ACTIVITY

Writing the CCR Report

CCR Application

Form is located on the DNREC website

Have filled out prior to the pre-construction meeting

Application for
Sediment and Stormwater Management

CERTIFIED CONSTRUCTION REVIEWER

Project Information

Project Name: _____

Approval Number: _____ Approval Date: _____

Location: _____

Owner Information

Owner/Developer Name: _____

Address: _____

_____

Phone: _____ Fax: _____

Certified Construction Reviewer Information

CCR Name: _____ Certification No.: _____

Employer: _____

Address: _____

_____

Phone: _____ Fax: _____

E-mail: _____

Supervising Registered Delaware Professional Engineer Information

P.E. Name: _____ Registration No.: _____

Employer: _____

Address: _____

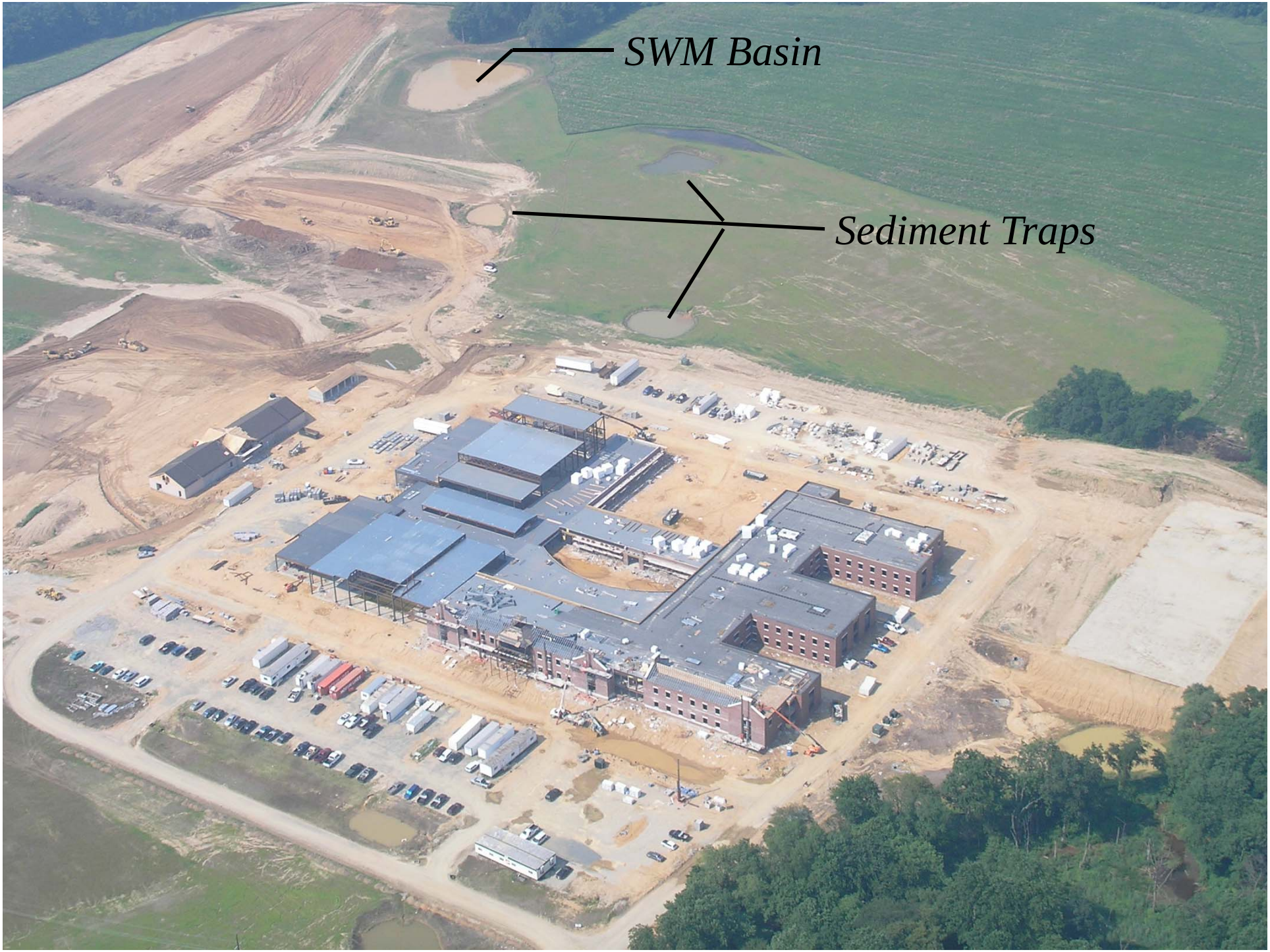
_____

Phone: _____ Fax: _____

E-mail: _____

Points to Remember as a CCR when writing your report

- CCR is to accurately reflect the condition of the site in writing.
- Communicate the site observations as descriptive.
- Communicate solutions as prescriptive
- Organize your observations under the construction site stormwater management (SSWM) items
- Add additional items to the list that are pertinent to the site, ie. turbidity curtain, concrete washout, de-watering activity…


SWM Basin
Sediment Traps

Your Company Information/Logo

Construction Site Stormwater Management Review Report

Date:_____ Time Arrived:_____

Time Left:_____

Project / Site Name:_____

NOI #_____ (http://apps.dnrec.state.de.us/noi/searchNoi.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 _____

Written Comments:

CC:

Action to be taken:

Continue Routine Reviews_____

Correct Noted Deficiencies_____ Completion Date: _____

Submit Plan Modifications_____ Completion Date_____

Final Site Review, Project Completed _____

Other _____

_____ CCR #_____

Printed Name: _____ E-mail Address: _____

