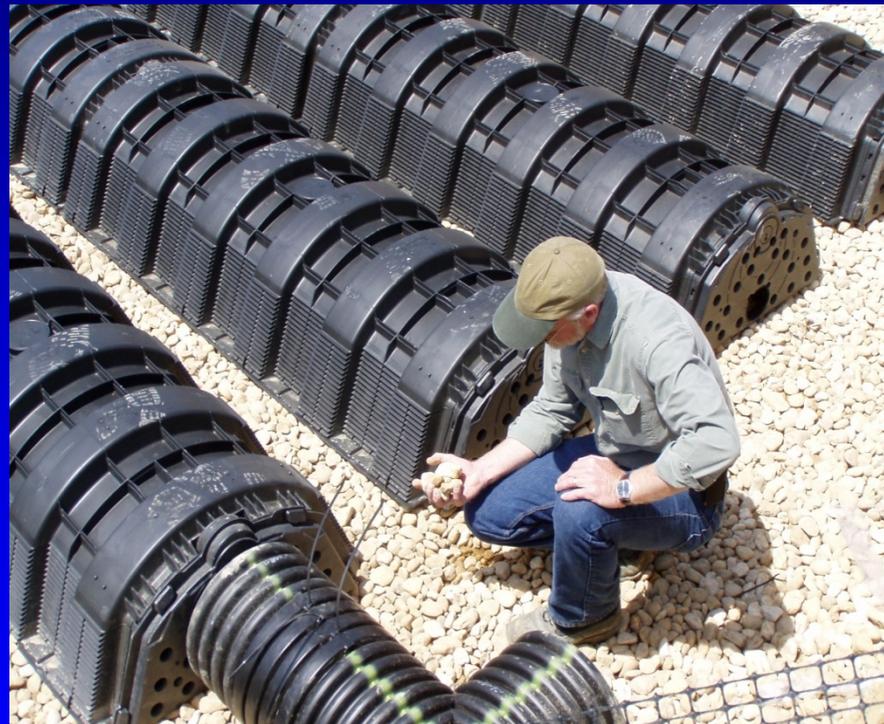


HOW TO CONDUCT THE SITE REVIEW AND WRITE THE CCR REPORT

- Basic Site Review Guidelines
- Review of a Sample CCR Report

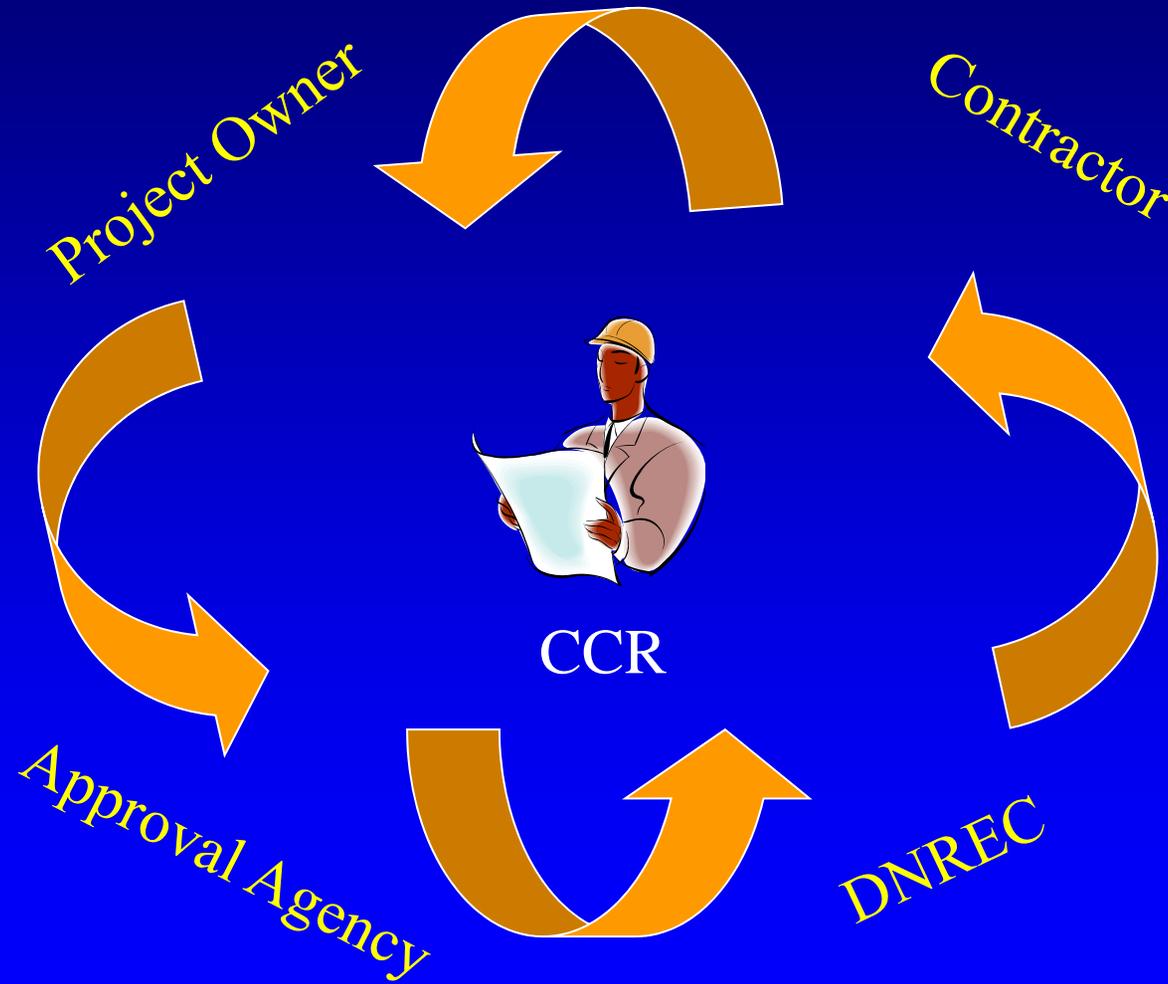


Responsibilities of Site Review

- To ensure that all appropriate construction has an approved plan
- To ensure that every active site is reviewed for compliance with the approved plan on a regular basis
- To prepare and deliver a timely and accurate written report after each site review



Communication



Review Plans In The Field Prior To Construction



Construction Review Involves Field Work- Dress Appropriately



Site Review

What To Do With Approved Plans



Site Review

What To Do With Approved Plans

- Obtain a copy of the approved plans
- Prepare plan file/contact names phone numbers/addresses
- Review/Highlight the approved plan
- Take notes and ask questions of anything that does not make sense and discuss it at the pre-construction meeting



Do a Quick Check of the Plan

- Approvals and Signatures
- Contact Information
- Certification Blocks Signed
- Limit Of Disturbance
- 14 Day Stabilization Statement
- Sequence Of Construction
- Basin And Trap Drainage Areas
- Appropriate Perimeter Controls
- Outlet Points Controlled
- Standard And Specs For Each Practice



HOW TO CONDUCT THE SITE REVIEW...

- Always have a copy of the approved plan when on site.
- Stop at the field office, identify yourself and explain purpose (routine review; post-rain event; violation). Ask to speak with the site foreman or superintendent. Have ID and the correct gear.
- **Ask for the approved plans.**
- Ask to have the “responsible person” accompany you on the site visit. This will reduce the amount of information that must be relayed in writing.



HOW TO CONDUCT THE SITE REVIEW...

- Review the previous site report and the items that were to have been completed by this date.
- During the initial review, walk the perimeter of the site, noting the installation of perimeter controls.
- Begin your site review from the **lowest point** at the perimeter and work your way up. **WHY?**

This helps you be aware of sediment leaving the site, and can help you locate the source on the site.



HOW TO CONDUCT THE SITE REVIEW...

- If sediment is leaving the site, go far enough downstream to see the extent of the damage. Document any damage with field notes, photographs, or video.
- If a control practice has failed, and has been installed in accordance with the approved plan, a design change may be needed. An important part of the site reviewer's role is to facilitate that change.
- In addition to ensuring that the approved plan has been implemented, look for controls that need maintenance.



