

Reporting



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- ▶ **What are the different activities that I should monitor and report?**



What is the purpose of reporting?

The purpose of reporting is NOT to track your individual performance. The purpose of reporting is also NOT to compare your performance to your colleagues. Reporting IS a tool for HDOT to evaluate and ensure that roadside maintenance activities are conducted in an effective, safe, sustainable, low environmental impact and efficient manner by both staff and contractors. Roadside maintenance personnel should report information to the Engineer about their activities for the purposes of documenting the work done, identifying risks, and sharing knowledge about roadside conditions.



How do I report?

Both HDOT staff and contractors involved in vegetation maintenance need to record the number of hours used in different activities each day. This will help to determine what jobs require more time investment and thereby help management-level decision making and allocation of funds to maintenance work.

HDOT staff should file monthly or quarterly reports as determined by the Engineer in charge of maintenance in your area. HDOT staff record their time and effort on their timesheets against certain activity codes internally in the AS400 system. These codes and their corresponding descriptors are discussed in the next section below.

If you are a contractor, your invoices should be accompanied by reports discussed below. **Contractors should record the time and effort on different activities using the same activity codes as HDOT staff in their reports.** Sample of the monthly maintenance report and a daily maintenance activity log are provided at the end of the chapter.



What are the different activities I should monitor and report?

Safety

(reporting injuries, illnesses and hazards/problems)

You are required to report any hazardous situation along the roadside to the Engineer. Damage to government or private property, hazardous trees, blocked culverts, drains, ditches and swales, eroding areas and severe instances of illegal rubbish dumping are considered hazards/problems. Provide date, time, location and a detailed description of the hazard/problem immediately to the Engineer.

Contractors must report all job related injuries and illnesses to the on-site supervisory-level personnel responsible for implementing and monitoring the Safety Plan. Contractors must fulfill all relevant OSHA, HIOSH and HDOT injury and illness reporting requirements. HDOT staff report all job related injury and illnesses to the Engineer. Both contractor and staff should also report to the Engineer any claims made by a member of the public injured at your work site.

What is a hazardous tree?

Trees that may pose a risk to road users should be reported to the Engineer. (See Chapter 6 for more information on pruning hazardous trees.)

Hazardous trees include:

- ▶ Unplanted (wild) saplings or small trees that are over 4 inches diameter at breast height in the Landscape Management Zone (LMZ).
- ▶ Albizia trees with branches that overhang the road.
- ▶ Albizia seedlings in the right-of-way (even beyond the LMZ).
- ▶ Trees with overhanging branches less than 17 ft. above the road or less than 7 ft. above a sidewalk.
- ▶ Damaged trees.

Areas in the rights-of-way that are being used illegally or inappropriately and have the potential to become a nuisance should also be reported to the Engineer.

Vehicular damage to landscaping

Photograph damage and provide a written report with replacement costs to the Engineer.

Mowing and edging turf and ground covers

2444 Mechanical mowing (acres and hours) – Record the number of acres mowed and the time you spent mowing it. To calculate acres estimate square feet and divide 43,560 (the number of square feet in one acre).

2445 Grass trimming (square feet and hours) – Record the hours spent trimming (using a powered weed eater or edger) and the area trimmed in square feet.

Pruning trees, palms, shrubs and hedges

2441 Trees, shrubs and plantings (hours and square feet) – Document time spent and area over which work was carried out propagating, removing, pruning or trimming trees, palms, shrubs, hedges and ground cover, except grass (which is to be reported under Activity Code 2445). The time spent fertilizing any vegetation should also be recorded under this activity code.

2442 Manual weed control (hours and square yards) – Record the time and the number of square yards you weed using manual labor.

Rubbish and debris in gutters, ditches and swales

Blocked drains, gutters and swales may need to be cleared by staff or contractors. Contractors clear and maintain lined drainage ditches, swales and roadway gutters of vegetation, rock, silt and mud, papers, bottles, cans, and maintain these areas clear of debris and growth. If an area becomes unmanageable or blocked, this should be reported to the Engineer. The drainage culverts under roadways and embankments are maintained by the HDOT staff.

2424 Litter removal and disposal (hours and cubic yards)

- ▶ Log hours spent doing litter removal and disposal of litter, dead animals and debris; the activities are described in Chapter 7.
- ▶ Cubic yards of litter disposed should be estimated. Calculate the cubic feet of material and divide by 27; or you might estimate the cubic yards that your truck can carry when full and then estimate the size of your load relative to that.
- ▶ Report unusually severe instances of rubbish dumping onto the roadside to the Engineer.

2431 Cleaning and Repairing of Culverts, Drop Inlets and Catch Basins (number of openings)

- ▶ Number of openings cleaned.
- ▶ Number of hours you spend cleaning drainage structures of sediment, vegetation, debris and other obstructions.

