
APPENDIX D

- **INSPECTION AND MAINTENANCE FORM**
- **CHECKLIST FOR EROSION AND SEDIMENT CONTROL PLAN DEVELOPMENT**

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INSPECTION AND MAINTENANCE FORM

AT Contract Number: _____
 Construction Site Location: _____
 Heavy Equipment on Site: _____
 Date: _____ mm of rain in last week: _____
 Date of Last Inspection: _____ mm of rain in last 24 hours: _____

Contractors on Site: _____
 Construction Activities on Site: _____
 Current Weather: _____
 Weather Forecast: _____

Type of Measure (BMP)	Location on Construction Site	Intended Function	Sediment Levels	General Condition	General Performance	Maintenance Required	Type of Maintenance Required	Site Manager Notified	Date Repairs to be Completed By
			0 – 1/4 - 1/2 – 3/4 Full not applicable	poor fair good	poor fair good	yes no		yes no	
			0 – 1/4 - 1/2 – 3/4 Full not applicable	poor fair good	poor fair good	yes no		yes no	
			0 – 1/4 - 1/2 – 3/4 Full not applicable	poor fair good	poor fair good	yes no		yes no	
			0 – 1/4 - 1/2 – 3/4 Full not applicable	poor fair good	poor fair good	yes no		yes no	
			0 – 1/4 - 1/2 – 3/4 Full not applicable	poor fair good	poor fair good	yes no		yes no	
			0 – 1/4 - 1/2 – 3/4 Full not applicable	poor fair good	poor fair good	yes no		yes no	
			0 – 1/4 - 1/2 – 3/4 Full not applicable	poor fair good	poor fair good	yes no		yes no	
			0 – 1/4 - 1/2 – 3/4 Full not applicable	poor fair good	poor fair good	yes no		yes no	

Notes:

Inspectors Name: _____

Inspectors Signature: _____

Copies to: AT Designated Inspector: _____ Contractors Site Designate: _____ ESC Plan Designer: _____

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CHECKLIST FOR EROSION AND SEDIMENT CONTROL (ESC) PLAN DEVELOPMENT

The following checklist may be used to ensure that Erosion and Sediment Control Plans follow the method and structure outlined in the Guide. For small, low-risk roadway construction projects that only require the application of procedural BMPs, it may not be necessary to undertake detailed BMP design. Refer to Section 8 for guidance regarding the appropriate level of effort to be applied.

DATA COLLECTION

- Identify and initiate contact with other members of the ESC team:
 - Owner or owner's representative
 - Project designer
 - Contractor and site inspector (if selected)
- Identify and initiate contact with applicable regulatory agencies (establish information needs)
- Compile relevant site information as applicable:
 - Construction drawings, design data and construction schedule
 - Geotechnical investigation reports
 - Aerial photography/imagery
 - Surficial geology maps
 - Vegetative cover maps
- Site inspection by ESC Plan Designer:
 - Photographs to document existing site conditions
 - Regulatory requirements
 - Fisheries assessments

Site Erosion Potential and Evaluation

- Assess the site-specific erosion potential
- Assess the risk of erosion due to roadway construction activities
- Determine appropriate level of effort, performance goals and evaluation measures

Erosion and Sediment Control Plan Design

- Develop an erosion and sediment control plan that is effective and coordinated with construction activities
- Define the areas of concern for the project
- Divert upstream water around the construction site (where applicable)
- Evaluate the construction site drainage:

- Define drainage areas within the construction site
- Define drainage patterns within each drainage area
- Determine drainage channel alignments
- Determine channel tributary areas and drainage channel characteristics
- Based on drainage characteristics, specify Best Management Practices (BMPs)
 - Incorporate procedural BMPs
 - Promote good housekeeping measures to reduce the amount of erosion during construction
 - Consider minimizing exposed soils, using existing drainage pathways, reducing runoff from stockpiles, and installing signage around sensitive areas
 - Consider working during relatively dry conditions, installing erosion and sediment control measures early, and revegetating exposed soils early
 - Incorporate appropriate erosion control BMPs
 - Prevent erosion at its source
 - Consider factors such as flow, soil characteristics, topography, climate, season, permanence, accessibility and cost when choosing erosion control measures
- Consider factors such as flow, soil characteristics, topography, climate, season, permanence, accessibility and cost when choosing sediment control measures

Report Requirements

- Provide a project description
- Describe erosion and sediment control objectives
- Document existing site conditions
- Identify critical areas of concern
- Include a section on erosion and sediment control accountability and administration
 - Provide a list of emergency and non-emergency contacts
- Describe BMPs to be used
 - Include details on installation locations and alignments
 - Include an inspection and maintenance plan for all BMPs
- Provide a series of construction drawings illustrating and describing mitigation measures to be undertaken during all phases of the project