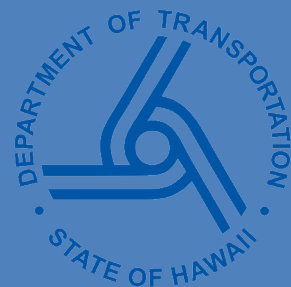




Environmental Requirements for Construction Projects Standard Operating Procedures with Veoci® Quick Reference Guides



STATE OF HAWAII, DEPARTMENT OF
TRANSPORTATION, AIRPORTS DIVISION
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December 2022

Scope and Purpose

This document establishes the standard operating procedures (SOP) for complying with State of Hawaii Department of Transportation, Airports Division (DOTA) environmental requirements for DOTA Projects and Tenant Improvement Projects at all airports, statewide, including submitting and reviewing construction plans, specifications, and related documents during design, pre-construction, and construction phases and conducting and complying with Pre-construction, Routine, and Final construction BMP inspections. This SOP provides guidance for Designers, Design Reviewers, Contractors, Inspectors, Environmental Health Specialists, and other interested parties on compliance with applicable DOTA environmental regulations including construction and post-construction best management practices (BMPs), training requirements, and permitting and are for the exclusive benefit of the State. If guidance in this SOP conflicts with other Federal, State, or local regulations, the stricter requirements shall govern. Related construction documents and forms can be found on DOTA's environmental website.¹

This SOP is supported by Quick Reference Guides (QRGs) to assist with submitting, reviewing, and approving construction project documents; conducting construction BMP inspections; and submitting corrective actions using the Veoci® environmental asset management system workflows and in accordance with the DOTA Engineering Branch, Environmental Section (AIR-EE) documentation requirements. It is imperative that all construction project submittals, plan reviews, and inspections are initiated and documented using the Veoci® system.

Standard Operating Procedure Approval

This version of the *Environmental Requirements for Construction Projects* SOP has been reviewed and certified as indicated below. Please notify the approving authority below regarding any changes or updates required for this document, or to confirm the current approved version of the SOP.

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¹ <http://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-site-runoff-control-program/>

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Acronyms and Definitions

<i>AIR-EE</i>	State of Hawaii, Department of Transportation, Airports Division, Engineering Branch, Environmental Section
<i>AOA</i>	Airport Operations Area
<i>AST</i>	Aboveground Storage Tank
<i>BMP</i>	Best Management Practice – Devices or procedures implemented to mitigate impacts to the environment from industrial activities, construction activities, and other airport operations.
<i>CCH</i>	City and County of Honolulu
<i>CCH DFM</i>	City and County of Honolulu, Department of Facility Maintenance
<i>CM</i>	Construction Manager
<i>DIR</i>	State of Hawaii, Department of Transportation, Director
<i>DOH</i>	State of Hawaii, Department of Health – The State agency that administers the Clean Water Act on behalf of the United States Environmental Protection Agency (EPA).
<i>DOH-CWB</i>	State of Hawaii, Department of Health, Clean Water Branch – The State agency that administers the Clean Water Act on behalf of the U.S. Environmental Protection Agency.
<i>DOH-HEER</i>	State of Hawaii, Department of Health, Hazard Evaluation and Emergency Response Office – The State agency that oversees, tracks, and responds to releases, threats of releases, or discoveries of hazardous substances and petroleum products.
<i>DOH-SDWB</i>	State of Hawaii, Department of Health, Safe Drinking Water Branch – The State agency that administers the protection of aquifers and the potable water supply.
<i>DOH-SHWB</i>	State of Hawaii, Department of Health, Solid and Hazardous Waste Branch – The State agency that administers the management of hazardous and non-hazardous waste, and the Underground Storage Tank program.
<i>DOH-WWB</i>	State of Hawaii, Department of Health, Wastewater Branch – The State agency that administers the treatment and discharge of municipal and private sanitary sewer flows.
<i>EID</i>	Veoci® Environmental Identification Numbers
<i>EHE-EHMP</i>	Environmental Hazard Evaluation and Environmental Hazard Management Plan
<i>EHS</i>	AIR-EE Environmental Health Specialist

<i>EPA</i>	U.S. Environmental Protection Agency – The Federal agency that oversees the Clean Water Act, Oil Pollution Prevention (SPCC), the Resource Conservation and Recovery Act (RCRA) and other environmental compliance rules and regulations.
<i>ESA</i>	Environmental Site Assessment
<i>GPS</i>	Global Positioning System
<i>HAR</i>	Hawaii Administrative Rules – Defines applicable State administrative and environmental rules and regulations under various Chapters.
<i>HNL</i>	Daniel K. Inouye International Airport
<i>IWDP</i>	Industrial Wastewater Discharge Permit – A permit required for temporary discharge into the City and County of Honolulu’s sanitary sewer system.
<i>IWS</i>	Individual Wastewater System
<i>JHA</i>	Job Hazard Analysis
<i>JRF</i>	Kalaeloa Airport (formerly known as John Rodgers Field)
<i>LID</i>	Low Impact Development – A stormwater and land use management strategy that strives to mimic pre-development hydrologic processes of infiltration, filtration, storage, evaporation, and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design.
<i>Modified Phase I ESA</i>	An ESA completed by DOTA for each airport that identifies areas that are known to be contaminated or potentially contaminated with hazardous materials.
<i>MS4</i>	Municipal Separate Storm Sewer System – A conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains.
<i>NGPC</i>	Notice of General Permit Coverage – The Department of Health, Clean Water Branch adopted the National Pollutant Discharge Elimination System General Permit as Appendices to Hawaii Administrative Rules, Chapter 11-55.
<i>NOI</i>	Notice of Intent – A form used to notify the Director of Health that a person seeks coverage under a general permit.
<i>NPDES</i>	National Pollutant Discharge Elimination System – This Clean Water Act program is administered in Hawaii by the Department of Health and is a permit program created to help address water pollution by regulating point sources that discharge pollutants to States waters.

<i>OGG</i>	Kahului Airport
<i>PBMP</i>	Post-construction/Permanent Best Management Practice
<i>PPE</i>	Personal Protective Equipment
<i>QRG</i>	Veoci® Quick Reference Guide – A DOTA guide for navigating Veoci® workflows.
<i>SAP</i>	Sampling and Analysis Plan
<i>SOP</i>	Standard Operating Procedure
<i>SOW</i>	Scope of Work
<i>SPM</i>	State Project Manager – DOTA’s Engineer assigned to administer the project on behalf of DOTA. For DOTA projects, this is the Division Engineer. For Tenant Improvement Projects (TIPs), this is the District Engineer.
<i>SSBMP Plan</i>	Site Specific Best Management Practices Plan – A site-specific, written document for projects resulting in less than one acre of total land disturbance that identifies potential sources of stormwater pollution and describes control measures to reduce or eliminate pollutants in stormwater discharges from a construction site in accordance with the DOTA Construction Activities Best Management Practices (BMP) Field Manual.
<i>SWPPP</i>	Stormwater Pollution Prevention Plan – A site-specific, written document for projects resulting in one acre or more of total land disturbance that identifies potential sources of stormwater pollution and describes control measures to reduce or eliminate pollutants in stormwater discharges from a construction site in accordance with the DOTA Construction Activities Best Management Practices (BMP) Field Manual.
<i>TIP</i>	Tenant Improvement Project
<i>UIC</i>	Underground Injection Control – A State program administered by the Department of Health, Safe Drinking Water Branch for the protection of groundwater quality from surface discharges. ²
<i>UST</i>	Underground Storage Tank
<i>Veoci®</i>	An online, 3rd party vendor-supported incident and asset management program utilized by DOTA to track spills, assets, training, and overall compliance with DOTA environmental rules and policies.

² <https://eha-cloud.doh.hawaii.gov/sdwb/#!/home>

1. Construction Design Review

This section provides an overview of the major steps required for the submittal, review, and approval of construction design submittals utilizing the Veoci system. Basic familiarity with Veoci, and a user account is required for Designers, Contractors, Reviewers and Approvers. A *Getting Started and General Information* Veoci QRG is provided in Appendix A-1. A graphical overview of the process is provided in Appendix B-1 for projects resulting in less than one acre of total land disturbance and Appendix B-2 for projects resulting in one acre or greater of total land disturbance.

1.1. EXEMPTION CATEGORIES

Projects falling in one of the following categories may request exemption from the full construction review process through the Veoci Construction Design Review workflow:

- Interior renovations with total combined exterior staging areas less than one acre.
- Minor land disturbance activities performed on a single lot with less than 1/4 acre of disturbed and exposed soil caused by construction activities as approved by AIR-EE.
- Milling and replacement of pavement surfaces of runways, taxiways, or other paved areas that do not expose the underlying base course or subgrade material.
- Utility repair work.
- Maintenance and repair activities.

Note: Projects that are approved as exempt from further AIR-EE review shall implement appropriate BMPs to prevent construction activities from impacting the storm drainage system or stormwater runoff. Additionally, for all State Projects it is still required to include DOTA Specifications 01560 Environmental Controls, 01561 Construction Site Runoff Control Program, and 01562 Management of Contaminated Media, and for all projects disturbing the ground it is still required to submit a [Contaminated Soil and Groundwater Review Form](#).³

1.2. TOTAL LAND DISTURBANCE CALCULATION

To determine the total amount of disturbed land associated with the project, DOTA follows the DOH definition for disturbance of land: “the penetration, turning, or moving of soil or resurfacing of pavement with exposure of the base course or the exposure of bare soil or ground surface, including the land surface exposed by construction roads, baseyards, staging areas, demolition, headquarters, and parking areas. It does not include grass or weed cutting, bush or tree trimming or felling that leaves soil or ground intact. It includes ‘grubbing’ in its normal meaning of the use of equipment to knock down and push vegetation out of the way, typically uprooting vegetation and disturbing the ground surface.”

Land disturbing activities that shall be included in the disturbance area calculation include, but are not limited to:

- Installation of Best Management Practices (BMPs) (e.g., silt fence, retention/detention basins, dust fence, etc.);
- Clearing and grading;

³ https://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-site-runoff-control-program/dota_contamination_review_form/

- Demolition of existing structures;
- New buildings, additions, expansions, garages or any other new building footprint added to the site;
- Access pathway for construction equipment (e.g., backhoe, bobcat, wheelbarrows, etc.);
- Area for construction dumpster;
- Storage or set-down areas for construction materials (roof trusses, prefabricated materials, etc.);
- Grading for drainage;
- Soil (fill or excavated) storage areas;
- New concrete or asphalt concrete paved areas including areas for concrete formwork, frame-up, if required, and washout;
- Vehicle/equipment staging and parking areas (paved and unpaved);
- Trenching or excavation for the installation, replacement, removal or capping of underground utility lines related to the land development project;
- New (paved or unpaved) sidewalks and paths or stairs; and
- Landscaped areas.

Below are some general guidelines on how to quickly estimate the total disturbed area of a project. Use the total area within the project's boundary/property line or add up the following areas:

- The area of any proposed building addition or stand-alone structure and any other improvement [landscaping (hard or soft), stairs, driveway, patio, etc.] that will result in land disturbance;
- A 10-foot wide minimum work zone around the perimeter of the proposed structure, except:
 - When the distance between the property line and the proposed structure is less than 10-feet, that distance may be used.
 - For construction of improvements such as paved driveways, sidewalks, and ground level decks, a minimum of a 5-foot wide work zone around the structure may be used.
 - For the installation, removal or capping of underground utility lines, a minimum of a 5-foot work zone centered on the utility line.
- A 10-foot wide minimum work zone around any portion of the existing structure that will have an additional story added;
- Areas used for staging and stockpiling, including the access from the improvement area to the stockpile area, as well as the entire stockpile area itself;
- Paved and unpaved areas that will be used as access to the proposed construction work area. A minimum 10-foot wide path from the street or driveway to the work area should be included in the disturbed area calculation;
- Paved and unpaved areas that will be used as access to the proposed construction work area, staging and storing of materials, including dumpsters, gravel, stone, masonry, lumber and construction equipment;

- For trenching activities, the area disturbed by the trench and the access pathways (10-foot minimum width) used by equipment;
- Vehicle parking areas (paved and unpaved); and
- Areas over which excavated soil will be spread, that are not included in any of the above areas.

