to any work being performed on the project. It is preferred that it be signed at the Preconstruction Meeting.
- **NPDES Land Disturbance Permit** – If a project disturbs 1 acre or more **anywhere in the State**, a Notice of Intent (NOI) will be submitted to the South Carolina Department of Health and Environmental Control (DHEC) for coverage under the NPDES Construction General Permit for SCDOT SCR160000 (DOTCGP). **However, the permitting threshold drops to ½ acre or more disturbed area** if the project is within ½ mile of a receiving waterbody in one of the eight coastal counties (Horry, Georgetown, Berkeley, Dorchester, Charleston, Colleton, Beaufort and Jasper). The NOI will be signed by the preparer of the SWPPP and the Director of Construction (DOC). The signed NOI will be submitted to DHEC by the DOC.
- **DHEC Coverage Letter** - DHEC issues a Coverage Letter once the NOI has been reviewed. This letter will be sent to the DOC granting permit coverage. The DOC will forward a copy of the signed NOI and DHEC Coverage Letter to the RCE.
- **Roles and Responsibilities** – The Project Inspector is responsible for conducting the day to day inspections and testing requirements on the project. This includes monitoring the installation of sediment control and erosion control BMPs and performing the weekly inspection of erosion control measures to ensure compliance with the plans, specifications and permits. The Project Inspector reports to the RCE, who manages the activities on multiple construction projects in their county or area of responsibility. The Project Inspector will report all issues of non-compliance to the RCE who is responsible for all activities on the project and has day to day operational control. The RCE reports to one of the seven District Construction Engineers (DCE) depending on the county and

Engineering District in which they are assigned. The DCE is responsible for ensuring that all of the RCE's in their District manage their projects effectively and comply with all rules and regulations. The RCE will keep the DCE informed of erosion control issues on projects. The DCE reports to the District Engineering Administrator (DEA) who manages all Construction, Maintenance and Traffic issues in their respective engineering district. The DCE will keep the DEA informed of any issues that are not being resolved in a timely manner. The Director of Construction (DOC) provides general oversight and support of the statewide construction program for all Districts. The DCE and DEA will inform the DOC, Stormwater Manager (SWM), and Environmental Compliance Manager (ECM) of all issues as they arise. The DOC will coordinate information with the Chief Engineer for Project Delivery (CEPD), Chief Engineer for Operations (CEO), Deputy Secretary for Engineering (DSE) and the Secretary of Transportation, as necessary, depending on the issue.

- **Sediment and Erosion Control Site Inspection Report** – A Sediment and Erosion Control Site Inspection will be performed on all projects that have land disturbing activities, regardless of whether an NOI is required. These inspections will be recorded on the Sediment and Erosion Control Site Inspection Report, Form 800.02. These projects will be inspected a minimum of every 7 calendar days by a Certified Erosion Prevention and Sediment Control Inspector (CEPSCI) or by a Registered South Carolina Professional Engineer (PE). One of these certified SCDOT representatives will perform the inspections and will sign the inspection report at the conclusion of the inspection. If a deficiency is found, the SCDOT representative will bring the deficiency, and the time frame of correction, to the contractor representative's attention at the conclusion of the inspection. The SCDOT representative will provide a copy of the inspection report to the contractor's representative in a timely manner. The inspection frequency may be increased if additional erosion control deficiencies develop within the normal 7 calendar day time frame.

NOTE: The contractor's representative is not required to attend the inspections, but will be encouraged to do so.

BMP's will be recorded on the inspection report as the devices are installed on the project. BMP's will be assigned an Item Number as they are recorded on the inspection report. The assigned Item Number will correspond to that particular BMP for the life of the project. When inspections are performed, each BMP will be inspected and it will be noted if it is deficient or not deficient. All deficiencies will be assigned a Priority 1 or 2. A Priority 1 deficiency is defined as a situation where sediment has left the project, the BMP has failed and/or the BMP has reached its capacity. A Priority 2 deficiency is defined as anything that is not a Priority 1 deficiency. Priority 1 deficiencies will be corrected within 48 hours, and Priority 2 deficiencies will be corrected within 7 days. The correction of deficiencies must be done within the designated time frames unless deemed impossible by the RCE due to extra-ordinary/extreme weather and site conditions.

If such extreme conditions are encountered the deficiencies will be corrected as soon possible. When deficiencies are corrected, the date the deficiency was corrected will be recorded on the inspection report in which the deficiency was noted.

All deficiencies must be corrected within the time frame of the assigned Priority. If any deficiency is not corrected within the assigned time frame, the RCE will stop ALL work on the project until the deficiency is corrected and will notify all appropriate SCDOT personnel. The only work that will be allowed to proceed is the correction of the erosion control deficiency, unless otherwise approved by the DCE. Once the deficiency is corrected, ALL work will be allowed to resume.

NOTE: The DCE will only allow non-erosion control corrective work to continue under the following conditions: safety issue to the traveling public and/or employees, completion of a time sensitive procedure already underway or some other special extenuating circumstance.

SEE NON-COMPLIANCE ESCALATION PROCEDURE BELOW FOR NOTIFICATION PROCESS

All blanks on the inspection report must be completed for each inspection.

If a BMP is removed from the project, it may be deleted from the inspection report. If it is deleted, its Item Number will not be reused on that project.

Inspections will be performed until final stabilization has been achieved on all portions of the project. Final stabilization is reached when seventy percent (70%) coverage has been achieved. Seventy percent (70%) coverage is defined as having an established stand of permanent vegetation over seventy percent (70%) of every square foot of the project.

