**CONSTRUCTION RUNOFF CONTROL INSPECTION FORM (CRCIF)**

**C-107 CONTRACTOR INSPECTION SHEET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Project Name/ID |        | UPC |       |
|  | Contractor |       |  |  |
|  | Inspection Date |       |  |  |

**Type of Inspection: (Check Appropriate Block)**

*(*1*)* Schedule 1: (5 Business Days and within 24 hours following a measurable storm event) *[ ]*

After Measurable Storm Event *[ ]* Estimated Total Rainfall of Storm Event -       inches

*(2)* Schedule 2: (Monday and Thursday/ 4 Business Days) *[ ]*

*(*3*)* Monthly Schedule *[ ]*

(4*) [ ]* Other Describe:

Weather Conditions (At Time of Inspection) (Check All Appropriate)

Clear *[ ]* Sunny *[ ]*  Partly Cloudy *[ ]*  Cloudy *[ ]*

Cold *[ ]*  Cool *[ ]* Mild *[ ]*  Hot *[ ]*

Is there any discharge occurring from construction site at time of inspection?

Yes *[ ]*  No *[ ]*

If yes, is discharge compliant with the Erosion and Sediment Control Regulation and VPDES Construction Permit Requirements?

Yes *[ ]*  No *[ ]*

If no, describe conditions of discharge:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM #** | **ESC INSPECTION QUESTIONS** | **N/A1** | **YES2** | **NO3** |
| 1 | Have stabilization activities been initiated on all disturbed areas that have reached final grade or that will remain dormant for more than 14 days? | [ ]  | [ ]  | [ ]  |
| 2 | Have stabilization activities been completed within 7 days of initiation? | [ ]  | [ ]  | [ ]  |
| 3 | Have disposal/borrow and soil stockpiles areas been stabilized and/or protected with sediment trapping measures? | [ ]  | [ ]  | [ ]  |
| 4 | Have perimeter controls been constructed as a first step prior to initiation of land disturbing activities (including clearing or grubbing)? | [ ]  | [ ]  | [ ]  |
| 5 | Are perimeter and other erosion and sediment control structures and systems being maintained, inspected and repaired, as necessary, to ensure functionality? | [ ]  | [ ]  | [ ]  |
| 6 | Have all land-disturbing activities occurred within the approved ESC plan area? | [ ]  | [ ]  | [ ]  |
| 7 | Have earthen structures, such as dams, dikes, and diversions, been immediately stabilized upon installation? | [ ]  | [ ]  | [ ]  |
| 8 | Have sediment basins and traps been constructed according to plans, specifications, and/or standards? | [ ]  | [ ]  | [ ]  |
| 9 | Are all cut and fill slopes at final grade adequately stabilized? | [ ]  | [ ]  | [ ]  |
| 10 | Is concentrated water flowing through adequate slope drains, flumes, or other non-erodible conveyances on cut or fill slopes? | [ ]  | [ ]  | [ ]  |
| 11 | Is stormwater runoff containing sediment or turbidity being properly treated prior to discharge? | [ ]  | [ ]  | [ ]  |
| 12 | Where water seeps from slope faces, has adequate drainage or erosion protection been provided? | [ ]  | [ ]  | [ ]  |
| 13 | Do all operational storm sewer and culvert inlets have inlet protection in accordance with plans, specifications, and/or standards? | [ ]  | [ ]  | [ ]  |
| 14 | Are constructed stormwater conveyance channels and ditches stabilized with appropriate channel lining and/or outlet protection? | [ ]  | [ ]  | [ ]  |
| 15 | Is in-stream construction being conducted using measures to minimize channel impacts? | [ ]  | [ ]  | [ ]  |
| 16 | Are temporary stream crossings of non-erodible material installed at locations where construction equipment must cross? | [ ]  | [ ]  | [ ]  |
| 17 | Are all water quality permit requirements being adhered to? | [ ]  | [ ]  | [ ]  |
| 18 | Is re-stabilization of in-stream construction areas complete before leaving the site? | [ ]  | [ ]  | [ ]  |
| 19 | Are utility trenches stabilized properly according to the specifications? | [ ]  | [ ]  | [ ]  |
| 20 | Is effluent from dewatering operations being filtered (including in-stream structure dewatering)? | [ ]  | [ ]  | [ ]  |
| 21 | Are construction entrances installed at appropriate locations and being maintained properly? | [ ]  | [ ]  | [ ]  |
| **ITEM #** | **ESC INSPECTION QUESTIONS (CONTINUED)** | **N/A1** | **YES2** | **NO3** |
| 22 | Is any sediment tracking on public roadways cleaned-up at the end of each work day? | [ ]  | [ ]  | [ ]  |
| 23 | Have all temporary ESC measures that are no longer needed been removed and have all such areas been re-graded, as necessary, and stabilized? | [ ]  | [ ]  | [ ]  |
| 24 | Are properties and waterways adjacent to the project site being adequately protected from accidental land disturbance, potential pollutant discharge, erosion, flooding, and sedimentation from the project site? | [ ]  | [ ]  | [ ]  |
| 25 | Are all discharges from the construction site allowable under the VPDES construction permit? | [ ]  | [ ]  | [ ]  |
| 26 | Are all ESC deficiencies from previous reports being addressed within allowable/established time frames? | [ ]  | [ ]  | [ ]  |
| 27 | Is the location of the on-site rain gage identified on the record set of plans or in other appropriate SWPPP documents? | [ ]  | [ ]  | [ ]  |
| 28 | Is the data from the daily observations of the rain gage being documented and included in the SWPPP in accordance with the Specifications and/or the SWPPP General Information Sheet? | [ ]  | [ ]  | [ ]  |
| **ITEM #** | **POLLUTION PREVENTION (P2) INSPECTION QUESTIONS** | **N/A1** | **YES2** | **NO3** |
| 29 | Have all potential pollutant generating activities present on the site been identified in the SWPPP and addressed with an approved Pollution Prevention Plan? | [ ]  | [ ]  | [ ]  |
| 30 | Is the person or contractor responsible for implementing and maintaining the pollution prevention practices for each potential pollutant generating support activity identified in the approved Pollution Prevention Plan? | [ ]  | [ ]  | [ ]  |
| 31 | Has pollution prevention awareness been provided to appropriate personnel? | [ ]  | [ ]  | [ ]  |
| 32 | Are chemicals being properly stored (e.g., under cover or within secondary containment) and handled? | [ ]  | [ ]  | [ ]  |
| 33 | Are storage containers labeled to describe contents? | [ ]  | [ ]  | [ ]  |
| 34 | Are construction products, materials, and wastes being properly stored, handled, and disposed of? | [ ]  | [ ]  | [ ]  |
| 35 | Is the site absent of loose or uncontrolled trash and debris? | [ ]  | [ ]  | [ ]  |
| 36 | Are construction waste containers being covered during precipitation events and at the end of the day? | [ ]  | [ ]  | [ ]  |
| 37 | Is the site absent of spills, leaks, or stains (e.g., from hydraulic hoses, vehicle/equipment maintenance and fueling operations, etc.)? | [ ]  | [ ]  | [ ]  |
| 38 | Are chemicals, soaps, solvents, and wash water from construction materials (e.g., from release oils and curing compounds from hand tools) prevented from leaving the site? | [ ]  | [ ]  | [ ]  |
| 39 | Is vehicle wash water free of soaps/detergents and properly treated before leaving the site? | [ ]  | [ ]  | [ ]  |
| 40 | Is concrete wash-out being directed into a properly installed leak-proof container or leak-proof settling basin? | [ ]  | [ ]  | [ ]  |
| 41 | Are concrete wash-out areas being properly maintained and utilized? | [ ]  | [ ]  | [ ]  |
| 42 | Are all other unauthorized non-stormwater discharges prevented from leaving the site (including untreated dust control water)? | [ ]  | [ ]  | [ ]  |
| 43 | Are all P2 deficiencies from previous reports being addressed within allowable/established time frames? | [ ]  | [ ]  | [ ]  |
| **ITEM #** | **SWPPP UPDATE AND MODIFICATION QUESTIONS** | **N/A1** | **YES2** | **NO3** |
| 44 | Is the SWPPP being modified, amended and updated in accordance with the specifications and/or the SWPPP General Information Sheet? | [ ]  | [ ]  | [ ]  |
| 45 | Is a record set of plans being maintained and updated to document SWPPP changes? | [ ]  | [ ]  | [ ]  |
| 46 | Are modifications, amendments or updates to the SWPPP being signed by the contractor and VDOT? | [ ]  | [ ]  | [ ]  |