It is important to note that if a project is part of a larger common plan of development, the land disturbance associated with the entire development shall be considered. DOTA follows the DOH definition of larger common plan to mean “any announcement or piece of documentation (including a sign, public notice or hearing, sales pitch, advertisement, drawing, permit application, zoning request, computer design, etc.) or physical demarcation (including boundary signs, lot stakes, surveyor markings, etc.) indicating construction activities may occur on a specific plot.”

1.3. CONSTRUCTION DESIGN REVIEW PACKAGE

Project Designers will submit construction plans, specifications, and necessary paperwork to AIR-EE for review. This will differ slightly depending on the total land disturbance associated with the project (less than one acre or one acre and greater); see A meeting/discussion with AIR-EE may be requested at any point of the process to clarify applicable environmental requirements.

Table 1 for a list of required documents. Some submittals require signatures of AIR-EE Section Head, DOTA Engineering Branch Manager, or DOT Director, in which case the Design Reviewer will notify the Construction Program EHS who will facilitate the signing and provide the final copy to the Designer.

A meeting/discussion with AIR-EE may be requested at any point of the process to clarify applicable environmental requirements.

Table 1: Documents Required for Construction Design Review Submittal.

Documents for Construction Design Review Submittal	Required if checked	
	Less than one acre	One acre or more
Construction Plans (60%, 90%, 100% Design)	✓	✓
DOTA Project Specifications (60%, 90%, 100% Design), or Tenant Improvement Project Scope of Work	✓	✓
NPDES Construction Permit Application ⁴ (NOI-C)		✓
SWPPP using DOTA's SWPPP Template ⁵ (Designer to fill out and complete as appropriate before Contractor)		✓
SSBMP Plan using DOTA's SSBMP Plan Template ⁶ (Designer to fill out and complete as appropriate before Contractor)	✓	
PBMP Report, unless the project received a PBMP Variance from AIR-EE	✓	✓
Construction Connection, Discharge, and Surface Runoff Permit ⁷ (Designer to fill out and complete as appropriate before Contractor)	✓	✓

⁴ <http://hidot.hawaii.gov/airports/files/2021/05/NPDES-Construction-Permitting-Guidance-for-DOH-Submittals.pdf>

⁵ <https://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-site-runoff-control-program/dota-swPPP-template/>

⁶ <https://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-site-runoff-control-program/ssbmp-plan-template/>

⁷ <http://hidot.hawaii.gov/airports/files/2020/08/DOTA-Construction-Connection-Discharge-Surface-Runoff-Permit.pdf>

Documents for Construction Design Review Submittal	Required if checked	
	Less than one acre	One acre or more
Contaminated Soil and Groundwater Review Form ⁸	✓	✓
Phase II ESA subsurface evaluation Sampling and Analysis Plan, unless the project received an exemption from AIR-EE	✓	✓
Phase II ESA subsurface evaluation report	✓	✓
Required as applicable, regardless of size		
C-EHMP and/or C-EHMP Addendum		
IWS Permit Application		
UIC Permit Application		
IWDP Application, if making connections to CCH sewer line at HNL or JRF		
NPDES Hydrotesting Permit Application (NOI-F)		
NPDES Dewatering Permit Application (NOI-G)		

Accomplishing the construction design review process requires a collaborative effort between the Designer and Design Reviewers. Design Reviewers will consist of DOTA staff and DOTA environmental consultants. Both Designers and Design Reviewers will require Veoci accounts, which can be established via request to AIR-EE.

Note that employees involved with construction project responsibilities are required to watch the DOTA Construction BMP Training Video located on the DOTA Construction Site Runoff Control Program webpage⁹ and complete the [DOTA Construction BMP Training Survey](#)¹⁰. Completed surveys will be automatically emailed to the contact person upon completion. This training shall be completed annually.

1.3.1. Construction Plans

Construction Plans shall be provided to AIR-EE for review at the 60% submittal stage and shall include at least the following (as applicable):

1. Project BMP Map to include at least the following:
 - a. Project limits;
 - b. Earth-disturbing activity locations, noting any sequencing of construction activities;
 - c. Potential pollutant-generating activities;
 - d. Site-specific temporary BMP locations and details, including those needed for construction support activities;
 - e. Designated points onsite where vehicles will exit onto paved roads, including BMP measures to be implemented (i.e., stabilized construction entrance/exit, tire wash facility, etc.);
 - f. Boundaries or limits for all construction support activity areas (i.e., contractor’s staging and storage yards; temporary batch plant yards; etc.);

⁸ https://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-site-runoff-control-program/dota_contamination_review_form/

⁹ <http://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-site-runoff-control-program/>

¹⁰ <https://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-bmp-training-survey/>

- g. Stockpiled sediment, soil, or other construction materials locations, if known;
- h. Location of chemicals to be used and stored, if known;
- i. Location of waste management facilities. (i.e., concrete washout facility, solid waste facility, sanitary facility, etc.), if known;
- j. Contaminated soil or contaminated soil stockpiles locations, if known;
- k. Access routes to the project site if using unpaved roadways or within the Air Operations Area (AOA);
- l. All storm drains or other drainage structures present in the area and reference/label these structures with their EIDs, if known;
- m. Approximate slopes before and after major grading activities and drainage patterns with flow arrows (note areas of slopes 15 percent or greater in grade);
- n. Nearby landmarks, roads, canals, and surface waters;
- o. Crossings of state waters;
- p. Impervious surfaces (including structures) upon completion of construction.

Projects disturbing **one acre or greater** shall also show the following features (as applicable):

- q. State water locations, including wetlands, that exist within or in the immediate vicinity of the site. Indicate which waterbodies are listed as impaired.
 - r. Boundary lines of any natural buffers provided.
 - s. Topography of the site, existing vegetative cover and features (e.g., forest, pasture, pavement, structures), and drainage pattern(s) of stormwater onto, over, and from the site property before and after major grading activities.
 - t. Stormwater discharge locations, including:
 - i. Storm drain inlets on the site and in the vicinity of the site that can potentially receive stormwater runoff from the project
 - ii. Where stormwater could be discharged to state waters (including wetlands)
 - iii. Where stormwater could exit the site
2. General Notes, Grading Notes, and Environmental Notes.
 3. All Civil, Demolition, Grading, and Drainage Sheets and Details.
 4. Plans and Details of PBMPs.
 5. Permanent Landscaping Plans, Details, and Specifications.

1.3.2. Specifications or Scope of Work

Specifications shall be provided to AIR-EE for review at the 60% submittal stage and shall include the latest version of *Section 01560 Environmental Controls*, *Section 01561 Construction Site Runoff Control Program* (with Construction BMP Field Manual included), and *Section 01562 Management of Contaminated Media*.

For TIPs, a detailed SOW may be provided in lieu of project specifications.

1.3.3. NPDES Construction Permit (NOI-C) Application

If the project will result in a total land disturbance of one acre or greater, Designers shall submit an NPDES NOI-C application along with the SWPPP and any supporting documentation to AIR-EE for review. After the Design Reviewer approves the application, AIR-EE will inform the Designer that they can submit the form to DOH-CWB and provide AIR-EE with a record of submittal.

The NOI-C shall comply with HAR Chapter 11-55, Appendix C. Refer to the [DOTA NPDES Construction Permitting Guidance for DOH Submittals](#)¹¹ for guidance on filling out and submitting DOH forms relating to NPDES Construction Permits. Once all AIR-EE comments pertaining to the NOI-C are closed, the Designer shall submit the application to DOH-CWB and provide records of submission to AIR-EE.

1.3.4. SSBMP Plan or SWPPP

If the project will result in a total land disturbance of **less than one acre**, Designers shall submit an SSBMP Plan following the *DOTA SSBMP Plan Template*¹² to AIR-EE for review.

If the project will result in a total land disturbance of **one acre or greater**, Designers shall submit a SWPPP following the *DOTA SWPPP Template*¹³ to AIR-EE for review prior to submitting an NOI-C application to DOH-CWB and shall also include all information required by and in compliance with HAR Chapter 11-55, Appendix C.

The SSBMP Plan or SWPPP shall include a narrative description of the site-specific BMPs to be used during land-disturbing activities and pollution prevention control measures with their maintenance requirements following requirements and practices outlined in *DOTA's Construction Activities BMP Field Manual*.¹⁴ The DOTA SSBMP Plan and SWPPP templates are formatted with orange-highlighted fields to be completed by the Designer and blue-highlighted fields to be completed by the Designer or Contractor with project-specific information. Site-specific information not known by the Designer can be left highlighted for the Contractor to complete.

1.3.5. PBMP Report

PBMPs are measures installed during construction, designed to reduce or eliminate pollutant discharges from the site after construction is completed. Projects that fall under one or more of the following categories require PBMPs, unless the project receives a PBMP Variance:

- Disturbing one acre or more of land
- Have the potential to discharge pollutants to the DOTA MS4, drainage system, or State waters
- Contain steep earthen slopes (i.e., grade of 20 percent or more)
- Modifying, replacing, or installing new drainage structures, as appropriate

¹¹ <http://hidot.hawaii.gov/airports/files/2021/05/NPDES-Construction-Permitting-Guidance-for-DOH-Submittals.pdf>

¹² <https://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-site-runoff-control-program/ssbmp-plan-template/>

¹³ <https://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-site-runoff-control-program/dota-swPPP-template/>

¹⁴ <https://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-site-runoff-control-program/construction-bmp-field-manual/>

- Parking lots and buildings adding 5,000 square feet or more of impervious area
- Aircraft, vehicle, or equipment washing areas
- Aircraft, vehicle, or equipment fueling areas or container and material storage areas

To apply for a PBMP Variance, the project shall meet one or more of the following conditions and the Designer shall complete the PBMP Variance step in the Construction Design Review workflow in Veoci:

- Located within the FAA Exemption Zone for PBMP Installation¹⁵
- Will return the area to pre-construction runoff conditions¹⁶
- Solely to address Water Quality Improvement or Preservation (examples include Shoreline Protection, Landscaping, PBMP Installation/Retrofit, and Permanent Erosion Control)

If a project is required to incorporate PBMPs, the Designer shall follow the [DOTA PBMP Manual](#)¹⁷ to select appropriate PBMPs for the project. Per the DOTA PBMP Manual, LID BMPs are required unless the project receives a LID Waiver. To apply for a LID Waiver, the Designer shall complete the LID PBMP Infeasibility & Waiver Screening step in the Construction Design Review workflow in Veoci.

A report that summarizes and describes each of the PBMPs (e.g., type, sizing calculations, manufacturer-recommended maintenance requirements, maintenance contracts prior to turnover to state, etc.), with references to project drawing sheets that include information on each individual PBMP shall be submitted to AIR-EE for review.

Note: The PBMP and Project Design Submittal steps can be accessed at any time. It is not necessary to complete the PBMP Variance, LID PBMP Infeasibility & Waiver Screening Review, or PBMP Checklist steps before uploading documents in the Project Design Submittal step. See the Appendix B-3 for the Less Than One Acre (Designer) QRG or Appendix B-4 for the One Acre or Greater (Designer) QRG for more information on accessing parallel steps.

1.3.6. Construction Connection, Discharge, and Surface Runoff Permit

Designers shall complete and submit the [Construction Connection, Discharge, and Surface Runoff Permit](#)¹⁸ to AIR-EE for review, leaving the Contractor/Tenant section blank.

1.3.7. Contaminated Soil and Groundwater Review Form

Designers shall complete and submit the [Contaminated Soil and Groundwater Review Form](#)¹⁹ to AIR-EE for review. Once the Designer submits the Contaminated Soil and Groundwater Review Form in Veoci, the Design Reviewer will download the form and send it via email to the appropriate reviewing party with a copy to the AIR-EE Section Head, Construction Program EHS, and District EHS, as applicable. Depending on whether potential sources of contamination are identified and the size and type of project, a Phase II ESA as outlined in Section 1.3.8, may or may not be required.