The frequency of the inspections may be reduced to once every month if the project has been temporarily stabilized as defined in SCDOT Supplemental Technical Specification for Seeding SCM 810 Latest Edition.

The inspection reports will be stored as a .pdf document on ProjectWise. A Master Report will be established that will be an up-to-date list of all BMP's installed on the project. Prior to an inspection being performed, the Master Report will be printed. This will be the hard copy on which all inspection information will be recorded. All required information on Page 1 will be updated, such as Date, Inspector, Total Rainfall Since Last Inspection, etc. The inspection will be performed and all required information on the remaining pages will be recorded, such as Deficiency, Priority, Corrective Action Needed, etc. Once the

inspection report is complete, it will be scanned into Project Wise. The inspection report is defined as complete when one of the following occurs:

- 1) There are no deficiencies and the SCDOT representative signs the inspection report;
- 2) There are deficiencies, the Date Corrected is recorded for each deficiency and the SCDOT representative signs the inspection report.

The Master Report will be updated whenever additional BMP's are added to the project.

NOTE: Typically, resurfacing projects are not considered land disturbing projects because there are no land disturbing activities. The activities of placing borrow material to safe-up the shoulders and excavating shoulders/placing pavement to widening the shoulders are not considered to be land disturbing activities.

Resurfacing projects that include Borrow Excavation, Unclassified Excavation, Site Excavation, Station Grading, etc., are considered land disturbing activities. A Land Disturbance Permit is required only if the permit criteria is met. Sediment and Erosion Control Site Inspections are required due to the land disturbing activities.

Non-Compliance Escalation Procedure – In the event that deficiencies noted on the Sediment and Erosion Control Site Inspection Report, Form 800.02, are not corrected within the assigned Priority time frame, the following timeline and escalation chart will be followed to ensure all necessary parties are aware of the non-compliance:

Deficiency Not Corrected With-In:	Notify
Assigned Priority Time Frame	RCE
Assigned Priority Time Frame + 2 days	DCE
Assigned Priority Time Frame + 4 days	DOC, DEA, SWM and ECM
Assigned Priority Time Frame + 7 days	CEPD, CEO

- **“Marked Up” Set of Construction Plans – On the DOTCGP, these plans are referred to as the On-Site SWPPP.** The RCE will take a set of plan sheets from the construction plans and mark the location of the erosion control BMP’s installed by the contractor. A half size set of plans (small set of plans) may be used. Establish a legend on the first sheet of the plans to indicate how the BMP’s will be denoted, such as colored highlighters, symbols, etc. Using the legend, record each BMP at its respective location on the plans along with its Item Number from Form 800.02. The BMP’s will be recorded on these plan sheets as they are installed on the project.
- **Rain Log** – An on-site rain gauge will be maintained on the project. A Rain Log, Form 800.03, will be maintained to keep track of the daily rainfall amounts. Record the rain amount for every day. If no rain fell, record a zero. On days in which the contractor did not work and the inspector was not required to be present, record a N/A. For example, if the contractor did not work on Saturday and Sunday, record a N/A for Saturday and Sunday, but include the total for Saturday and Sunday with total amount recorded on Monday. Only one rain gauge is required per project, but the RCE may decide multiple rain gauges are needed based the size of the project, expectations of differing rainfall amounts in different areas of the project, etc. If multiple rain gauges are used, a Rain Log will be maintained for each gauge.
- **Grading and Stabilization Log** – A Grading and Stabilization Log, Form 800.05, will be maintained for the project. This form is used to document and track the status of land disturbance and stabilization on the project. The project will need to be broken into sections to correspond to the sections that the contractor is working on. A set of plan sheets will be used to identify the sections. The Grading and Stabilization Log will be attached to the corresponding plan sheet so that the details of the land disturbance and stabilization of that section can be recorded. Depending on the size of these sections, one Log sheet may cover one or multiple plan sheets.

Note: It is important to note that the Grading and Stabilization Log must clearly reflect the status of the project sections that have been disturbed and the status of stabilization measures.

- **Notice of Termination (NOT)** – A NOT, Form 800.07, will be submitted to DHEC for all projects in which a NOI was submitted. The NOT will be submitted once final stabilization has been achieved. The NOT will be submitted within 30 days of final stabilization. Sediment and Erosion Control Inspections will be performed until the NOT is submitted. Section IV should be signed by someone who is familiar with the work performed on the project, such as the RCE, Assistant RCE, etc. Section V will be signed by a PE, such as the RCE or DCE. The NOT will be submitted by the DCE to DHEC.

- **Critical Area Permit Placard** – If the project requires a Critical Area Permit (CAP), Ocean and Coastal Resource Management (OCRM) will issue a CAP Placard. This Placard will be posted on the project in a conspicuous location, such as the project bulletin board. This requirement only applies to the eight coastal counties in which impacts could occur to the Critical Area. The Critical Area is defined as areas that are salt water-tidal.
- A copy of the SWPPP, Contractor Certification Form, NOI, DHEC Coverage Letter, Sediment and Erosion Control Inspection Reports and the “marked-up” set of plans will be kept on file in the RCE’s Office for every project that requires a Land Disturbance Permit. One paper copy of the NPDES General Permit for Stormwater Discharges from SCDOT Construction Activities (SCR160000) must also be readily available in the RCE’s office at all times. If the RCE has a physical office on the project, all of the above documents must be kept in that office.