*1 – N/A: Not Applicable*

*2 – YES: All related contract items, requirements, plans, specifications, standards, and permits pertaining to this question are being satisfied*

*3 – NO: See Note 1 on Sheet 4*

I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Certified CONTRACTOR:****See Note 2 on Sheet 4* |  |  |  |  |
|  | *Name*  | *Signature*  | *ESCCC Certification Number* | *Date* |
| ***Certified Inspector****:**See Note 3 on Sheet 4* |  |  |  |  |
|  | *Name*  | *Signature* | *DEQ Certification Number* | *Date* |

*Provide copies to 1.) the Contractor, 2.) the VDOT Project Records*

**CONSTRUCTION RUNOFF CONTROL INSPECTION FORM (CRCIF)**

**C-107 DEFICIENCY DESCRIPTION SHEET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Project Name/ID |       | UPC |       |
|  | Contractor |       |  |  |
|  | Inspection Date |       |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM # | STATION | DESCRIPTION OF PROBLEM, LOCATION,AND RECOMMENDED CORRECTIVE ACTION*(SEE NOTE 5)* | **DATE TO BE CORRECTED BY** | **DATE CORRECTIVE ACTION COMPLETED** |
|       |       |       |       |       |
|       |       |       |       |       |
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**CONSTRUCTION RUNOFF CONTROL INSPECTION FORM (CRCIF)**