¹⁵ <https://veoci.com/v/c/153038/map/layers?key=52gqaageaa>

¹⁶ Pre-construction conditions is defined as the existing conditions prior to improvements associated with this project.

¹⁷ <https://hidot.hawaii.gov/airports/files/2021/11/Post-Construction-Best-Management-Practice-Manual.pdf>

¹⁸ <http://hidot.hawaii.gov/airports/files/2020/08/DOTA-Construction-Connection-Discharge-Surface-Runoff-Permit.pdf>

¹⁹ https://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-site-runoff-control-program/dota_contamination_review_form/

1.3.8. Environmental Site Assessments

When required for DOTA projects, Designers shall submit a Phase II ESA subsurface evaluation targeting all media and contaminants of potential concern or request an exemption from AIR-EE and DOT-HEER. Many locations within and adjacent to State airports have previous historical site usage, whether residential, industrial, commercial, or agricultural. These activities sometimes lead to residual contamination of soil, sediment, soil vapor, and/or groundwater that require additional management and cost considerations for airport construction projects. DOTA has completed Modified Phase I ESAs for each airport that identify areas known to be contaminated or potentially contaminated with hazardous materials. The Modified Phase I ESAs can be provided by DOTA upon request and should be included in the bid documents for DOTA projects.

In order to mitigate unanticipated adverse impacts from these conditions, DOTA policy is that for medium to large projects the need for a Phase II ESA shall be evaluated for areas where intrusive work is to occur. An exemption, or waiver from conducting a Phase II ESA is generally available under the following circumstances:

- Where exposure to or disturbance of potentially contaminated media can readily be determined as unlikely to occur;
- For projects not within the funding jurisdiction of the State of Hawaii, such as a TIP;
- For asphalt replacement projects;
- For projects with very limited or only shallow excavation, or with work in areas with known clean fill; and,
- For small projects that can follow the established [DOTA Programmatic EHE-EHMP](#).²⁰

Phase II ESAs are not required for project areas that have already been fully assessed under previous efforts. Medium to large projects are more likely to require a Phase II ESA, but in cases where the need for an ESA is not certain, the Designer should engage AIR-EE for an assessment of the need.

When a Phase II ESA is required, the Designer shall prepare a SAP created by a qualified environmental professional and submit to AIR-EE for review. The Phase II ESA is to be conducted in accordance with DOH-HEER guidance, such as the *Technical Guidance Manual*²¹ and related guidance. After the Design Reviewer approves the SAP, AIR-EE will inform the Designer via email that the SAP can be submitted to DOH-HEER for review via the e-Permitting portal and an email to the DOH reviewer with AIR-EE copied.

Following implementation of the SAP, a Phase II ESA report shall be prepared that includes the results of laboratory analysis of media samples and a comparison of site media data to DOH Environmental Action Levels, and provides a hazard evaluation to determine whether risk mitigation during construction or subsequent facility operations is warranted for the protection of human health or the environment.

TIPs may also be requested to conduct Phase II ESAs, but at a minimum shall follow the *DOTA Programmatic EHE-EHMP*.

Note that regardless of whether a Phase II ESA is conducted or not, per DOTA policy, all soil/sediment removed off site shall first be sampled and undergo laboratory analysis, and the results along with documentation detailing the disposal of all removed soil/sediment provided to AIR-EE. Designers should establish this requirement in construction design information.

²⁰ https://health.hawaii.gov/heer/files/2019/12/117019-18-Overall-Programmatic-EHMP_FINAL_10-21-19-v1.pdf

²¹ <https://health.hawaii.gov/heer/guidance/>

1.3.9. C-EHMP and/or C-EHMP Addendum

A C-EHMP shall be submitted to AIR-EE and DOH-HEER for review and approval when the Phase I/II ESA process leads to a determination that contaminated media presents an unacceptable risk to construction workers, off-site receptors, or the environment.

Per DOH-HEER, the EHMP presents all necessary information in a stand-alone document that identifies:

- What contaminants have been identified to be present at the site above unrestricted/residential use screening criteria;
- Where the identified contamination is located (if known);
- Potential environmental concerns posed by the contamination;
- Appropriate handling and disposal instructions; and,
- Responsibilities of individual parties (owners and operators) to ensure that all requirements outlined in the EHMP are followed and nobody is harmed.

The C-EHMP is designed primarily to protect site workers and provide measures to handle contaminated media appropriately.

There are three types of C-EHMPs that may be put into effect for a construction project:

- 1) The existing [DOTA Programmatic EHE-EHMP](#).²² This document covers all construction work at State airports and is considered to be in effect for all construction projects that do not have site-specific C-EHMPs or C-EHMP Addendums, such as smaller projects or TIPs. The document is not altered by any site-specific conditions present at the construction site. The purpose of the *DOTA Programmatic EHE/EHMP* is to provide guidance on the proper management of contaminated media that may be encountered during construction activities associated with smaller construction projects at the Airports. Implementation of the *DOTA Programmatic EHE-EHMP* is intended to identify releases and contamination that may be encountered during work activities, control contaminant migration and dispersion, and prevent worker contact with contaminated media encountered during construction. The *DOTA Programmatic EHE-EHMP* does not provide guidance for thorough characterization or remediation of contaminated sites. Construction activities covered may include one or more of the following:
 - a. Demolition/removal of existing structures, pavement, and infrastructure;
 - b. Construction of new facilities;
 - c. Subsurface work to relocate or install utilities (e.g., water, natural gas, electricity, telephone, cable), box culverts and storm drain laterals, sanitary sewers, street lights, traffic lights, grease traps, and septic tanks; and
 - d. Grading, paving, and landscaping.
- 2) A site-specific C-EHMP, prepared in accordance with DOH-HEER's latest [Environmental Hazard Management Plans Guidance](#).²³ When site conditions change or new knowledge of contamination is encountered, the C-EHMP may require modification; in such cases the C-EHMP shall be amended and submitted to AIR-EE and DOH-HEER. Upon completion of construction, when the C-EHMP is no longer required, a request for C-EHMP closeout is required to be submitted to AIR-EE and DOH-HEER. The closeout report is described in Section 2.1.9.

²² https://health.hawaii.gov/heer/files/2019/12/117019-18-Overall-Programmatic-EHMP_FINAL_10-21-19-v1.pdf

²³ <https://health.hawaii.gov/heer/guidance/environmental-hazard-management-plans/>

- 3) In many cases, particularly for medium-size or less complex large projects, a C-EHMP Addendum may be developed and utilized in conjunction with the *DOTA Programmatic EHE-EHMP* in lieu of completing a site-specific C-EHMP. DOH-HEER has an established template²⁴ that should be utilized for the C-EHMP Addendum. Upon completion of construction, when the C-EHMP Addendum is no longer required, a request for C-EHMP Addendum closeout is required to be submitted to AIR-EE and DOH-HEER. The closeout report is described in Section 2.1.9.

Note that a site-specific C-EHMP or C-EHMP Addendum may still be required even when there is a long-term EHE-EHMP in effect for the area of planned construction.

1.3.10. Individual Wastewater Systems

If a project involves the construction of a new IWS, the Designer shall provide the IWS Permit application to AIR-EE along with associated documents for review. AIR-EE will review information related to environmental impacts and ownership. After the Design Reviewer approves the application, AIR-EE will inform the Designer via email that the application can be submitted to DOH-WWB after obtaining DIR signature as the landowner. The Designer shall provide records of DOH-WWB submission to AIR-EE. IWSs shall be designed and constructed in accordance with HAR 11-62, Subchapter 3. An IWS is defined as “a facility which is used and designed to receive and dispose of no more than one thousand gallons per day of domestic wastewater. Each IWS includes all connected plumbing, treatment (if any), and disposal components that could, if not connected, serve as separate wastewater systems. There are three types of IWSs (septic tank, aerobic treatment unit and cesspool) that are most commonly installed in Hawaii.”

1.3.11. UIC Wells

If a project involves the construction of a new drainage well that is deeper than wide or the modification of an existing UIC drainage well, the Designer shall provide a UIC Permit application to AIR-EE along with associated documents for review. After the Design Reviewer approves the application, AIR-EE will inform the Designer via email that the application can be submitted to DOH-SDWB after obtaining DIR signature as the landowner. The Designer shall provide records of DOH-SDWB submission to AIR-EE.

UIC wells shall be designed and constructed in accordance with HAR 11-23.

If a project involves abandoning an existing drainage well, the Designer shall provide an injection-well abandonment application to AIR-EE along with associated documents for review. After the Design Reviewer approves the application, AIR-EE will inform the Designer via email that the application can be submitted to DOH-SDWB after obtaining DIR signature as the landowner. The application shall be submitted to DOH-SDWB at least 60 days before the anticipated date of the abandonment work. The Designer shall provide records of DOH-SDWB submission to AIR-EE.

Refer to the [DOTA UIC Permit Application Guidance for DOH Submittals SOP](#)²⁵ for more information on preparing permit renewal, general application, and abandonment of injection well compliance submittals.

²⁴ <https://health.hawaii.gov/heer/guidance/environmental-hazard-management-plans/#construction>

²⁵ https://hidot.hawaii.gov/airports/files/2021/09/SOP_DOH_UIC_APPLICATION-GUIDE_ePermitting.pdf

1.3.12. Industrial Wastewater Discharge Permit

If a project at HNL or JRF is making a connection to an existing sewer line, the Designer shall apply for an Industrial Wastewater Discharge Permit with the CCH DFM and provide a copy of the application to AIR-EE.

1.3.13. NPDES Hydrotesting Permit (NOI-F) Application

If a project involves the discharge of hydrotesting waters to State waters, the Designer shall provide an NPDES NOI-F application along with any supporting documentation to AIR-EE for review. After the Design Reviewer approves the application, AIR-EE will inform the Designer via email that the application can be submitted to DOH-CWB after obtaining DIR signature as the landowner. The Designer shall provide records of DOH-CWB submission to AIR-EE.

The NOI-F shall comply with HAR Chapter 11-55, Appendix F.

1.3.14. NPDES Dewatering Permit (NOI-G) Application

If a project involves discharges to State waters of construction activity dewatering effluent (e.g., ground water, stormwater, stream water, ocean water, etc. pumped from a construction area), the Designer shall provide an NPDES NOI-G application to AIR-EE along with any supporting documentation for review. After the Design Reviewer approves the application, AIR-EE will inform the Designer via email that the application can be submitted to DOH-CWB after obtaining DIR signature as the landowner. The Designer shall provide records of DOH-CWB submission to AIR-EE.

The NOI-G shall comply with HAR Chapter 11-55, Appendix G.

1.4. CONSTRUCTION DESIGN REVIEW PROCESS

The Construction Design Review process is performed through Veoci using the Construction Design Review workflow with a series of steps assigned to the Designer, Design Reviewer, and AIR-EE Construction Program EHS, as appropriate. Below is a brief description of the steps involved in the Construction Design Review process; however, users who are new to or have questions about the Construction Design Review process are encouraged to reference Appendix A-1 containing information on Getting Started and General Information, and Appendix B containing QRGs that provide detailed instructions for each step and process maps that outline the workflow.

Construction Design Review Submittal Brief (refer to the applicable QRG for detailed instructions):

1. Once notified of a project, AIR-EE will create a project entry in Veoci and launch a Design Review workflow. To keep project information together, only one Design Review workflow can be launched per project.
 - a. Note: If a project spans multiple airports, it will be created in the Multi Airport room.
2. An email will be sent to the Designer with a link once the Design Review workflow, Project Information step is available.
3. The Designer will enter known information and upload requested documents using the Veoci workflow. Note, there are many variations in steps and questions asked, depending on the project size and activities. The QRGs provide detailed information on each step.
 - a. Note: The PBMP and Project Design Submittal steps can be accessed at any time. It is not necessary to complete the PMBP Variance, LID PBMP Infeasibility & Waiver Screening Review, or

PBMP Checklist steps before uploading documents in the Project Design Submittal (Designer) step. Refer to the applicable QRG for more information on accessing parallel steps.