_____ Delaware P. E. #_____

Printed Name: _____

Fill out the Site Review Report Header

- Date and Time of Site Visit
- Project Name and Number
- NOI Number
- Plan Expiration Date
- Address/Location
- Weather Conditions (Sunny, Rainy, Temperature)
- Site Status (Active, Inactive, Completed)
- Date of Last Site Review

YOUR COMPANY LOGO

(Post Rain Event Review)

Date: 03/12/15

Time Arrived: 9:45 am **Time Left**: 11:10 am

Project Site/Name: Sweetbriar High School 2014-001

Owner/Developer: Developer Associates, LLC

New Owner? ____ Yes __X__ No

Location: 1500 Sweetbriar Road, Middletown

NOI # : 6393 **Plan Expiration Date**: 1/4/2017

Weather Conditions: Sunny and Cold 35 degrees

Site Status: Active

Date of Last Review: 3/5/15

Your Company Information/Logo

Construction Site Stormwater Management Review Report

Date: 13 March 2015 Time Arrived: 9:45 am

Time Left: 11:10 am

Project / Site Name: Sweetbriar High School 2014-001

NOI # 6393 (http://apps.dnrec.state.de.us/noi/searchNoi.aspx) Plan Expiration Date 1/4/2017

Owner/Developer: Developer Associates, LLC

New Owner? ___Yes _X_No (if yes, contact approval agency)

Location: 1500 Sweetbriar Road, Middletown DE 19709

Weather Conditions: Sunny and Cold 35 F

Site Status (Active / Inactive / Completed): Active

Date of Last Site Review: 5 March 2015

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 _____

Written Comments:

Stabilized Construction Entrance


LANCASTER
ELEMENTARY SCHOOL

1.0 Stabilized Construction Entrance:

a. The stabilized construction entrance is laden with sediment and there is tracking out onto the roadway. **[Corrective Action]** Rough the existing stone to loosen the sediment and refresh the entrance with more DE #3 stone. Sweep the sediment off the roadway and return the sediment to the site. Maintain the roadway with regular street sweeping.

