

1. Was all requested information furnished to the Department within the required time?

The DNR permit requires requested information be provided within 3 hours. Please make every effort to be in compliance with this time frame. If for some reason you are unable to do so, please communicate this with the DNR.

2. Plan is signed in accordance with Part VI.H and is retained at the construction site throughout the project?

The Pollution Prevention Plan (PPP) should have a signature in the plans (typically the second page of the PPP) in the C or R sheets. If there is no signature, there should be a signed copy of the PPP on DocExpress (Contract Documents drawer or starting with July 2025 letting in the Environmental drawer) as a supporting document with the storm water permit.

Plans are uploaded to DocExpress and should be readily available. Please make the plans available to the DNR for viewing on your iPad or laptop. You may also have a hardcopy available to show during the inspection.

3. The plan has been updated based on changes in design, construction, operation or maintenance or if SWPPP proved to be ineffective?

The contractor is required by Specification 2602.01, D, 3 to submit amended site maps that show completed erosion and sediment control work. These amended site maps should be uploaded to DocExpress (Pay Items drawer or starting with July 2025 letting in the Environmental drawer). If these have not been submitted, request them immediately from the contractor.

4. Pollution Prevention Plan Content:

1. Does SWPPP describe size of site and acres to be disturbed?
2. Does SWPPP clearly describe the intended sequence of major activities and control measures to be utilized during each activity?
3. Does SWPPP describe and identify the erosion & sediment control measures to be employed?
4. Does SWPPP contain topsoil preservation information?
5. Does SWPPP contain site map?
6. Does SWPPP contain all necessary signed contractor certification statements?

Item 4.1: This information is found in the PPP (Paragraph II, B).

Item 4.2: This information is provided the contractor's Erosion Control Implementation Plan (ECIP), as noted in the PPP (Paragraph III, A). The ECIP should be located on DocExpress (Contract Documents drawer or starting with July 2025 letting in the Environmental drawer). If the contractor has not submitted the ECIP, request it immediately from the contractor.

Item 4.3: As noted in the PPP, Paragraphs III, C, 1, a, 4) and III, C, 1, b, 2), controls/practices are shown in the site map (typically the RR sheets), Estimated Project Quantities and Estimate Reference Notes/Information (C or RC sheets), and various item specific tabulations (C or RC sheets).

Item 4.4: This requirement is included in the PPP, Paragraph III, C, 1, a, 6). Bid items for topsoil work would typically be found in the C sheets.

Item 4.5: The site map is the picture map showing locations of controls. This is typically found in the RR sheets. As noted in Item 3 above, the contractor is required to submit amended PPP site maps to DocExpress (Pay Items drawer or starting with July 2025 letting in the Environmental drawer).

Item 4.6: The prime contractor's signed co-permittee certification statement is located on DocExpress (Contract Signing drawer). The prime contractor is responsible for obtaining signed co-permittee certification statements from subcontractors, and they should be uploaded to DocExpress (Contract Documents drawer or starting with July 2025 letting in the Environmental drawer). If these subcontractor co-permittee certification statements have not been submitted, request them immediately from the contractor.

5. Recordkeeping:

1. Are weekly site inspections being performed as required by permit
2. Has plan been updated based on changes in design, construction, operation, or maintenance, or if SWPPP proved to be ineffective?
3. If deficiencies are noted in site inspection, are they corrected and SWPPP updated within 7 days of discovery?

Item 5.1: Weekly inspection reports (Form 830214) should be uploaded to DocExpress (Signature drawer or starting with July 2025 letting in the Environmental drawer).

Item 5.2: As noted in Item 3, the contractor is required to submit amended PPP site maps to DocExpress (Pay Items drawer or starting with July 2025 letting in the Environmental drawer).

Item 5.3: Weekly inspection reports should be documenting correction of deficiencies. This information should be found in the Storm Water Site Inspection (Form 830214) in the "Date of Corrective Action and Corrective Action Performed" section.

6. Visual Observations:

1. Are all necessary erosion and sediment control measures installed/constructed?
2. Erosion and sediment control measures are being maintained properly?
3. Has off-site tracking been controlled?
4. Storm sewer and/or tile intakes have been protected?
5. Control measures have prevented the discharge of sediment off the construction site?

This section is based on visual observations during the inspection.

Item 6.1: This is typically based on what is needed per visual observations and/or what is included in the design plans.

Item 6.2: Note that the PPP (Paragraph IV) requires maintenance of controls (i.e. cleaning, repairing, or replacing) when features have lost 50% of their capacity.

Item 6.3: The PPP (Paragraph III, C, 2, a) includes requirement to construct and maintain exits to prevent tracking onto roadways. There is a bid item "Stabilized Construction Entrance" and Standard Road Plan EC-303 for this work.

Item 6.4: Refer to bid items for the controls that are included with your project. These could include the following Section 2602 items: Open-throat curb intake sediment filter (EC-602), grate intake sediment filter bag (EC-604), silt fence, or perimeter & slope sediment control devices.

Item 6.5: Locations where storm water leaves the site should be included in your weekly inspections. If there is sediment leaving the site, immediate action should be taken.

For additional assistance or questions, please contact Melissa Serio, Earthwork Engineer at Iowa DOT, Construction & Materials Bureau (melissa.serio@iowadot.us or 515/239-1280).