- b. The Designer will upload relevant documentation and **submit** to AIR-EE for review.
 - i. It is not necessary to upload all items at once, progress can be saved and returned to. AIR-EE will not review until the Designer clicks **submit**. At any point, selecting **Save Now** at the bottom of the screen will save current progress.
 - ii. Select **N/A** if the documentation is not relevant to the Project. This option will *not* be available for all document types. If there is no **N/A** option, the item shall be uploaded before the Design Review is closed.
 - iii. Once submitted, new documents cannot be uploaded until the review is complete. If additional documents need to be added during the review, they can be submitted to AIR-EE via email.
 - iv. Designers are responsible for routing the *Construction Project Design Review Package* to the SPM for DOTA projects or the Tenant for TIPs.
4. When a Designer submits their documents, the Design Reviewer will be prompted to review.
 - a. If the submittal is approved, an email will be sent to the Designer with notification of approval status.
 - b. If the Design Reviewer has comments, an email with a link will be sent to the Designer to prompt the Designer to return and make corrections.
 - i. The Designer will upload new/revised documents under each category and respond to each comment.
5. The design review shall go through an AIR-EE Construction Program EHS for concurrence before comments or approvals are sent to the Designer.
6. There may be multiple rounds of comments and responses between the Design Reviewer and the Designer and/or AIR-EE Construction Program EHS. For each round, the same process can be followed.
7. Once all comments are addressed and submittals approved, AIR-EE will close the workflow and the Designer will be notified.

2. Contractor Document Submittal

This section provides an overview of the major steps required for the submittal, review, and approval of Contractor documents for DOTA Projects and TIPs. A graphical overview of the process is provided in Appendix C-1, DOTA Contractor Document Submittal Process Map, which highlights the major document submittal steps.

2.1. CONTRACTOR DOCUMENT SUBMITTAL PACKAGE

Project Contractors will provide required documents listed in Table 2 to AIR-EE for review. All applicable documents shall be submitted and all comments closed prior to the start of land-disturbing construction activities, except for those activities that are needed for the implementation of the BMPs. Some subm

mittals require signatures of AIR-EE Section Head, DOTA Engineering Branch Manager, or DOT Director, in which case the Design Reviewer will notify the Construction Program EHS who will facilitate the signing and provide the final copy to the Contractor.

A meeting/discussion with AIR-EE may be requested at any point of the process to clarify applicable environmental requirements.

Table 2: Documents Required for Contractor Document Submittal.

Documents Required for Contractor Document Submittal	Required if checked	
	Less than one acre	One acre or more
Construction Connection, Discharge, and Surface Runoff Permit	✓	✓
BMP Map (Contractor to add site-specific BMPs to construction plans, as appropriate)	✓	✓
SSBMP Plan (Contractor to complete previously filled out Designer template and finalize as appropriate)	✓	
SWPPP (Contractor to complete previously filled out Designer template and finalize as appropriate)		✓
NPDES Construction Permit (NOI-C)		✓
Solid Waste Disclosure Form		✓
NOI-C Duly Authorized Representative Submittal ²⁶		✓
NOI-C Notification of Start ²¹ (Allow for enough time to submit to DOH within 7 calendar days before the start of construction)		✓
NOI-C Notice of Cessation ²¹ (Submit upon final project acceptance by DOTA and allow for enough time to submit to DOH within 7 calendar days after the end of the month that the project was completed)		✓
Required as applicable, regardless of size		
C-EHMP and Addenda		
C-EHMP Close-out Report and Letter of Approval		
NPDES Hydrotesting Permit (NOI-F)		
NPDES Dewatering Permit (NOI-G)		
Individual Wastewater System Final Report		
Individual Wastewater System Approval to Use		
UIC Approval to Construct		
UIC Well Final Report		
UIC Well Approval to Use		
UST Removal Report		
PBMP Warranties and O&M Manuals		
Fuel tank Warranties, O&M Manuals, and Flammable Permits		
Waste Manifests		

Accomplishing the Contractor Document Submittal process requires a collaborative effort between the Contractor and Design Reviewers. Design Reviewers will consist of DOTA staff and will often also include

²⁶ <http://hidot.hawaii.gov/airports/files/2021/05/NPDES-Construction-Permitting-Guidance-for-DOH-Submittals.pdf>

DOTA environmental consultants. Design Reviewers will require Veoci accounts, which can be established via request to AIR-EE. Contractors can access the workflow using the link provided to them and will not need a Veoci login.

2.1.1. Construction Connection, Discharge, and Surface Runoff Permit

An email with a list of required documents and the Construction Connection, Discharge, and Surface Runoff Permit prepared by the Designer will be sent to the Contractor prior to the Pre-construction Kickoff Meeting or Pre-construction Inspection, whichever is sooner. The Contractor shall complete the Contractor's section of the Construction Connection, Discharge, and Surface Runoff Permit and submit to AIR-EE for review.

2.1.2. BMP Map

A BMP Map, or maps, shall be submitted with site-specific BMPs. This can be a copy of the Construction Plans updated with changes and site-specific information not previously included in the design phase or a separate BMP Map set. The BMP Map, or maps, shall be updated throughout the life of the project to reflect current conditions and BMP locations. During construction, a revised BMP Map, or maps, shall be submitted to the Inspector as changes are made. The BMP Map for **all projects** shall include, in addition to information required in the Construction Design Review Package submittal (Section 1.3.1), the following (as applicable):

1. Project limits;
2. Earth-disturbing activity locations, noting any sequencing of construction activities;
3. Potential pollutant-generating activities;
4. Additional/revised site-specific temporary BMP locations and details, including those needed for construction support activities;
5. Additional/revised designated points onsite where vehicles will exit onto paved roads, including BMP measures to be implemented (i.e., stabilized construction entrance/exit, tire wash facility, etc.);
6. Additional/revised boundaries or limits for all construction support activity areas (i.e., contractor's staging and storage yards; temporary batch plant yards; etc.);
7. Stockpiled sediment, soil, or other construction materials locations;
8. Location of chemicals to be used and stored;
9. Location of waste management facilities. (i.e., concrete washout facility, solid waste facility, sanitary facility, etc.);
10. Contaminated soil or contaminated soil stockpiles locations;
11. Access routes to the project site if using unpaved roadways or within the AOA;
12. All storm drains or other drainage structures present in the area and reference/label these structures with their EIDs;
13. Approximate slopes before and after major grading activities and drainage patterns with flow arrows (note areas of slopes 15 percent or greater in grade);
14. Nearby landmarks, roads, canals, and surface waters;

15. Crossings of state waters; and
16. Impervious surfaces (including structures) upon completion of construction.

2.1.3. SSBMP Plan or SWPPP

The SSBMP Plan or SWPPP prepared by the Designer will be sent to the Contractor via email prior to the Pre-construction Kickoff Meeting or Pre-construction Inspection, whichever is sooner. The Contractor shall revise the SSBMP Plan or SWPPP to include additional information known by the Contractor not originally provided by the Designer and submit to AIR-EE for review and approval. The SSBMP Plan or SWPPP shall include site-specific temporary BMPs following requirements and practices outlined in DOTA's Construction Activities BMP Field Manual.²⁷ All comments shall be closed prior to the start of land-disturbing construction activities, except for those activities that are needed for the implementation of the BMPs.

Before land-disturbing activities begin, all Contractor and subcontractor employees involved with construction project responsibilities shall complete the DOTA Construction BMP Training. There are two training options:

1. All Contractor and subcontractor employees involved with construction project responsibilities watch the DOTA Construction BMP Training Video located on the DOTA Construction Site Runoff Control Program webpage²⁸ and complete the [DOTA Construction BMP Training Survey](#)²⁹ with a passing score, or
2. The Contractor and subcontractor supervisors/managers watch the DOTA Construction BMP Training Video located on the DOTA Construction Site Runoff Control Program webpage, complete the [DOTA Construction BMP Training Survey](#) with a passing score, train all employees involved with construction project responsibilities, and submit a sign-in roster for the training of the employees at the bottom of the [DOTA Construction BMP Training Survey](#).

Completed surveys will be automatically emailed to the contact person upon completion. This training shall be completed annually. All Contractor and subcontractor personnel involved with construction project responsibilities shall also be trained on the site-specific BMPs that are utilized during construction and spill response. Records of completion and/or training roster sign-in sheet shall be up to date and included in the SWPPP or SSBMP Plan.

2.1.4. NPDES Construction Permit

If the project will result in a total land disturbance of one acre or greater, Contractors shall obtain an NPDES Construction Permit from DOH-CWB prior to the start of land-disturbing construction activities, except activities needed for construction BMP implementation. If an NOI-C application has not already been prepared and submitted by the Designer, the Contractor shall do so (see description under Section 1). Once the Construction NGPC is obtained, the Contractor shall submit a copy to AIR-EE. If at any point during construction, the project scope changes such that additional areas will be disturbed, a revised NOI-C shall be submitted to DOH-CWB and records provided to AIR-EE.

²⁷ <https://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-site-runoff-control-program/construction-bmp-field-manual/>

²⁸ <http://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-site-runoff-control-program/>

²⁹ <https://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-bmp-training-survey/>

2.1.5. Solid Waste Disclosure Form

For projects with Construction NPDES permits, Contractors shall complete and submit the [Solid Waste Disclosure Form](#)³⁰ to AIR-EE for review. Once all AIR-EE comments pertaining to the Solid Waste Disclosure Form are closed, the Contractor shall submit the form to DOH-SWS and provide AIR-EE with a record of submittal.

2.1.6. NOI-C Duly Authorized Representative Submittal

For projects with Construction NPDES permits, before construction begins the Contractor shall be assigned as the Duly Authorized Representative, in accordance with Section 15 of Appendix A, Chapter 11-55. Refer to the [DOTA NPDES Construction Permitting Guidance for DOH Submittals](#)³¹ for guidelines on how to assign the Duly Authorized Representative. Prior to submitting to DOH, the Contractor shall provide the submittal form to AIR-EE for review. After the Design Reviewer approves the application, AIR-EE will inform the Contractor via email that the application can be submitted to DOH-CWB after obtaining DIR signature as the landowner. The Designer shall provide records of DOH-WWB submission to AIR-EE.

Note: The Certifying Person or the Duly Authorized Representative is responsible for compliance with the NPDES Permit (i.e., operations of the construction project) and must certify, sign, and date various documents, including the SWPPP and SWPPP inspection documents. For DOTA projects, the DOT Director is the Certifying Person per 40 CFR 122.22(a)(3), a “principal executive officer or ranking elected official,” and the position or person for the construction company having responsibility for the overall operation of the project shall be the Duly Authorized Representative, which may be changed by DOTA at any time during the term of the NPDES permit. There shall be only one Duly Authorized Representative at any time.

2.1.7. NOI-C Notification of Start

For projects with Construction NPDES permits, Contractors shall submit a Notification of Start to DOH-CWB within seven calendar days before the start of construction and provide AIR-EE with a record of submittal. Refer to the [DOTA NPDES Construction Permitting Guidance for DOH Submittals](#) for guidelines on how to submit the Notification of Start.

2.1.8. NOI-C Notice of Cessation

For projects with Construction NPDES permits, Contractors shall submit a Notice of Cessation to DOH-CWB within seven calendar days after the end of the month that the project was completed and provide AIR-EE with a record of submittal. Refer to the [DOTA NPDES Construction Permitting Guidance for DOH Submittals](#) for guidelines on how to submit the Notice of Cessation.

