

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

1.0 Purpose

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

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.

Letter Log – Program in Lotus Notes that allows DOTA to track correspondence.

MS4 – Municipal Separate Storm Sewer System is the drainage system used to convey storm water runoff and may consist of drains, canals, ditches, and other conveyances.

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

X: Drive – DOTA computer storage drive.

3.0 Procedure

Step 1: Compile Project Review Package

A meeting will be held with Project Designers, Project Manager, and an AIR-EE representative during the design review phase to discuss the inclusion of post-construction BMPs in proposed construction projects.

Project Designers will develop construction plans as required by the DOTA or airport tenants. Designers will complete all necessary paperwork, including:

1. SWMPP Section C, Design Review Form *or* Notification Form for Less Than One Acre
2. MS4 Connection Permit, as applicable
3. NPDES permit application or other permit applications, as applicable
4. Construction plans with site-specific BMPs

Designers will route the construction project review package to their Project Manager (Division Engineer for DOTA projects and District Engineer for tenant projects). The Project Manager will then route the construction project review package to the environmental section (AIR-EE).

Step 2: Assign Incoming Letter Log Number

Upon receipt of the construction project review package, assign an incoming letter log number. Write the letter log number on the green routing sheet and scan along with the first page of the construction plans (Item 4 from Step 1) into the X: Drive under *Correspondence Received* and save as the letter log number and project name (i.e. 12.0146 CONRAC).

Step 3: Enter into Enviance

Enter the project into the Enviance database. Note: Do not enter projects that involve interior work or are exempt. Begin by running the report for *Environmental IDs Assigned*, which is located in the *Miscellaneous Reports* folder. Run the report by right clicking on the report name and select *Run Report*. Select the next sequential number based on the District in which the project is occurring (50000s for Oahu; 60000s for Maui; 70000s for Hawaii; and 80000s for Kauai).

Navigate in Enviance to the appropriate airport under the tab for *Construction* and *Construction Sites*. Right click on *_Construction Site Template* and select *Copy*. Right click on *_Construction Sites* and select *Paste*. Rename the project using the EID number found in the above report and beginning with a *B* for plan review (i.e. B.500001). (Note: Project will be renamed with an *A* once construction starts and then a *C* once the project is completed). Ensure that the box for *Include Children* is checked and select *Copy*. Right click on the construction site and select *Properties* and *Edit*. Enter the pertinent information and select *Save* and

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Confirm. (Note: Required pertinent information includes Environmental ID, Project Type, and Location. It is also recommended to include in the *Description* block the letter log number used.)

Step 4: Review the Project

Ensure that the project has all the necessary paperwork properly completed from Step 1. Review the temporary and permanent BMPs to ensure that they are adequate to prevent illicit discharge during construction and to meet DOTA goals after construction. Complete the *Airport Environmental Compliance Review* checklist and route to the AIR-EE Supervisor for signature.

Note: If the project requires an MS4 connection permit, assign the permit number based on the EID (i.e. MS4.50001) and route to the AIR-EE Supervisor and Engineering Program Manager for signature. If there is more than one permit required for a single project, then end the permit number with “a,b,c,” etc as needed (i.e. MS4.50001a, MS4.50001b).

Step 5: Record Review Data

Once review is complete, go to the project in Enviance, right click, and select *Requirements*. Right click on the log *Construction Site SW Runoff Plans* and select *Data* and *Enter/Edit*. Select *Add* and enter the pertinent data and select *Save*.

Scan items 1-4 listed of the package from Step 1 in their entirety and the signed *Airport Environmental Compliance Review* checklist. (Note: if construction plans are lengthy, only the title page must be scanned). Save the documents using EID number assigned in Step 3 to the X: Drive under *Construction* and *Construction Plan Review*.

Step 6: Continue Routing

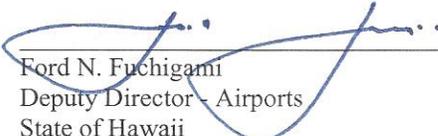
Once the review is complete, assign an outgoing letter log number. Write the letter log number on the green routing sheet and scan along with the first page of the construction plans (Item 4 from Step 1) into the X: Drive under *Correspondence Sent* and name with the letter log number and project name (i.e. 12.0146 CONRAC).

Step 7: Follow-up

If the project was not approved for any reason, the project review package may need to be revised by the Designer until it is acceptable. If this is the case, complete steps 1, 2, 4, 5, and 6 as described above with the following exceptions.

In step 5, indicate in the *Name* field of the log that it is the second, third, etc. review. When saving documents to the X: Drive under *Construction* and *Construction Plan Review* ensure that when naming the file, in addition to the EID number, include that it is the second, third, etc. review (i.e. 50001.Second Review).

4.0 Standard Operating Practice Approval



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4.30.13

Date