HOW TO CONDUCT THE SITE REVIEW...

- If there are no responsible individuals on site, use the designated method of communication agreed to at the preconstruction meeting.
- Before leaving the site, review the conditions of the site report or Notice of Violation to make certain that all parties are aware of what is required by the deadline. In order to achieve compliance with the approved plan, time frames must be reasonable for items that need to be corrected.



HOW TO CONDUCT THE SITE REVIEW...

- When possible, ask the responsible person on site to tell you when the deficiencies in the approved plan will be corrected. The key here is to have the responsible individual take the initiative to correct a deficiency - rather than just respond to your deadline.
- If responsible persons are present during the site review, always ask if there are any questions that you may not have answered. Offer to assist technically or procedurally within the scope of your duties.



Your Company Information/Logo
Construction Site Stormwater Management
Review Report

Date: _____

Documentation

Project / Site Name: _____

NOI# _____ (<http://www.dir.ec.state.de.us/permsearch/NOI.aspx>) Plan Expiration Date _____

Owner/Developer: _____

New Owner? Yes No (if yes, contact approval agency)

Location: _____

Weather Conditions: _____

Site Status (Active / Inactive / Completed): _____

Date of Last Site Review: _____

Site Compliance: Compliance Non-Compliance

[N/A] Not Applicable

[S] Satisfactory

[U] Unsatisfactory (include written comments)

1. Stabilized Construction Entrance (SCE) _____
2. Earth Berms/Dikes/Swales _____
3. Inlet Protection _____
4. Vegetative Stabilization _____
5. Stormwater Management Facilities _____ (Attach completed pond construction checklist)
6. Silt Fence _____
7. Sediment Traps/Basins _____
8. Outlet Protection _____
9. Stone Check Dams _____
10. Pollution Prevention _____

General site conditions

Written Comments:

Specific site conditions in the narrative

Writing the CCR Report



Writing The CCR Report

- Descriptive Writing
 - Describes a situation
 - Provides details and tells a story
- Prescriptive Writing
 - Describes a situation
 - Prescribes a solution to the problem



Let's Practice Using the Descriptive and Prescriptive Language





Writing the Site Review Report

- **Descriptive**

- Vehicle traffic is dragging sediment out onto the roadway. Vehicle traffic is short-cutting the stabilized construction entrance (SCE). The curb-line silt fence has come loose from the posts at the SCE.

- **Prescriptive**

- Maintain the stabilized construction entrances. They must remain in a condition that meets the standard and specification. This includes upgrading the stone whenever necessary. Repair entrance and silt fence by 03/19/14. Sweep streets as part of weekly maintenance.



Pond Slope



Writing the Site Review Report

- **Descriptive**
 - The pond slope is eroding.
- **Prescriptive**
 - Slope needs to be re-graded, topsoiled and stabilized in accordance with the approved plan. Use straw/coconut erosion control matting as specified on the plan. Complete this work by 03/19/14



Let's Start Filling Out a Review Report



Perimeter Dike



Sediment and Stormwater CCR Report

Date: 03/12/14 **Time Arrived:** 11:15 am **Time Left:** 12:15 pm

Project Site/Name: Pleasant Muddy Acres

Location: Elm Street (Route 66) Kent County

Weather Conditions: Sunny, 75 degrees

Site Status: Active

Date of Last Review: N/A



Not Applicable (N/A)

Satisfactory (S)

Unsatisfactory (U)

- | | |
|---------------------------------------|----------|
| 1. Stabilized Construction Entrance | U |
| 2. Earth Berms/Dikes/Swales | <u>U</u> |
| 3. Inlet Protection | _____ |
| 4. Vegetative Stabilization | _____ |
| 5. Stormwater Management Facilities * | _____ |
| 6. Silt Fence | _____ |
| 7. Sediment Traps/Basins | _____ |
| 8. Outlet Protection | _____ |
| 9. Stone Check Dams | _____ |
| 10. Pollution Prevention | _____ |