2.1.9. C-EHMP Close-out Report and Letter of Approval

For construction projects with an established C-EHMP, DOH-HEER and AIR-EE require notification that construction subject to the C-EHMP is complete and that the C-EHMP is no longer in effect. To achieve this, the Contractor shall prepare a C-EHMP Close-out Report for submittal to AIR-EE. The Close-out Report shall be in accordance with Specification Section 01562 or the [DOTA Programmatic EHE-EHMP](#) and shall provide a description of project activities, any changes to site conditions, the nature and extent of any known residual contamination. The Close-out Report should provide the necessary information to

³⁰ <https://health.hawaii.gov/shwb/files/2013/06/swdiscformnov2008.pdf>

³¹ <http://hidot.hawaii.gov/airports/files/2021/05/NPDES-Construction-Permitting-Guidance-for-DOH-Submittals.pdf>

determine if long-term management of residual contamination is warranted (i.e., preparation of a long term EHE-EHMP). The Close-out Report shall, at a minimum, include the following:

1. A signed certificate stating that the removal and disposal of all contaminated materials were completed in accordance with the Contractor's approved Work Plan or C-EHMP Addendum, and all applicable Federal, State, and local rules and regulations.
2. All approved DOTA EHE-EHMP deviation request forms (see Appendix B of the DOTA Programmatic EHE-EHMP.)
3. All Site-Specific EHMP, if applicable.
4. All testing, laboratory results, and reports for any soil, groundwater, soil vapor, UST, pipeline, and other samplings taken.
5. All disposal forms, waste manifests, and summary logs.
6. Any results from project air monitoring.
7. Record of field observations, including location map with GPS coordinates, limits, and depths of any contaminated media (soil, groundwater, etc.) that were encountered at previously unknown source or sites on the project. Include a copy of the completed Hawaii Hazardous Substance Written Follow-up Notification form that was submitted to HDOH and all other associated documents.
8. If any contaminated soil was removed offsite (i.e., off DOTA property), at a minimum, include the following:
 - a. A copy of the signed agreement from the receiving facility acknowledging the test result of the soil samples and indicating acceptance of the soil for reuse.
 - b. The quantity of soil received by the facility.
 - c. Copies of the test results of the soil sampling.
9. If any contaminated soil was reused onsite (within the construction site boundaries), at a minimum, include the following:
 - a. Copies of the test results of the soil sampling.
 - b. The quantity of soil that is reused onsite.
 - c. Location map of the re-used soil. Include GPS coordinates of its limits if the area is accessible.
 - d. A brief description of the purpose of the re-used soil (e.g., general fill, utility trench backfill material, etc.). Include the depth and thickness of its placement.
 - e. Photos of the site after placement of the re-use soil has been completed.
10. Record field observations of any unanticipated UST or pipeline discovered during construction activities, including a copy of the completed HDOH *Notice of Intent to Close Underground Storage Tanks* form and all other associated documents.

The Close-out Report shall be for each contaminated media individually and shall include all appropriate documentation. The Close-out Reports for each contaminated media can be submitted separately or combined.

Note that there is no established format or template for this document. The C-EHMP Close-out Report shall be submitted to DOH-HEER office **within 30 days of completion of ground disturbing activities**. Prior to submitting to DOH, the Contractor shall submit to AIR-EE for review. Once all AIR-EE comments pertaining to the C-EHMP Close-out Report are closed, the Designer shall submit the form to DOH-HEER. In response to and upon concurrence with the C-EHMP Close-out Report, a *Letter of Approval* will be issued by DOH-HEER to confirm that the C-EHMP is no longer in effect. Once received, the Contractor shall submit the Letter of Approval to AIR-EE.

A new or updated long-term EHE-EHMP may be required to be submitted to AIR-EE and DOH-HEER in conjunction with a C-EHMP Close-out Report when contaminated media remains on site above DOH Environmental Action Levels. In these cases, the long-term EHE-EHMP would be handled as a separate effort.

2.1.10. NPDES Hydrotesting Permit

Prior to discharging hydrotesting waters to State waters, the Contractor shall obtain an NPDES Hydrotesting Permit from DOH-CWB. If an NOI-F application has not already been prepared and submitted by the Designer, the Contractor shall do so (see description under Section 1). Once the NPDES Hydrotesting Permit is obtained, the Contractor shall submit a copy to AIR-EE.

2.1.11. NPDES Dewatering Permit

Prior to discharging dewatering effluent (e.g., ground water, stormwater, stream water, ocean water, etc. pumped from a construction area) to State waters, the Contractor shall obtain an NPDES Dewatering Permit from DOH-CWB. If an NOI-G application has not already been prepared and submitted by the Designer, the Contractor shall do so (see description under Section 1). Once the NPDES Dewatering Permit is obtained, the Contractor shall submit a copy to AIR-EE.

2.1.12. Individual Wastewater System Final Report and Approval to Use

For projects involving the construction of an IWS, an IWS Final Report and Approval to Use are required to be submitted to AIR-EE prior to project closeout.

2.1.13. UIC Well Requirements

Prior to constructing a new drainage well that requires a UIC Permit or modifying an existing UIC well, the Contractor shall obtain and submit to AIR-EE the UIC Approval to Construct from DOH-SDWB.

For new UIC well construction and existing UIC well modification, a UIC Well Final Report is required to be submitted to AIR-EE for review prior to project closeout. After the Design Reviewer approves the submittals, AIR-EE will inform the SPM or Tenant via email to submit the Final Report to DOH-SDWB and provide records of DOH-SDWB submission to AIR-EE. Additionally, a UIC Well Approval to Use is required to be submitted to AIR-EE prior to project closeout for new UIC well construction.

If a project involves abandoning an existing drainage well, written instructions shall be obtained from DOH-CWB and a copy provided to AIR-EE prior to backfilling the demolished well.

2.1.14. Underground Storage Tank Removals

For projects involving the removal of a UST, a copy of the UST Notice of Intent is required to be submitted to AIR-EE prior to removal and a copy of UST Removal Report prior to project closeout. The Contractor shall submit these to DOH-SHWB and provide records of submission to AIR-EE.

2.1.15. PBMP Operations and Maintenance

For DOTA projects, DOTA will assume responsibility for operations and maintenance of the PBMPs after a construction project is complete. For TIPs, the tenant will be responsible for operations and maintenance of the PBMPs on their leased spaces.

It is recommended that a cost and analysis for operation and maintenance for several PBMP device design alternatives is included in the project budget to aid in selecting the appropriate device.

For DOTA projects, AIR-EE may require a one (1) year minimum warranty on the PBMP device, service, maintenance program, and training of DOTA personnel/maintenance personnel, where applicable. All warranties and O&M manuals for PBMPs shall be provided to AIR-EE, once available.

2.1.16. Fuel Tank Warranties, O&M Manuals, and Flammable Permits

For projects involving the installation of a new fuel tank, all associated warranties, O&M manuals, and Flammable Permits from the project's respective County shall be provided to AIR-EE, once available.

2.1.17. Waste Manifests

If a project will generate hazardous waste, the Contractor shall prepare waste manifests in accordance with HAR 11-262 and provide records to AIR-EE.

2.2. CONTRACTOR DOCUMENT SUBMITTAL PROCESS - PENDING VEOCI WORKFLOW DEVELOPMENT

The Contractor Document Submittal process is performed through Veoci using the Contractor Document Submittal workflow with a series of steps assigned to the Contractor, Design Reviewer, and AIR-EE Construction Program EHS, as appropriate. The SPM or Tenant shall notify AIR-EE that a project is getting ready for construction at least one week prior to the pre-construction meeting and three weeks prior to the anticipated start date. Below is a brief description of the steps involved in the Contractor Document Submittal process; however, users who are new to or have questions about the Contractor Document Submittal process are encouraged to reference Appendix A-1 containing information on Getting Started and General Information and Appendix C containing QRGs that provide detailed instructions for each step and process maps that outline the workflow.

Contractor Document Submittal Brief (refer to the applicable QRG for detailed instructions):

1. Once notified, AIR-EE will launch a Contractor Document Submittal workflow in Veoci.
2. An email will be sent to the Contractor with a link to the workflow and project documents created during the design phase that will need to be revised with information known by the Contractor.
3. The Contractor will submit plans and documents to AIR-EE for review using the Veoci workflow.
 - a. The Contractor should submit documents as soon as they are available to avoid time delays.
 - b. It is not necessary to upload all items at once, progress can be saved and returned to. AIR-EE will not review until the Contractor clicks **submit**. At any point, selecting **Save Now** at the bottom of the screen will save current progress.
 - c. Select **N/A** if the documentation is not relevant to the Project. This option will *not* be available for all document types. If there is no **N/A** option, the item shall be uploaded before the workflow is closed.

- d. Once submitted, new documents cannot be uploaded until the review is complete. If additional documents need to be added during the review, they can be submitted to AIR-EE via email.
 - e. Contractors are responsible for routing the *Construction Project Design Review Package* to the SPM for DOTA projects or the Tenant for TIPs.
4. When a Contractor submits their documents, the Design Reviewer will be prompted to review.
 - a. If the submittal is approved, an email will be sent to the Contractor with notification of approval status.
 - b. If the Design Reviewer has comments, an email with a link will be sent to the Contractor to prompt the Contractor to return and make corrections.
 - i. The Contractor will upload new/revised documents under each category and respond to each comment.
 5. The Contractor Document Submittal review will go through an AIR-EE Construction Program EHS for concurrence before comments or approvals are sent to the Contractor.
 6. There may be multiple rounds of comments and responses between the Design Reviewer and the Contractor and/or AIR-EE Construction Program EHS. For each round, the same process can be followed.
 7. Once all comments are addressed and submittals approved, AIR-EE will close the workflow and the Contractor will be notified.

Prior to the start of land-disturbing construction activities, except for those activities that are needed for the implementation of the BMPs, a Pre-construction BMP Inspection shall be conducted by AIR-EE to verify that the appropriate BMPs have been installed and required documentation is on site. Once the Pre-construction BMP Inspection is conducted and all deficiencies that are noted during the inspection are corrected, the Contractor may begin land-disturbing construction activities. See Section 3 for more information on the Pre-construction BMP Inspection process.

3. Construction BMP Inspections

DOTA conducts construction BMP inspections at construction sites to verify compliance with DOTA environmental regulations related to construction and the [DOTA Construction BMP Field Manual](#).³²

Appendix D-1 contains a graphical overview of the overall DOTA Construction BMP Inspection Process.

Inspections are conducted under the following circumstances:

- **Pre-construction BMP Inspections:** Prior to the start of land-disturbing construction activities for a project or project phase, except for those activities that are needed for the implementation of the BMPs, a Pre-construction BMP Inspection will be conducted by AIR-EE to verify that the appropriate BMPs have been installed and required documentation is on site. At the time of the Pre-construction BMP Inspection, all BMPs shall be installed per the approved SWPPP/SSBMP Plan and a hard copy of the updated SWPPP/SSBMP Plan shall be available

³² <https://hidot.hawaii.gov/airports/doing-business/engineering/environmental/construction-site-runoff-control-program/construction-bmp-field-manual/>

onsite. All deficiencies that are noted during the inspection shall be corrected prior to conducting land-disturbing construction activities.

- **Routine BMP Inspections:** The Inspector(s) will schedule Routine BMP Inspections at a frequency appropriate for the project size and activities. Projects that will result in land disturbance equal to or greater than one acre will be inspected by AIR-EE at least monthly. At the time of the Routine BMP Inspection, all BMPs shall be installed per the approved SWPPP/SSBMP Plan and a hard copy of the updated SWPPP/SSBMP Plan shall be available onsite, documenting any changes made to BMPs during construction.
- **Final BMP Inspections:** Once the project or a project phase has reached at least 70% stabilization and all land-disturbing activities have ceased, the Contractor can request a Final BMP Inspection. At the time of the Final BMP Inspection, all BMPs shall be installed per the approved SWPPP/SSBMP Plan and a hard copy of the updated SWPPP/SSBMP Plan shall be available onsite, documenting any changes made to BMPs during construction. Once all deficiencies that are noted during the inspection are corrected, the temporary BMPs associated with the project or project phase shall be removed. Once the Final BMP Inspection is conducted, all noted deficiencies are corrected, and temporary BMPs are removed, land-disturbing activities are no longer permitted in the area unless temporary BMPs are reinstalled and another Pre-construction BMP Inspection is conducted.