Your Company Information/Logo

Construction Site Stormwater Management Review Report

Date: 13 March 2015 Time Arrived: 9:45 am

Time Left: 11:10 am

Project / Site Name: Sweetbriar High School 2014-001

NOI # 6393 (http://apps.dnrec.state.de.us/noi/searchNoi.aspx) Plan Expiration Date 1/4/2017

Owner/Developer: Developer Associates, LLC

New Owner? ___Yes _X_No (if yes, contact approval agency)

Location: 1500 Sweetbriar Road, Middletown DE 19709

Weather Conditions: Sunny and Cold 35 F

Site Status (Active / Inactive / Completed): Active

Date of Last Site Review: 5 March 2015

Site Compliance: Compliance Non-Compliance

[N/A] Not Applicable

[S] Satisfactory

[U] Unsatisfactory (include written comments)

1. Stabilized Construction Entrance (SCE) U
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 _____

Written Comments:

1. Stabilized Construction Entrance:

a. The stabilized construction entrance is laden with sediment and there is tracking out onto the roadway. **[Corrective Action]** Rough the existing stone to loosen the sediment and refresh the entrance with more DE #3 stone. Sweep the sediment off the roadway and return the sediment to the site. Maintain the roadway with regular street sweeping.


Inlet Protection

3. Inlet Protection:

a. The inlets are inundated with straw from the stabilizing efforts and they are threatened with sediment. Inlet protection has been removed without approval from the delegated agency. **[Corrective Action]** Remove all straw and sediment from the inlet boxes. Install the silt bags in the inlets and continue to maintain the silt bags. Removal of the inlet protection is only permitted upon the approval of the delegated agency.

Stabilization

4. Vegetative Stabilization:

a. The stabilization that was applied back in November 2014 has taken well in some locations. There are some significant areas that will require additional stabilizing to achieve the 70% uniform cover. **[Corrective Action]** Loosen compacted areas of the soil and apply stabilization as per the vegetative specifications on the approved plan, page C-5.


Silt Fence

6. Silt Fence:

a. The super silt fence along the east side of the site is properly installed and functioning well. The addition of the stone at the base of the fence has resolved the previous scour problem. **[No Action]**

Your Company Information/Logo

Construction Site Stormwater Management Review Report

Date: 12 March 2015 Time Arrived: 9:45 am

Time Left: 11:10 am

Project / Site Name: Sweetbriar High School 2014-001

NOI # 6393 (http://apps.dnrec.state.de.us/noi/searchNoi.aspx) Plan Expiration Date 1 / 4 / 2017

Owner/Developer: Developer Associates, LLC

New Owner? ___Yes _X_No (if yes, contact approval agency)

Location: 1500 Sweetbriar Road, Middletown DE 19709

Weather Conditions: Sunny and Cold

Site Status (Active / Inactive / Completed): Active

Date of Last Site Review: 5 March 2015

Site Compliance: Compliance Non-Compliance

[N/A] Not Applicable

[S] Satisfactory

[U] Unsatisfactory (include written comments)

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

Written Comments:

1. Stabilized Construction Entrance:

a. The stabilized construction entrance is laden with sediment and there is tracking out onto the roadway. **[Corrective Action]** Rough the existing stone to loosen the sediment and refresh the entrance with more DE #3 stone. Sweep the sediment off the roadway and return the sediment to the site. Maintain the roadway with regular street sweeping.

2. Earth Berms/Dikes/Swales: No issues

3. **Inlet Protection:**

a. The inlets are inundated with straw from the stabilizing efforts and are threatened with sediment. Inlet protection has been removed without approval from the delegated agency. **[Corrective Action]** Remove all straw and sediment from the inlet boxes. Install the silt bags in the inlets and continue to maintain the silt bags. Removal of the inlet protection is only permitted upon the approval of the delegated agency.

4. **Vegetative Stabilization:**

a. The stabilization that was applied back in November 2014 has taken well in some locations. There are some significant areas that will require additional stabilizing to achieve the 70% uniform cover. **[Corrective Action]** Loosen compacted areas of the soil and apply stabilization as per the vegetative specifications on the approved plan, page C-5.

