

State of Hawaii
Department of Transportation – Airports Division
Standard Operating Procedures
Construction Inspections

1.0 Purpose

This procedure establishes a standard for conducting construction inspections as described in the Storm Water Management Program Plan (SWMPP), Section C.

2.0 Definitions

BMP – Best Management Practices are items that will be implemented to mitigate impacts to the environment from industrial and construction activities.

Enviance – Database system used by the DOTA's Environmental Section (AIR-EE) to track pertinent environmental data.

SWMPP – DOTA's plan for ensuring compliance with storm water regulations.

X: Drive – DOTA computer storage drive

3.0 Background

AIR-EE inspectors will conduct an initial inspection at the construction site to ensure that BMPs are properly installed and adequate. Note: the contractor may not begin any other work until the BMPs have been approved by AIR-EE.

The DOTA or its representative will then conduct monthly periodic to ensure compliance. Furthermore, for DOTA projects, a Construction Manager will submit weekly inspection reports to the Project Manager and the Environmental Section. Note: the Construction Manager's inspection report may prompt DOTA to increase the frequency of its monthly inspection depending on the type of deficiency.

The final inspection will be conducted once soil is stabilized, BMPs have been removed, and permanent BMPs are installed.

Additionally, contractors must conduct self-inspections of the construction sites for the duration of the project. The frequency of the self-inspection will be driven by requirements of Hawaii Administrative Rules 11-55, Appendix or if not applicable, at least once per week.

4.0 Procedure

This procedure pertains specifically to inspections conducted by AIR-EE inspectors.

Step 1: Preparation

Schedule an inspection date and time with the Project Manager (PM), Construction Manager (CM), and Contractor as applicable for a project, ensuring compliance with the timeframes described in Section 3.0. Conduct a desktop review of the project. This may involve reviewing construction plan documents in Enviance and on the X: Drive, as well as former inspections and enforcements, as applicable.

Gather items necessary for conducting the inspection, including:

- Hard Hat
- Safety Vest
- Safety Glasses
- Steel Toed Boots
- Long Pants
- Camera
- Inspection Form and Pen

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Step 2: Paperwork Review

The inspection should begin by conducting a review of paperwork that is on-site. Specific documents that should be reviewed include:

- NPDES permit, if applicable
- MS4 connection permit, if applicable
- Contractor self-inspections
- Copies of previous inspections
- Training records for workers
- SSCBMP plan with updated site map

Note: A good practice is to ask the contractor whether there have been updates to the BMPs and if they have had any issues or spills since the last inspection.

Step 3: Field Review

Following the document review, the inspector should expect to see all the BMPs indicated on the updated site map. For large sites, it may be beneficial to ask for a copy of the updated site map to reference during the field review. Specifically, verify that all BMPs on the site map have been installed and are properly maintained. Also, review drainage areas such as drain inlets, ditches, and gutters to ensure that potential pollutants, such as sediment, are not leaving the site. Ensure that photos are taken of any potential deficiencies.

Step 4: Inspection Checklist

Record all observations on the inspection checklist from SWMPP Section C and provide a copy of the inspection checklist to the contractor. Notify the contractor, PM, and CM verbally during the site inspection of any deficiencies that must be corrected.

Upon return to the office, the inspector will compile photos from the inspection and email with a scanned copy of the inspection form to the contractor, PM, and CM. The inspection file must be saved on the X: Drive under *Construction* and the appropriate project folder.

Step 5: Enviance

Record the inspection in Enviance by locating the appropriate project in the *_Construction* section. Right click on the project and select *Requirements*. Right click on the log *Construction Site SW BMP Inspection* and select *Data* and *Enter/Edit*. Select *Add* and in the *Name* field enter the type of inspection and a sequential number, such as *Initial DOTA Inspection*, *CM Inspection_001*, *DOTA Inspection_001*, *Final DOTA Inspection*. Enter the pertinent data and select *Save*.

Step 6: Enforcement

The first level of enforcement pertains to a first time deficiency or an item that is not within the contractor's power to correct. This type of deficiency will be recorded on the inspection form and entered into Enviance. The copy of the inspection form will serve as a written warning to correct the deficiency.

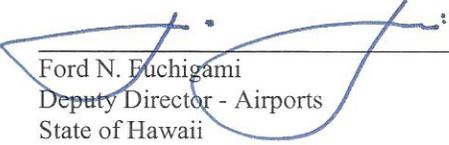
If the deficiency is a repeat violation or an illicit discharge has been observed, additional enforcement actions may be necessary. AIR-EE may work with the PM to issue stop work orders for tenants, withhold payment for DOTA projects, and/or issue fines as necessary. The Department of Health, Clean Water Branch should be immediately notified of these types of deficiencies. Cases may need to be referred to them if enforcement actions do not produce desired results.

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Follow-up inspections will be required to ensure that deficiencies are corrected and once corrected, that inspection date should be recorded in Enviance inspection log wherever the deficiency had been noted. Note: this may require editing several inspection logs to add the closure date if the deficiency had been noted over several different inspections.

5.0 Standard Operating Practice Approval



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Date