3.1. CONSTRUCTION BMP INSPECTION SCHEDULING

Pre-construction and Final BMP Inspections are initiated by the Contractor and are subject to the availability of the Inspector(s). To schedule a Pre-construction or Final Inspection, the Contractor shall send their request to AIR-EE at least two weeks in advance. AIR-EE will coordinate the exchange of contact information between the Contractor, SPM, CM, Tenant, Inspector(s), and any other project representative, as appropriate. Inspections for projects with an NPDES Construction Permit will be conducted monthly. Frequency of other Routine BMP Inspections, monthly or quarterly, will be determined by AIR-EE and the Inspector before the Pre-construction BMP Inspection and will be coordinated between the Inspector and Contractor. The frequency of inspections can be altered by the Inspector as follows:

- Increase inspection frequency if deemed necessary due to site conditions and observed deficiencies;
- Suspend monthly inspections if there are no construction activities on the site for 30 calendar days or more, and the disturbed soil has been stabilized; and
- Decrease frequency to quarterly if there is a consistent lack of Critical or Major deficiencies, and the conditions described in the Construction Site Runoff Control Program document are met. Anytime the conditions are not met, inspections shall return to monthly.

The Inspector will contact the Contractor and CM team to schedule the inspection(s) at least one week prior to allow for coordination, correspondence, and document review. Prior to the inspection, the Inspector will request applicable documentation from the Contractor.

AIR-EE or the Inspector may conduct unannounced inspections of the project site at any time. During these unannounced inspections, upon arrival at the project site, the Inspector will first check in with either the CM or Contractor to notify them of their presence and the inspection. It is recommended

that representatives from both the CM and the Contractor attend this unannounced inspection. However, if they are unavailable, the Inspector will conduct the inspection on their own.

3.2. CONSTRUCTION BMP INSPECTION PROCESS

The inspection will be conducted through the steps outlined below:

1. At a minimum, one Contractor and CM/Tenant representative should attend the inspection.
2. The Inspector, Contractor, and project representatives, as appropriate, will meet at a pre-determined location prior to the inspection.
3. All parties in attendance will sign in using the Inspector's sign-in sheet.
4. The Inspector will conduct a badge check to verify that all parties are properly badged. If an Escort AOA Badge is needed by an Inspector or an attendee, the project site representative should be notified prior to the inspection. It is not guaranteed that an Escort AOA Badge will be available.
5. The Inspector will conduct a safety check to verify that all representatives associated with the Inspector's company have proper PPE including, but not limited to, a hard hat, safety vest, eye protection, safety shoes, gloves, ear protection (as needed), and appropriate clothing.
6. All parties will review paperwork onsite or in the construction trailer (can be done after site walk, if preferred).
7. All parties will walk the construction site, including associated staging/storage areas.
 - a. All areas of the project shall be open and accessible for inspection. If certain areas have limited accessibility for safety reasons, the Contractor may allow only the Inspector(s) access to that area. All other attendees will be restricted.
 - b. Inspectors shall not enter areas deemed unsafe. This may result in having to return for an additional inspection of the area.
8. The Inspector(s) will conduct the inspection to verify that all BMPs are in conformance with the project SWPPP/SSBMP Plan, NPDES Permit, and DOTA Construction BMP Field Manual. Each deficiency observed will be noted on the Construction BMP Inspection Checklist.
9. During the site walk, the Inspector(s) will take photos of the deficiencies observed during the inspection. Photos of the general site conditions will also serve as a reference of BMP implementation progress for the project.
10. At the end of the inspection, a post-inspection briefing will be held with all attendees to discuss deficiencies, corrective action follow-up dates, and address questions. All Critical deficiencies will be announced during this meeting for immediate corrective action by the Contractor to be submitted no later than the close of business on the day of the inspection. Section 3.4 provides additional guidance on Construction BMP Inspection deficiencies.
11. The schedule for the next inspection may be discussed during the briefing.

3.3. CONSTRUCTION BMP INSPECTION DEFICIENCIES

Each deficiency observed during a Construction BMP Inspection will be categorized as Critical, Major, Minor, or Repeated. The following are general guidelines to determine deficiency types. Final determination is ultimately at the Inspector's discretion.

3.3.1. Critical Deficiencies

Corrective actions for Critical Deficiencies are due the same day as the inspection.

Critical deficiencies are deficiencies that pose an immediate threat for discharge of pollutants to the storm drainage system or receiving waters.

Examples include, but are not limited to, the following:

- Any observed illicit discharge, or evidence of an illicit discharge, to the storm drain system, surface waters, or State waters generated by the construction activity.
- Absence of perimeter controls in an area with signs of sediment transport off-site.
- Presence of any spilled oil or hazardous materials near unprotected storm drain inlets, surface waters, or State waters.
- Unprotected storm drain inlets, surface waters, or State waters identified to have the potential to receive stormwater runoff from the project.
- Work in an active stream channel or other surface water body without proper implementation of required BMPs.

3.3.2. Major Deficiencies

Corrective actions for Major Deficiencies are due five (5) calendar days after the inspection or before next forecasted rain event, whichever is sooner (if the due date falls on a weekend or holiday, the deadline is extended to the next business day).

Major deficiencies are deficiencies that pose a significant threat for discharge of pollutants to the storm drainage system, surface waters, or State waters, MS4 or receiving water.

Examples include, but are not limited to, the following:

- Lack of NPDES permit (if required).
- Lack of BMP plan, perimeter BMPs are not functional, dewatering without BMPs, tracking more than 50 feet from points of site ingress/egress.
- Linear barriers and/or perimeter controls in areas tributary to a water body or drain inlet that are installed as required by the BMP plan, but are not functional (e.g., silt fences that are not anchored properly, have collapsed, have been driven over, or are overwhelmed by accumulated sediment).
- Hazardous materials or waste stored without containment or implementation of BMPs.
- Oil, fuel, or brake or transmission fluid spills, covering more than one square yard and/or are adjacent to unprotected storm drain inlets, surface waters, or State waters.
- Any discharge of sediment or other deleterious material resulting from dewatering operations conducted without implementation of required BMPs for dewatering.
- Expansion of the active disturbed soil area limit without written approval from AIR-EE.
- Soil stabilization and sediment controls not installed in accordance with the applicable BMP Plan.
- Dust from the project site visibly blowing off the site.

- A Minor deficiency that is observed over consecutive inspections (i.e., Repeated Deficiency), as specified in below.

3.3.3. Minor Deficiencies

Corrective actions for Minor Deficiencies are due ten (10) calendar days after the inspection (if the due date falls on a weekend or holiday, the deadline is extended to the next business day).

Minor deficiencies are deficiencies that do NOT pose a threat for discharge of pollutants to the storm drainage system, surface waters, or State waters, but are not in strict conformance with the SWPPP or SSBMP Plan.

Examples include, but are not limited to, the following:

- BMP plan is not updated to reflect current operations.
- Contractor self-inspections are not conducted at the required frequencies.
- Linear barriers and/or perimeter controls are installed as required by the BMP Plan but require minor maintenance (e.g., a silt fence that is not anchored properly throughout the entire length, silt socks along the project perimeter with some accumulated silt).
- Soil stabilization or sediment controls are installed as required by the BMP Plan, but not properly maintained.
- Minor tracking less than 50 feet from project ingress/egress locations.
- Waste management BMPs are improperly maintained.
- Oil, fuel, or brake or transmission fluid spills covering less than one square yard and are not adjacent to unprotected storm drain inlets, surface waters, or State waters.
- Evidence of active wind erosion on unstabilized slopes/stockpiles.

3.3.4. Repeated Deficiency Triggers

Corrective actions for Repeated Deficiencies are due five (5) calendar days after the inspection or before next forecasted rain event.

A Minor or Major deficiency that is observed over consecutive inspections can be marked as a Repeated Deficiency. Table provides guidance on when a Repeated Deficiency categorization would be triggered for each BMP type. Final determination is ultimately at the Inspector's discretion.

Note: Critical deficiencies will not be marked as repeat as corrective actions will always be due the same day of the inspection. A Repeated Deficiency for Scheduling not applicable.

Table 3: Repeated Deficiency Categorization Triggers

Consecutive deficiencies of the same BMP type at the same location on site	Consecutive deficiencies of the same BMP type at any location on site
C.2 Preservation of Existing Vegetation	C.6 Dust Control - Water Application
C.3 Location of Potential Sources of Sediment	C.11 Compost Filter Berm or Sock
C.4 Earth Dike	C.20 Vehicle and Equipment Cleaning
C.5 Temporary Drains and Swales	C.21 Vehicle and Equipment Fueling
C.6 Dust Control - Dust Screen/Fence	C.22 Vehicle and Equipment Operation and Maintenance
C.6 Dust Control - Chemical Application	C.23 Concrete Curing Water and Compounds Management
C.7 Topsoil Management	C.24 Hydrotesting Effluent Management
C.8 Geotextiles and Mats	C.25 Water-Jet Wash and Hydro-Demolition Water Management
C.9 Grass and Planting	C.26 Material Delivery and Storage
C.10 Sand Bag Barrier	C.27 Material Use
C.12 Storm Drain Inlet Protection	C.29 Solid Waste Management – Hazardous Waste
C.13 Sediment Trap	C.30 Solid Waste Management – Debris
C.14 Silt Fence	C.31 Contaminated Soil Management
C.15 Stabilized Construction Entrance/Exit	C.33 Sanitary/Septic Waste Management
C.16 Construction Road Stabilization	C.34 Spill Prevention and Control
C.17 Dewatering Operations	C.35 Spill Response Practices
C.18 Paving Operations and Waste Management	
C.19 Structure Construction and Painting	
C.28 Protection of Stockpiles	
C.32 Concrete Operation and Waste Management	
C.36 Management of Materials Associated with Paint	

3.4. INSPECTION REPORT - PENDING VEOCI WORKFLOW DEVELOPMENT

The Inspector will complete the inspection checklist using the appropriate Veoci workflow (see Appendix D for applicable QRGs). If a project has multiple phases, separate checklists can be submitted for the same project. When completing the inspection checklist(s) the Inspector will note the following:

1. Photos should clearly show the deficiency.
2. Deficiency descriptions should provide clear direction for corrective actions.
3. For large projects, it’s important to clearly describe the location of each deficiency.
4. If a concerning condition is observed during the inspection that does not meet the definition of a deficiency but needs to be monitored, include a note within the “Additional Comments” section of the Construction BMP Inspection Checklist.

The Contractor will receive an email with the inspection report. If there are no deficiencies, no further action is required. If deficiencies are identified, the email will include a link to provide corrective action photos and information in Veoci.

1. The CM/Tenant is responsible for making sure that the Contractor addresses the deficiencies noted in the Construction BMP Inspection Report.

2. The Contractor shall complete all corrective actions by the deadline specified in the inspection report.
 - a. If the Contractor is unable to complete the corrective actions by the specified deadline, the Contractor may request for a time extension. The request shall be submitted in writing to the Inspector(s) and AIR-EE for their review and acceptance. The written request shall include the reason and the amount of additional time needed to complete the corrective action. The Inspector(s) and/or AIR-EE will review the request for approval and notify the Contractor, CM, SPM, and Tenant, as appropriate.
3. Photos documenting the corrective action should be taken from approximately the same perspective and distance as the deficiency photos in the Construction BMP Inspection Report. The photos should clearly show that the deficiency has been corrected to comply with the DOTA BMP Field Manual.
4. The Inspector will review the submitted corrective actions. If the Inspector has additional comments or questions on the corrective actions submitted, an email will be sent notifying the Contractor to return and provide additional information.
5. The Inspector may conduct a follow-up inspection to review the corrective actions, as needed.
6. Once AIR-EE has accepted all corrective actions submitted, an email will be sent notifying the Contractor that no further action is required for the subject inspection.

Note: If multiple inspections were conducted for one project, deficiencies from other inspections may still be open if corrective actions have not been submitted.