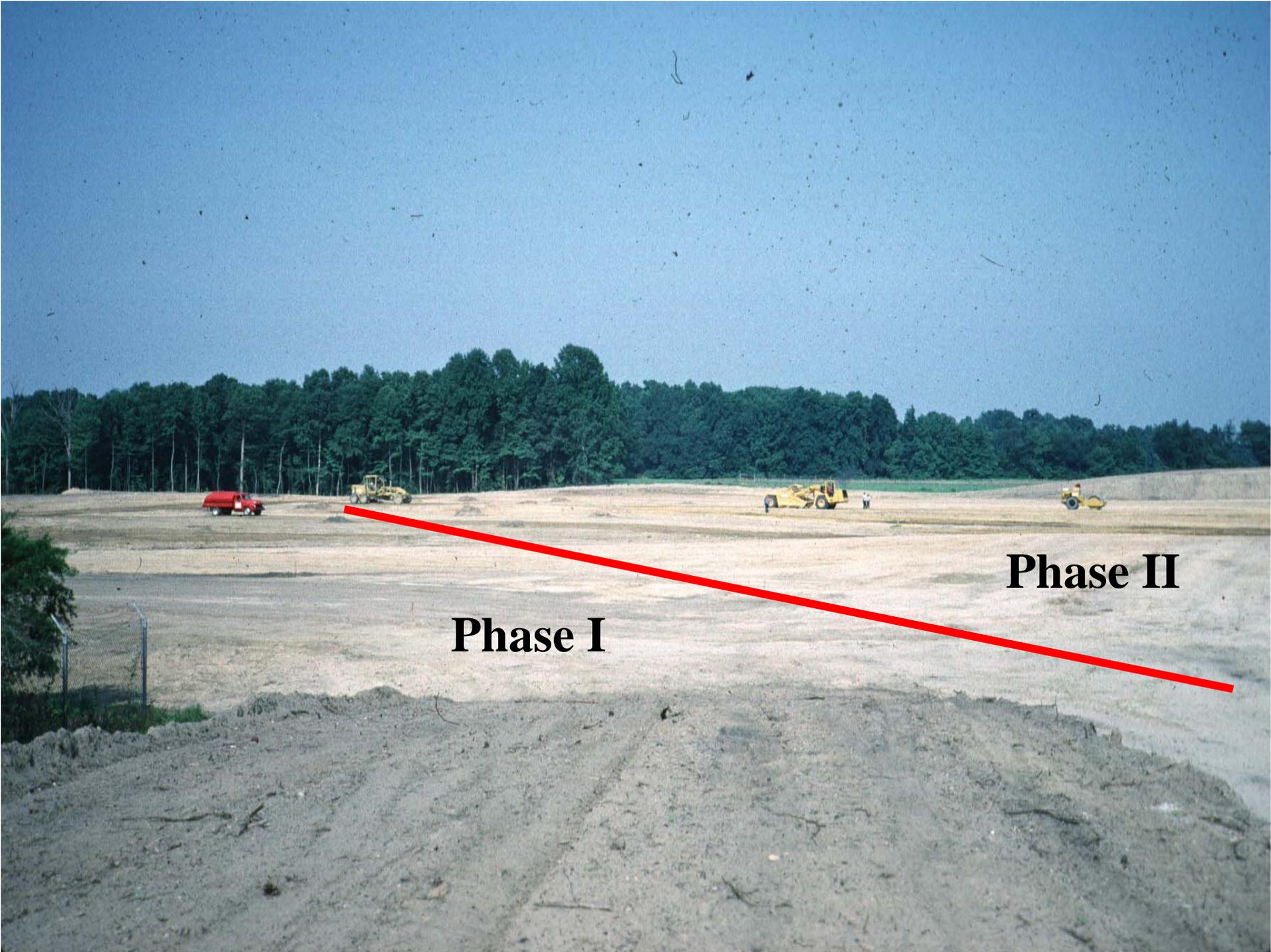
* For Stormwater Management Ponds Attach Pond Construction Checklist



Written Comments

- The perimeter dike has been installed and stabilized. There is significant ponding occurring. **[Corrective Action]** Grading must take place to relieve the ponding and provide positive flow to the sediment trap.