5. **Stormwater Management Facilities: no items**

6. **Silt Fence:**

a. The super silt fence along the east side of the site is properly installed and functioning well. The addition of the stone at the base of the fence has resolved the previous scour problem. **[No Action]**

Sediment Basin

7. **Sediment Traps/Basins:**

[Repeat Observation] There is significant gullying near the basin headwall. The gullying has worsened since this observation was first reported. The initial stabilization applied to the basin banks has not become established. **[Corrective Action]** Repair the gullies by filling and compacting the base soils. Leave the top 6” of soil loose and well fertilized. Apply erosion blanket and seed to these critical areas to allow the grass to establish. Reduce the concentrated flow at the top of the basin bank by applying a straw wattle, turned upward toward the stormwater flow to avoid abrupt ends, until the soil is stabilized.

Outlet Protection

8. Outlet Protection:

a. The outfall protection has been installed as per the approved plan and the 6” rip rap has been underlain with the Mirafi 600X fabric. The area around the outlet has been seeded and the ECSC-2B erosion blanket has been installed. **[No Action]**


Pollution Prevention

10. Pollution Prevention:

a. It appears that the painting trades are washing their equipment in the loading dock area by the catch basin. **[Corrective Action]** This is a violation to wash hazardous substances into a catch basin. I spoke with the site superintendent and directed him to stop the tradesmen from washing in this area and we discussed another location on site where the wash water can be captured.

b. The loading dock area is inundated with trash and sediment. **[Corrective Action]** Remove the trash from this area and provide trash receptacles. Flat shovel the sediment and return it to a controlled area.

c. All fueling operations are within controlled areas and containers are properly stored. **[No Action]**

Your Company Information/Logo

Construction Site Stormwater Management Review Report

Date: 12 March 2014 Time Arrived: 9:45 am

Time Left: 11:10 am

Project / Site Name: Sweetbriar High School 2013-001

NOI # 6393 (http://apps.dnrec.state.de.us/noi/searchNoi.aspx) Plan Expiration Date 1 / 4/ 2016

Owner/Developer: Developer Associates, LLC

New Owner? ___Yes _X_No (if yes, contact approval agency)

Location: 1500 Sweetbriar Road, Middletown DE 19709

Weather Conditions: Sunny and Cold 35 F

Site Status (Active / Inactive / Completed): Active

Date of Last Site Review: 5 March 2014

Site Compliance: Compliance Non-Compliance

[N/A] Not Applicable

[S] Satisfactory

[U] Unsatisfactory (include written comments)

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

Written Comments:

1. **Stabilized Construction Entrance:**

a. The stabilized construction entrance is laden with sediment and there is tracking out onto the roadway. **[Corrective Action]** Rough the existing stone to loosen the sediment and refresh the entrance with more DE #3 stone. Sweep the sediment off the roadway and return the sediment to the site. Maintain the roadway with regular street sweeping.

2. **Earth Berms/Dikes/Swales: No issues**

- Include in the current report items that needed to be corrected from the previous site visit.
- Each item from the previous report should have an update as to whether it has been corrected.
- Make sure that the item from the previous report is dated.

3. Inlet Protection:

a. The inlets are inundated with straw from the stabilizing efforts and are threatened with sediment. Inlet protection has been removed without approval from the delegated agency. **[Corrective Action]** Remove all straw and sediment from the inlet boxes. Install the silt bags in the inlets and continue to maintain the silt bags. Removal of the inlet protection is only permitted upon the approval of the delegated agency.

4. Vegetative Stabilization:

a. The stabilization that was applied in the fall 2014 has taken well in some locations. There are some significant areas that will require additional stabilizing to achieve the 70% uniform cover. **[Corrective Action]** Loosen compacted areas of the soil and apply stabilization as per the vegetative specifications on the approved plan, page C-5.