**C-107 NOTES AND ACRONYMS SHEET**

**NOTES**

1. If any “No” boxes are checked on the “Inspection Questions List” on Part I or if any other deficiencies of a contract specification plan item or SWPPP requirement is noted, the C-107 Deficiency Description Sheet is to be used to document the specifics of the deficiency. The description of the deficiency must contain (1) the permit condition deficiency, if applicable, (2) a description of the deficiency, (3) a corrective action deadline (should be as soon as practical and prior to the next anticipated measurable storm event but no later than seven days after the date of the site inspection that identified the deficiency) and (4) a recommended solution or approach. If this is a follow-up inspection, previous deficiencies that have been corrected must be documented as such. Date of when previous deficiencies have been corrected must be completed. If conformity to specifications and plans is being achieved but the site conditions indicate that plan or specification adjustments may be needed to address environmental concerns, such conditions should be immediately referred to the designated Responsible Land Disturber (RLD) for resolution. SWPPP shall be updated no later than seven days following any modifications to its implementation.
2. The Part I inspection and report is to be completed in accordance with the inspection schedule in the most recent Supplement to the VDOT R&B specifications. Inspection to be conducted and report signed and submitted by a Contractor employee (Certified Contractor) who is certified through the VDOT Erosion and Sediment Control Contractor Certification (ESCCC) Program
3. The Part I report is to be accepted, confirmed, certified and signed by a VDOT employee or a consultant inspector working directly for VDOT on a CEI services contract (Certified Inspector) who is certified through DEQ’s Erosion and Sediment Control Certification program and who is knowledgeable in the area of pollution prevention practices at construction sites. Confirmation shall be in the form of a joint inspection with the Certified Contractor or an independent inspection by Certified Inspector. For Design-Build Projects the QAM or QAI is responsible for signing as the Certified Inspector.
4. All original completed C-107 Forms are to be maintained with the other SWPPP documents for the land disturbing activity. Copies of this report are to be provided to the Contractor and the VDOT Project Inspector to keep in the project records.
5. For Part I, non-compliant, non-compliance, or deficient is defined as documented evidence of (1) off-site damage in the form of sedimentation, unauthorized dewatering or pollutant discharge, erosion, flooding, encroachment outside of the project/permit limits, or a permit condition deficiency, (2) on-site damage in the form of significant erosion, flooding, sedimentation or uncontrolled pollution discharge, or (3) a previous deficiency that has not been corrected within the specified timeframe.
6. For the purposes of this document, a day is a calendar day unless otherwise stated.

**ACRONYMS**

ACE Area Construction Engineer

CEI Construction, Engineering and Inspection

CRCIF Construction Runoff Control Inspection Form

DEQ Virginia Department of Environmental Quality

ESC Erosion and Sediment Control

ESCCC Erosion and Sediment Control Contractor Certification

MS Minimum Standard

P2 Pollution Prevention

R&B Road & Bridge

RLD Responsible Land Disturber

SWM Stormwater Management

SWPPP Stormwater Pollution Prevention Plan

VAC Virginia Administrative Code

VDOT Virginia Department of Transportation

VESCR Virginia Erosion and Sediment Control Regulations

VPDES Virginia Pollutant Discharge Elimination System

VSMP Virginia Stormwater Management Program

**CONSTRUCTION RUNOFF CONTROL INSPECTION FORM (CRCIF)**

**C-107 CHAIN OF DOCUMENTED COMMUNICATION\***

Submits CRCIF to Certified Inspector

(1) Requires Contractor to Re-Inspect

(2) Conducts Joint Inspection with Contractor

(3) Add Comments, Changes, etc. and Initials

Reviews & Confirms CRCIF

\*\*\*\*

1. **Contractor and Inspector** discuss
2. **Contractor** may add comments/appeals on CRCIF (must initial)
3. **Inspector** adds Corrective Action Date

Contractor Correct Deficiencies

Deficiencies Remain Uncorrected

Inspector shall pursue

1. Project suspension in-part or whole
2. Remedy deficiencies by state forces and deduct costs from contractor
3. Other contract penalties

**FINISH\*\*\*\*\***

Documents Deficiencies and/or Compliance on CRCIF

Inspects Project at Prescribed Frequency

**Both Contractor and Inspector**

1. Sign CRCIF
2. Maintain original document with other SWPPP documents

Option 1

Option 3

Inspector

Disagrees

Inspector Agrees & Adds Corrective Action Date

Option 2

NOTES

 \* This process does not address work order or claim procedures which should

 be considered separately.

 \*\* **Certified Contractor** means contractor employee certified through the VDOT Erosion and Sediment Control Contractor Certification (ESCCC) Program.

\*\*\* **Certified Inspector** VDOT employee or a consultant inspector working directly for VDOT on a CEI services contract who is certified through DEQ’s Erosion and Sediment Control Certification program and who is knowledgeable in the area of pollution prevention practices at construction sites. Confirmation shall be in the form of a joint inspection with the Certified Contractor or an independent inspection by Certified Inspector. For Design-Build Projects the QAM or QAI is responsible for signing as the Certified Inspector.

\*\*\*\* See Note 3 on Sheet 4.

\*\*\*\*\* Refers to one inspection event.

LEGEND

Authorized Representative

Action

Decision

Joint Action

Contractor Path

Joint Path

Inspector Path