Phase I

Phase II

Sediment and Stormwater CCR Report

Date: 03/12/14 **Time Arrived:** 11:15 am **Time Left:** 12:15 pm

Project Site/Name: Pleasant Muddy Acres

Location: Elm Street (Route 66) Kent County

Weather Conditions: Sunny, 75 degrees

Site Status: Active

Date of Last Review: N/A



Not Applicable (N/A)

Satisfactory (S)

Unsatisfactory (U)

- | | |
|---------------------------------------|----------|
| 1. Stabilized Construction Entrance | U |
| 2. Earth Berms/Dikes/Swales | U |
| 3. Inlet Protection | S |
| 4. Vegetative Stabilization | <u>U</u> |
| 5. Stormwater Management Facilities * | _____ |
| 6. Silt Fence | _____ |
| 7. Sediment Traps/Basins | _____ |
| 8. Outlet Protection | _____ |
| 9. Stone Check Dams | _____ |
| 10. Pollution Prevention | _____ |

* For Stormwater Management Ponds Attach Pond Construction Checklist



Written Comments

- Greater than 20 acres has been disturbed indicating that the project is out of phase with the sequence of construction. **[Corrective Action]** All areas outside of the active phase must be stabilized in accordance with the approved plan. In addition, all areas within the approved phase that have not been disturbed within the last 14 days must be stabilized. A site meeting is necessary at this time to discuss how to bring the site into compliance.





Sediment and Stormwater CCR Report

Date: 03/12/14 Time Arrived: 11:15 am Time Left: 12:15 pm

Project Site/Name: Pleasant Muddy Acres

Location: Elm Street (Route 66) Kent County

Weather Conditions: Sunny, 75 degrees

Site Status: Active

Date of Last Review: N/A



Not Applicable (N/A)

Satisfactory (S)

Unsatisfactory (U)

1. Stabilized Construction Entrance	U
2. Earth Berms/Dikes/Swales	U
3. Inlet Protection	S
4. Vegetative Stabilization	U
5. Stormwater Management Facilities *	_____
6. Silt Fence	<u>S</u>
7. Sediment Traps/Basins	_____
8. Outlet Protection	_____
9. Stone Check Dams	_____
10. Pollution Prevention	_____

* For Stormwater Management Ponds Attach Pond Construction Checklist



Written Comments

- Curb-line silt fence is in good repair and functioning properly. **[Recommendation]**
The silt fence needs to be checked after each rain event to ensure that it continues to properly function.



Sediment Trap



Sediment and Stormwater CCR Report

Date: 03/12/14 **Time Arrived:** 11:15 am **Time Left:** 12:15 pm

Project Site/Name: Pleasant Muddy Acres

Location: Elm Street (Route 66) Kent County

Weather Conditions: Sunny, 75 degrees

Site Status: Active

Date of Last Review: N/A



Not Applicable (N/A)

Satisfactory (S)

Unsatisfactory (U)

1. Stabilized Construction Entrance	U
2. Earth Berms/Dikes/Swales	U
3. Inlet Protection	S
4. Vegetative Stabilization	U
5. Stormwater Management Facilities *	_____
6. Silt Fence	S
7. Sediment Traps/Basins	<u>U</u>
8. Outlet Protection	_____
9. Stone Check Dams	_____
10. Pollution Prevention	_____

* For Stormwater Management Ponds Attach Pond Construction Checklist



Written Comments

- Area providing positive flow into the sediment trap is not stabilized and gully erosion is evident. The sediment trap has exceeded the $\frac{1}{2}$ design depth on the approved set of plans. **[Corrective Action]** The area of concentrated flow into the sediment trap must be stabilized with erosion control matting. All areas around the trap must be stabilized. Sediment must be removed from the trap and return the trap to the design elevation. No off site sedimentation was visible.



?? Any Questions ??



VIDEO

Conducting the Site Review