5. Stormwater Management Facilities: no items

6. Silt Fence:

a. The super silt fence along the east side of the site is properly installed and functioning well. The addition of the stone at the base of the fence has resolved the previous scour problem. **[No Action]**

7. Sediment Traps/Basins:

a. **[Repeat Observation]** There is significant gullying near the basin headwall. The gullying has worsened since this observation was first reported. The initial stabilization applied to the basin banks has not become established. **[Corrective Action]** Repair the gullies by filling and compacting the base soils. Leave the top 6" of soil loose and well fertilized. Apply erosion blanket and seed to these critical areas to allow the grass to establish. Reduce the concentrated flow at the top of the basin bank by applying a straw wattle, turned upward toward the stormwater flow to avoid abrupt ends, until the soil is stabilized.

8. Outlet Protection:

a. The outfall protection has been installed as per the approved plan and the 6" rip rap has been underlain with the Mirafi 600X fabric. The area around the outlet has been seeded and the ECSC-2B erosion blanket has been installed. **[No Action]**

9. Stone Check Dams: no items

10. Pollution Prevention:

a. It appears that the painting trades are washing their equipment in the loading dock area by the catch basin. **[Corrective Action]** This is a violation to wash hazardous substances into a catch basin. I spoke with the site superintendent and directed him to stop the tradesmen from washing in this area and we discussed another location on site where the wash water can be captured.

b. The loading dock area is inundated with trash and sediment. **[Corrective Action]** Remove the trash from this area and provide trash receptacles. Flat shovel the sediment and return it to a controlled area.

c. All fueling operations are within controlled areas and containers are properly stored. **[No Action]**

From previous reports:

1. Inlet Protection:

a. **[Previous Item 2/29/15]** The inlet at the entrance is unprotected and there is sediment around the inlet. [Corrective Action] Place a Typ-2 inlet protection in the CB and clean the sediment off the impervious around the grate. **Completed.**

b. **[Previous Item 1/18/15]** The inlet at the southeast side of the school is not protected and there is sediment around the inlet. **[Corrective Action]** Place Typ-2 inlet protection in the CB and clean the sediment off the surfaces around the inlets. **Incomplete.**

2. Sediment Traps/Basins:

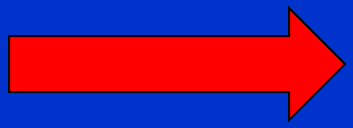
a. **[Previous Item 1/18/15]** A large gully has formed around sediment trap #3. [Corrective Action] Repair the gully and stabilize all open areas. In areas of concentrated flow entering the sediment trap, place straw wattles upland to reduce the SW velocity. **Completed.**

b. **[Previous Item 2/29/15]** A large gully has formed at the south side of sediment trap #1. [Corrective Action] Repair the gully and stabilize all upland areas. **Incomplete.**

From previous reports:

1. **Inlet Protection:**
   a. **[Previous Item 2/29/15]** The inlet at the entrance is unprotected and there is sediment around the inlet. [Corrective Action] Place a Typ-2 inlet protection in the CB and clean the sediment off the impervious around the grate. **Completed.**
   b. **[Previous Item 1/18/15]** The inlet at the southeast side of the school is not protected and there is sediment around the inlet. **[Corrective Action]** Place Typ-2 inlet protection in the CB and clean the sediment off the surfaces around the inlets. **Incomplete.**

2. **Sediment Traps/Basins:**
   a. **[Previous Item 1/18/15]** A large gully has formed around sediment trap #3. [Corrective Action] Repair the gully and stabilize all open areas. In areas of concentrated flow entering the sediment trap, place straw wattles upland to reduce the SW velocity. **Completed.**
   b. **[Previous Item 2/29/15]** A large gully has formed at the south side of sediment trap #1. [Corrective Action] Repair the gully and stabilize all upland areas. **Incomplete.**



3. **Inlet Protection:**

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4. **Vegetative Stabilization:**

a. The stabilization that was applied in the fall 2014 has taken well in some locations. There are some significant areas that will require additional stabilizing to achieve the 70% uniform cover. **[Corrective Action]** Loosen compacted areas of the soil and apply stabilization as per the vegetative specifications on the approved plan, page C-5.