Remember

Contractors: If you observe blockages, file a report. Even if you are not required to maintain openings, you are required to report blockages.

Fertilizer



Everything that goes into the stormwater system might eventually go into the ocean. Therefore, by law, the Environmental Protection Agency (EPA) and HDOT take steps (e.g., fertilizer and pesticide logs – see below) to protect the stormwater system of Hawaii and ensure that unwanted chemicals do not enter our waterways.

2446 Fertilizing (pounds) – You are required to complete the “Fertilizer Usage Log” to report the amount of fertilizer used and the location applied. Refer to the recommended application timing guidelines and contact the inspector within two days after finishing fertilization. The time spent applying fertilizer to trees, shrubs or other vegetation should be reported under Activity Code 2441.

See Fertilizer Usage Log that follows and also is available online at:
http://www.stormwaterhawaii.com/program_plan/pdfs/app_h1.pdf

FERTILIZER USAGE LOG

DATE	LOCATION (Route, Milepost, Direction, and Distance from Nearest Intersection)	WEATHER		TYPE AND AMOUNT APPLIED (pounds)	COMMENTS
		Sky <input type="checkbox"/> Clear <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Overcast Wind <input type="checkbox"/> Calm <input type="checkbox"/> Mild Breeze <input type="checkbox"/> High Wind, DO NOT SPRAY	Precipitation <input type="checkbox"/> Rain expected today, DO NOT APPLY <input type="checkbox"/> Raining – if raining, DO NOT APPLY <input type="checkbox"/> Rain not expected today		
		Sky <input type="checkbox"/> Clear <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Overcast Wind <input type="checkbox"/> Calm <input type="checkbox"/> Mild Breeze <input type="checkbox"/> High Wind, DO NOT SPRAY	Precipitation <input type="checkbox"/> Rain expected today, DO NOT APPLY <input type="checkbox"/> Raining – if raining, DO NOT APPLY <input type="checkbox"/> Rain not expected today		
		Sky <input type="checkbox"/> Clear <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Overcast Wind <input type="checkbox"/> Calm <input type="checkbox"/> Mild Breeze <input type="checkbox"/> High Wind, DO NOT SPRAY	Precipitation <input type="checkbox"/> Rain expected today, DO NOT APPLY <input type="checkbox"/> Raining – if raining, DO NOT APPLY <input type="checkbox"/> Rain not expected today		
		Sky <input type="checkbox"/> Clear <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Overcast Wind <input type="checkbox"/> Calm <input type="checkbox"/> Mild Breeze <input type="checkbox"/> High Wind, DO NOT SPRAY	Precipitation <input type="checkbox"/> Rain expected today, DO NOT APPLY <input type="checkbox"/> Raining – if raining, DO NOT APPLY <input type="checkbox"/> Rain not expected today		

Pesticides

Similar to the fertilizer requirements, EPA and HDOT track the use of specific herbicide/pesticide through detailed logs.

2443 Chemical weed control (hours and gallons) – Record the number of gallons of herbicide mix applied and hours spent spraying. Use the “Herbicide/Pesticide Usage Log” to report on the type and amount of chemical used, location applied and application method.

See the Herbicide/Pesticide Usage Log that follows and also is available online at:

http://www.stormwaterhawaii.com/program_plan/pdfs/app_h1.pdf

Disposal of expired landscape chemical log

Highways maintenance personnel (staff and contractors) are required to maintain a log of the amount of landscaping chemicals disposed. Disposal manifests should be kept on file with the disposal log. Disposal requirements are indicated on the fertilizer/pesticide label.

See Disposal of Expired Landscaping Chemicals Log that follows and also is available online at:

http://www.stormwaterhawaii.com/program_plan/pdfs/app_h1.pdf

HERBICIDE/PESTICIDE USAGE LOG

DATE	LOCATION (Route, Milepost, Direction, and Distance from Nearest Intersection)	WEATHER	CHEMICAL USED AND AMOUNT APPLIED (gallons)	APPLICATION METHOD	COMMENTS
		Sky <input type="checkbox"/> Clear <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Overcast Wind <input type="checkbox"/> Calm <input type="checkbox"/> Mild Breeze <input type="checkbox"/> High Wind, DO NOT SPRAY Precipitation <input type="checkbox"/> Rain expected today, DO NOT APPLY <input type="checkbox"/> Raining - if raining, DO NOT APPLY <input type="checkbox"/> Rain not expected today		<input type="checkbox"/> Hand Sprayer <input type="checkbox"/> Spray Truck Other:	
		Sky <input type="checkbox"/> Clear <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Overcast Wind <input type="checkbox"/> Calm <input type="checkbox"/> Mild Breeze <input type="checkbox"/> High Wind, DO NOT SPRAY Precipitation <input type="checkbox"/> Rain expected today, DO NOT APPLY <input type="checkbox"/> Raining - if raining, DO NOT APPLY <input type="checkbox"/> Rain not expected today		<input type="checkbox"/> Hand Sprayer <input type="checkbox"/> Spray Truck Other:	
		Sky <input type="checkbox"/> Clear <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Overcast Wind <input type="checkbox"/> Calm <input type="checkbox"/> Mild Breeze <input type="checkbox"/> High Wind, DO NOT SPRAY Precipitation <input type="checkbox"/> Rain expected today, DO NOT APPLY <input type="checkbox"/> Raining - if raining, DO NOT APPLY <input type="checkbox"/> Rain not expected today		<input type="checkbox"/> Hand Sprayer <input type="checkbox"/> Spray Truck Other:	
		Sky <input type="checkbox"/> Clear <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Overcast Wind <input type="checkbox"/> Calm <input type="checkbox"/> Mild Breeze <input type="checkbox"/> High Wind, DO NOT SPRAY Precipitation <input type="checkbox"/> Rain expected today, DO NOT APPLY <input type="checkbox"/> Raining - if raining, DO NOT APPLY <input type="checkbox"/> Rain not expected today		<input type="checkbox"/> Hand Sprayer <input type="checkbox"/> Spray Truck Other:	
		Sky <input type="checkbox"/> Clear <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Overcast Wind <input type="checkbox"/> Calm <input type="checkbox"/> Mild Breeze <input type="checkbox"/> High Wind, DO NOT SPRAY Precipitation <input type="checkbox"/> Rain expected today, DO NOT APPLY <input type="checkbox"/> Raining - if raining, DO NOT APPLY <input type="checkbox"/> Rain not expected today		<input type="checkbox"/> Hand Sprayer <input type="checkbox"/> Spray Truck Other:	

DISPOSAL OF EXPIRED LANDSCAPING CHEMICALS LOG

Date	Chemical Name and Type	Expiration Date	Amount (gallons)	Disposal Method	Disposal Contractor (if applicable)	Shipping Manifest Attached (Y/N)

Irrigation

2447 Sprinkling and watering (millions of gallons) – Record time for:

- ▶ Monthly water consumption data.

2448 Operation and maintenance of sprinkler systems (hours) –

Record the time spent in hours operating or maintaining sprinkler systems.

- ▶ Itemized lists of broken components and repair costs.
- ▶ Detection and repair of system breakages or failures.
- ▶ Controller and zone settings.
- ▶ Issues that need resolution.

The Lead Irrigation Person/Lead Sprinkler Technician and the Engineer will meet no less than once a year to review the work site to ensure compliance with the contract specifications and standards. At this meeting, this person shall resubmit the monthly written reports listing major accomplishments for the previous months, notable problems, schedule changes and goals, and deadlines for the coming months. These meetings shall be documented by the Engineer.

CONTRACTOR SUBMITTALS – The contractor shall submit the following to the Department at the time of annual meeting:

- A) Monthly log of water use and pressure readings.
- B) Quarterly irrigation controller schedules with run times and start times for each zone.
- C) Monthly repairs and adjustments required to maintain system in efficient working order.

The State reserves the right to disqualify the Lead Irrigation Person/Lead Sprinkler Technician based on the work performance anytime during the contract.

If this occurs, contractors will have 10 working days to submit a qualified replacement.

Replacing plants

2441 Trees, shrubs and plantings (hours and square feet) –

Document time spent and area over which replanting of trees, shrubs, ground cover, grass and replacing mulch was carried out.

Ensure that you have record of approval from the Engineer regarding the types/species of plant used as replacement.

When called upon to replace or establish vegetation, record the species, date and location of plantings for your monthly report.

Invasive species

- ▶ Report priority invasive pests (see Chapter 9) to the Engineer.
- ▶ If you find any plants or animals (including plant pests and diseases) that you or your crew have never seen before, report the sighting to the Engineer, and also to the State's Pest Hotline 643-PEST.



- ▶ Log and report the time and method of cleaning equipment and vehicles. Ensure that all cleaning protocols are followed and cleaning is done in designated cleaning areas.

General Management

2710 General administration (hours) – Record hours spent on administration of contracts and reporting.

2715 Classes, seminars and workshops (hours) – Record hours spent at training courses related to vegetation maintenance.

There are separate training reporting requirements for herbicides and fertilizers required by law under stormwater management best practices. Information on training is provided for relevant activities (chapters) in this manual.



In a Nutshell

1. Reporting is a tool for HDOT to evaluate and ensure that roadside maintenance activities are conducted in an effective, sustainable, low environmental impact and efficient manner by staff and contractors.
2. Data reported could be used for management decisions; but standardized reports are needed.
3. HDOT uses activity codes in the AS400 for maintenance activities by road segment. Contractors must use the same activity codes in their reports.