3.5. ENFORCEMENT

If the Contractor fails to provide corrective action photos or documentation by the agreed-upon corrective action deadline, the Inspector will notify AIR-EE. AIR-EE may escalate enforcement actions including, but not limited to, issuing a warning letter or reporting the violations to DOH. The SPM can also choose to conduct enforcement actions such as suspend work, withhold payment, apply liquidated damages up to \$25,000 per deficiency per day, or request termination of the contract, depending on the severity of the deficiencies. Additionally, any environmental fines levied against the State by DOH or EPA will be passed on to the offending party.

4. Project Closeout

After a project has completed land disturbing activities, the Inspector will complete a Project Closeout checklist. This can be done in conjunction with the Final BMP Inspection.

During the Project Closeout process, the Inspector will note if the project included one or more of the following:

- Installed, modified, or removed storm drain structures;
- Installed, modified, or removed oil-filled equipment;
- Installed, modified, or removed UIC wells or drainage wells;
- Added or removed connections to the sanitary sewer that will require IWDP coverage with CCH;
- Installed an IWS; and/or
- Installed PBMPs.

If the project included one or more of the items listed above an email will be sent to the SPM, CM, and/or Tenant requesting information on each asset to be included using the DOTA Asset Entry Template excel spreadsheet along with available documentation to assist in maintaining accurate records. Once received, AIR-EE will review the information for accuracy and upload to Veoci.

Additionally, the Inspector will send an email to the SPM, CM, and/or Tenant requesting the following information, as applicable:

- PBMP Installation and Maintenance Documentation:
 - PBMPs inspected after installation by DOTA SPM (Engineer or CM) to verify that the PBMPs were installed per design
 - Name and contact information for the DOTA personnel who conducted the PBMP inspection(s)
 - PBMP inspection date(s) and any pertinent information
 - Extended Contractor's Operation and Maintenance (O&M) Period for PBMPs
 - Expiration date of the extended Contractor's O&M Period for each PBMP
 - Extended O&M information for PBMPs (e.g., what components of the PBMPs would be maintained under the extended Contractor's O&M Period)
 - O&M Manual for each PBMP
 - Warranty information for each PBMP
 - Tentative date(s) when the PBMP(s) will be turned over to DOTA
- A copy of the UIC Permit to Operate issued by DOH
- A copy of the IWS Approval to Use Letter issued by DOH
- A copy of C-EHMP Close-out Report
- A copy of signed AST Permit
- A copy of the IWDP issued by CCH
- Copies of all contaminated media documents

Appendix A-1

Getting Started and General Information Veoci® QRG

The purpose of this Quick Reference Guide (QRG) is to provide guidance to Design Reviewers, Designers, Construction Program EHSs, Inspectors, and Contractor Contacts to navigate various techniques in the DOTA Veoci® processes. The primary process steps covered by this QRG, and a quick link to each, include:

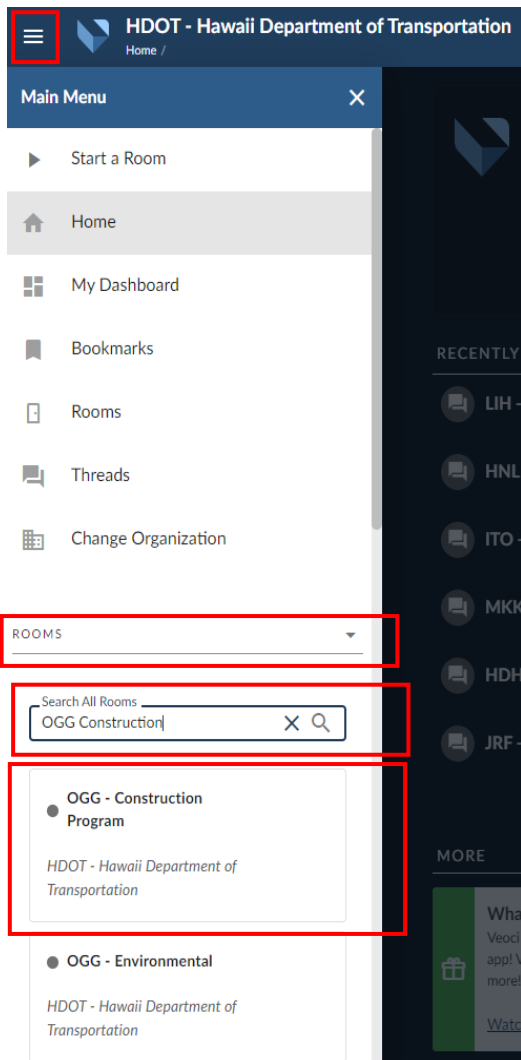
- [Module Navigation](#)
- [Filter Dashboard Lists](#)
- [Minimize/Expand Sections](#)
- [Date Auto-population](#)
- [Add/Remove Locations from Map Fields](#)
- [Hide/Show Toolbox](#)
- [Exporting PDFs](#)
- [Reassigning Individuals](#)
- [View Previous Document Versions](#)

Note: Access permissions may vary and not all users will have access to the rooms, dashboards, or workflows identified herein.

Please note, this is a living document and is continually updated to reflect the most current version of Veoci.®

I. Module Navigation

1. Click on the Main Menu icon (displayed as ≡) and under **Rooms** enter the airport of interest in the 'Search All Rooms' search bar and select the 'Construction Program' room (e.g., *OGG - Construction Program*).

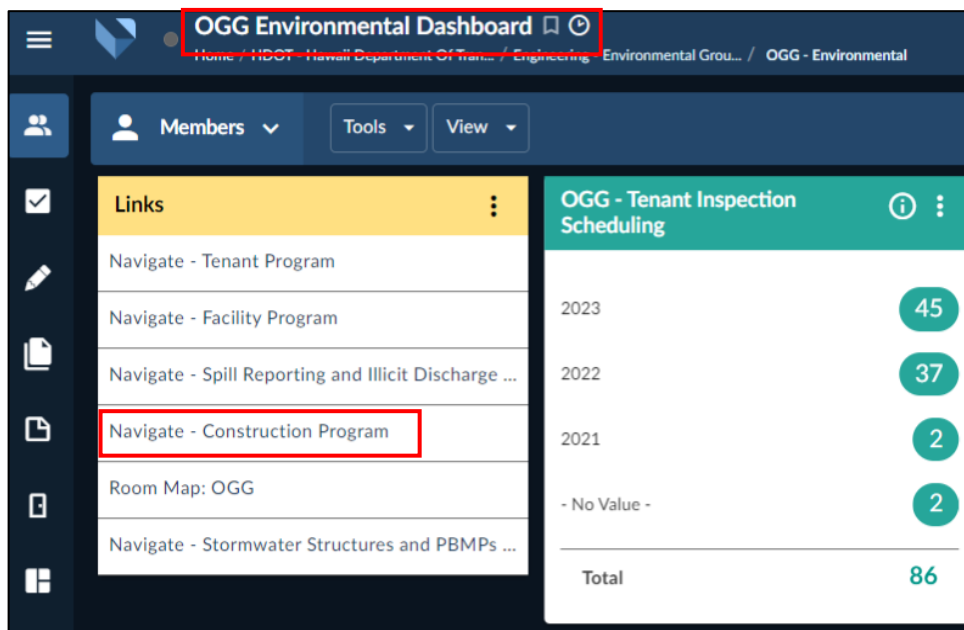


- a. After previously using rooms, select the Environmental room name under **Recently Active Rooms** on the **Home** page.



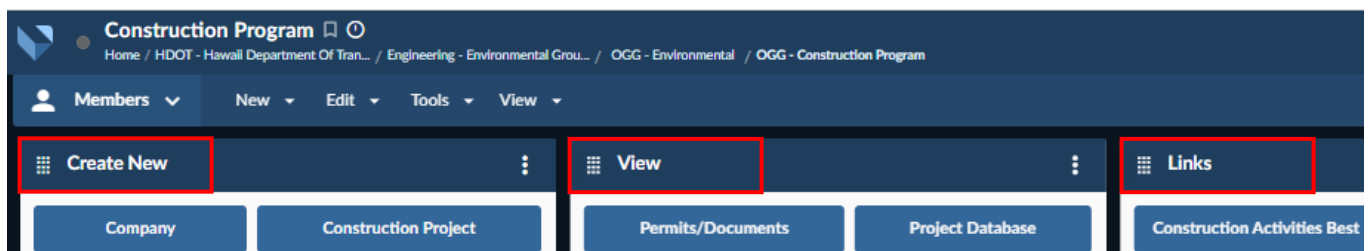
i *If a project spans multiple airports, it will be created in the Multi Airport room.*

Notice that in this example the room is labeled as **OGG – Environmental**; enter the Construction Program from the **OGG Environmental Dashboard**, as indicated below.

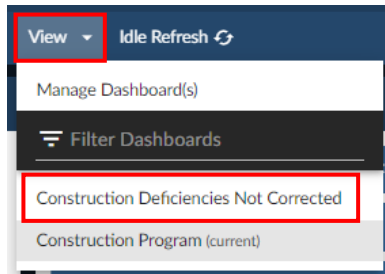


i *Upon entering the Environmental room of any airport, click **Navigate - Construction Program** to enter the Construction Program under that airport.*

2. From the airport's **Construction Program** Dashboard, new construction projects can be created under **Create New**, existing projects can be viewed under **View**, and helpful links can be found under **Links**.

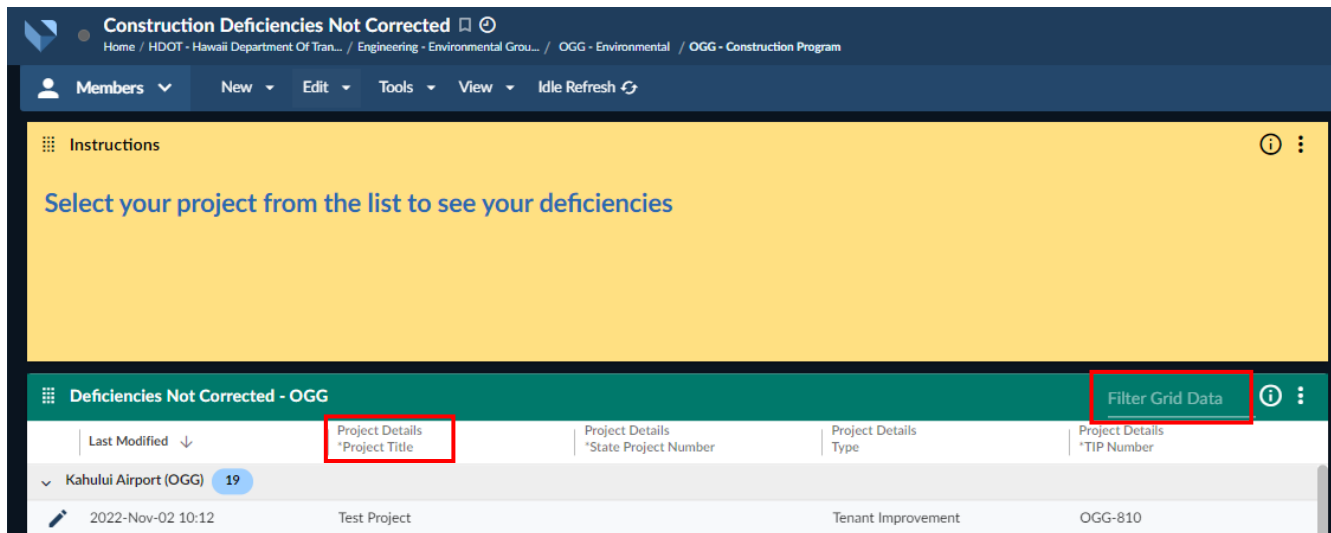


- a. The status of **Reviews** and **Inspections** for the airport can be found in their respective tiles by scrolling down.
- b. **Outstanding Deficiencies** identified during inspections for the airport can be found at the bottom of the page.
 - i. Contractors will interact with a different dashboard to upload their corrective actions. This can be viewed by selecting the **View** drop-down menu at the top of the page and selecting **Construction Deficiencies Not Corrected**.