5. **Stormwater Management Facilities: no items**

6. **Silt Fence:**

a. The super silt fence along the east side of the site is properly installed and functioning well. The addition of the stone at the base of the fence has resolved the previous scour problem. **[No Action]**

7. **Sediment Traps/Basins:**

a. **[Repeat Observation]** There is significant gullying near the basin headwall. The gullying has worsened since this observation was first reported. The initial stabilization applied to the basin banks has not become established. **[Corrective Action]** Repair the gullies by filling and compacting the base soils. Leave the top 6" of soil loose and well fertilized. Apply erosion blanket and seed to these critical areas to allow the grass to establish. Reduce the concentrated flow at the top of the basin bank by applying a straw wattle, turned upward toward the stormwater flow to avoid abrupt ends, until the soil is stabilized.

8. **Outlet Protection:**

a. The outfall protection has been installed as per the approved plan and the 6" rip rap has been underlain with the Mirafi 600X fabric. The area around the outlet has been seeded and the ECSC-2B erosion blanket has been installed. **[No Action]**

9. **Stone Check Dams: no items**

10. **Pollution Prevention:**

a. It appears that the painting trades are washing their equipment in the loading dock area by the catch basin. **[Corrective Action]** This is a violation to wash hazardous substances into a catch basin. I spoke with the site superintendent and directed him to stop the tradesmen from washing in this area and we discussed another location on site where the wash water can be captured.

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c. All fueling operations are within controlled areas and containers are properly stored. **[No Action]**

From previous reports:

1. **Inlet Protection:**

a. **[Previous Item 2/29/15]** The inlet at the entrance is unprotected and there is sediment around the inlet. [Corrective Action] Place a Typ-2 inlet protection in the CB and clean the sediment off the impervious around the grate. **Completed.**

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a. **[Previous Item 1/18/15]** A large gully has formed around sediment trap #3. [Corrective Action] Repair the gully and stabilize all open areas. In areas of concentrated flow entering the sediment trap, place straw wattles upland to reduce the SW velocity. **Completed.**

b. **[Previous Item 2/29/15]** A large gully has formed at the south side of sediment trap #1. [Corrective Action] Repair the gully and stabilize all upland areas. **Incomplete.**

If you are reviewing the installation of a stormwater facility you must have the construction checklist for that specific facility.

Points to Remember

- Document who received the report
- The CCR can set reasonable deadlines for work completion, but you are not there for enforcement
- Make sure that your printed name and the signing P.E.'s are on the report, not just signatures
- CCR reports are submitted WEEKLY

CC:

Im. A. Developer	iadeveloper@develop-usa.com	Developer Associates
Harvey Haddix	Hhaddix@aol.com	Project Manager Enterprises
Honas Wagner	Honas.Wagner@enginnering-usa.com	Engineering USA
Billy Pierce	302-422-0990	Project Manager Enterprises
Milt Wilcox	302-376-0440	Site Contractors
Tommy Bridges	Tbridges@CCRsRUs.com	CCRs R Us
Dave Stieb	Dave.Stieb@state.de.us	Delegated Agency

Action to be taken:

Continue Routine Site Reviews X

Correct Noted Deficiencies X Completion Date: 3/19/15

Other _____

Cheryl L. Gmuer, Certified Construction Reviewer # 2014/03/26-050
Cheryl.Gmuer@state.de.us

Larry Hagman, Delaware Professional Engineer
Larry.Hagman@engineering-firm.com

QUIZ QUESTION

Yes or No: Will Nate take off points on your CCR report if you:

** *Do not put your company logo at the top,*
** *Do not sign the report, or*
** *Do not indicate whether the site is in compliance?*

QUIZ QUESTION

YES: Will Nate take off points on your CCR report if you:

** *Do not put your company logo at the top,*

** *Do not sign the report, or*

** *Do not indicate whether the site is in compliance?*

??Questions??