II. Filtering Dashboard Lists

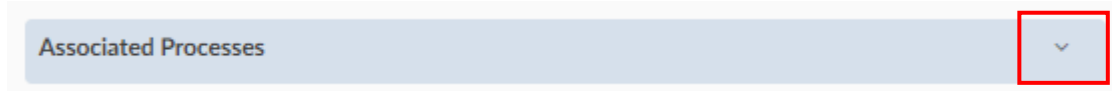
1. Open projects can be found in an airport's **Construction Program** Dashboard or **Construction Deficiencies Not Corrected** Dashboard by typing the Project Title, State Project Number, Type, or TIP Number into the **Filter Grid Data** search bar.



2. Dashboard tiles will be filtered to only show open workflows.
 - a. To view all relevant workflows for a project, including closed ones, select **Project Database** under **View** in the airport's **Construction Program Dashboard**.



- i. Find the existing project by typing the Project Title, State Project Number, Type, or TIP Number into the **Filter Entries** search bar in the top, right corner.
- ii. Once the project's entry is open, expand the **Associated Processes** section to view all **Construction Design Submittals, Contractor Document Submittals, and BMP Inspections**.

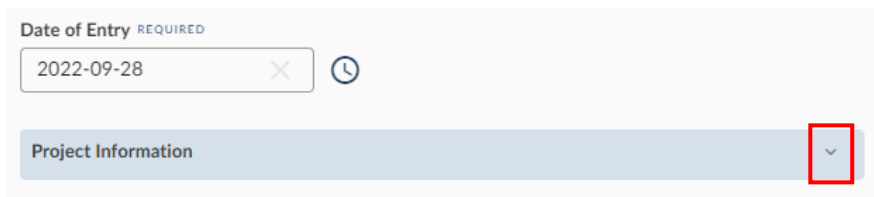


- b. To view all **Construction Design Reviews** or **Contractor Document Submittals** for a specific airport, select **Document Submittals All Records** or **Design Submittals All Records** under **View** in the airport's **Construction Program Dashboard**.

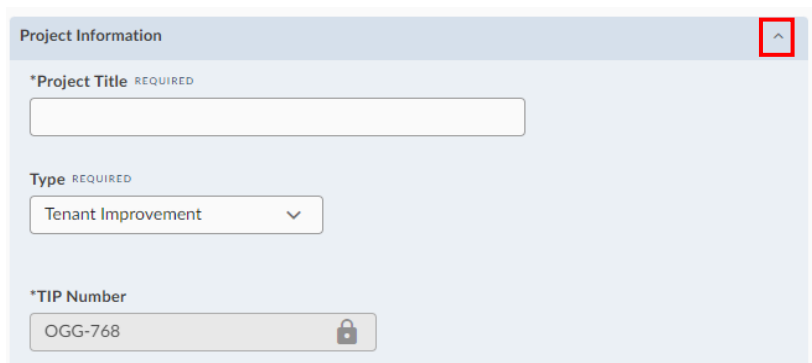


III. Minimize/Expand Sections

1. Some sections may be minimized to reduce clutter in a workflow. To expand a section, click on the down arrow.

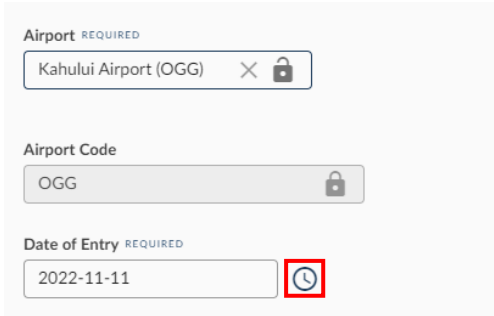


2. To minimize an expanded section, click on the up arrow.



IV. Date Auto-Population

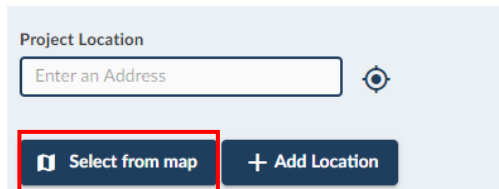
- To set a date field to the current date, click on the clock symbol to the right of the field. The field can still be changed at any point before submission.



A screenshot of a form with three sections. The first section is labeled 'Airport REQUIRED' and contains a text input field with 'Kahului Airport (OGG)' and a lock icon. The second section is labeled 'Airport Code' and contains a text input field with 'OGG' and a lock icon. The third section is labeled 'Date of Entry REQUIRED' and contains a date input field with '2022-11-11' and a clock icon. A red box highlights the clock icon.

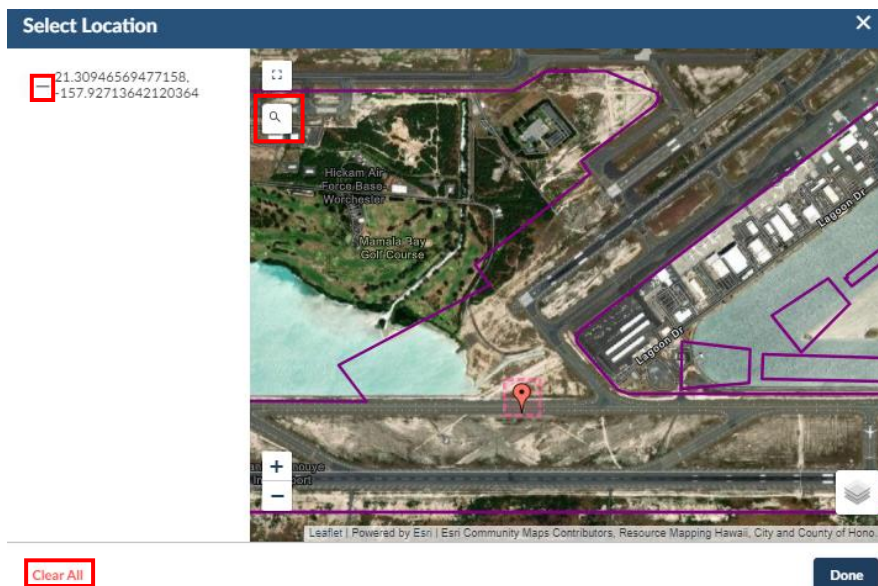
V. Add/Remove Locations from Map Field

- To add a **Project Location** or **Staging Location**, either:
 - Type in the physical address.
 - Click on **Select from map** to choose the location from a satellite map.



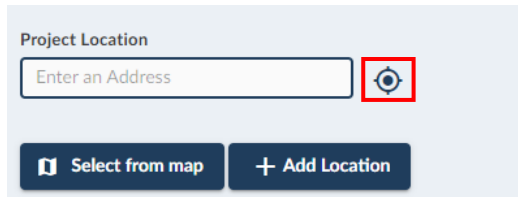
A screenshot of a form titled 'Project Location'. It has a text input field with the placeholder 'Enter an Address' and a location pin icon. Below the input field are two buttons: 'Select from map' (highlighted with a red box) and '+ Add Location'.

- In the pop-up window, click on the map to identify the location or select the magnifying glass to enter an address.
- To remove a location, click on the – symbol or select **Clear All**.

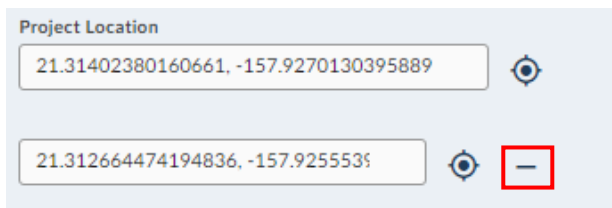


A screenshot of a 'Select Location' pop-up window. It features a map of an airport area with a location pin. On the left side, there are coordinates: 21.30946569477158, -157.92713642120364. A magnifying glass icon is highlighted with a red box. At the bottom left, a 'Clear All' button is highlighted with a red box. At the bottom right, there is a 'Done' button. The map shows labels for 'Hickam Air Force Base', 'Mamala Bay Golf Course', and 'Lagoon Dr'.

- c. Select the GPS symbol to populate the user's current location.

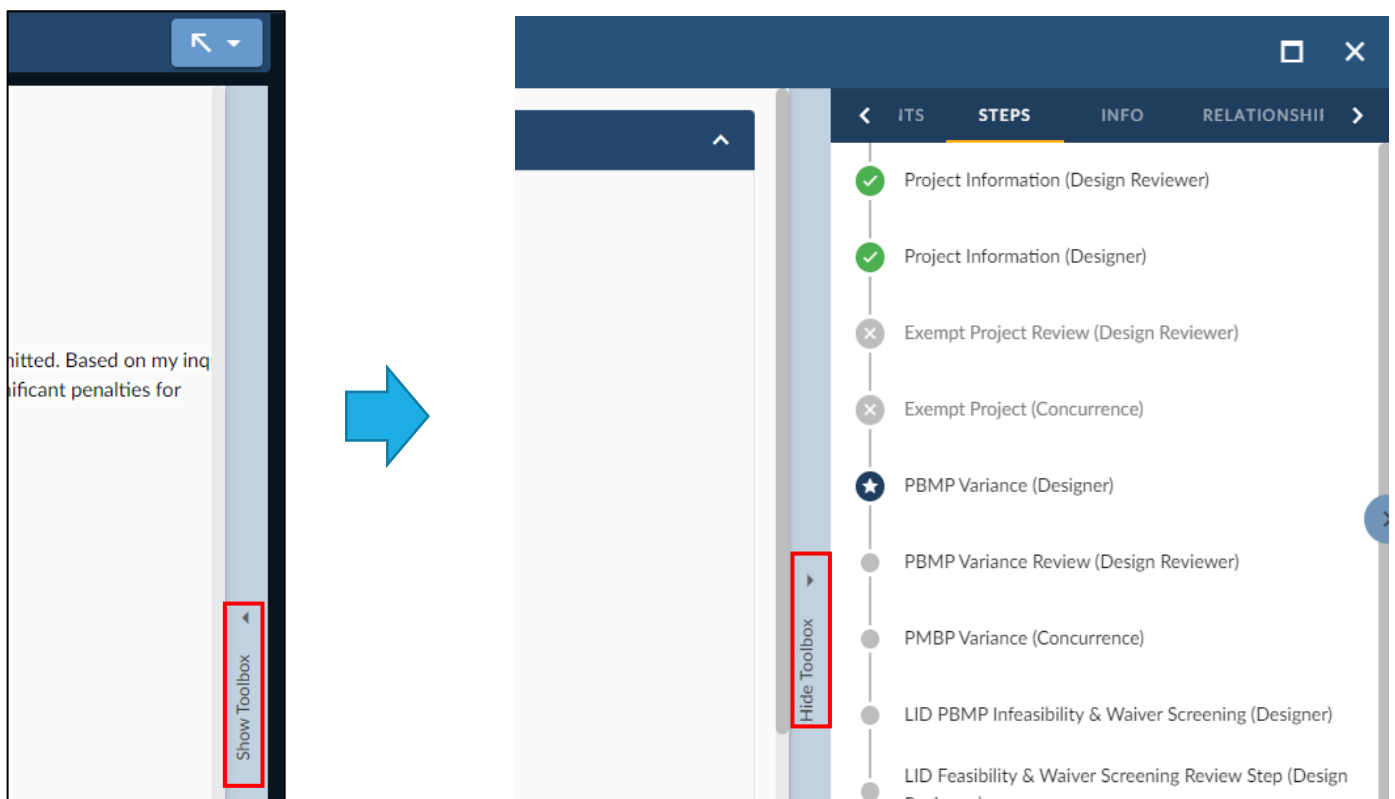


- To add an additional project or staging location, select **+ Add Location**.
- To remove a project or staging location, select the **–** symbol.



VI. Hide/Show Toolbox

- While working in a form or step in a workflow, the Toolbox can be used to view project information, switch between steps, export PDFs, or reassign individuals. Click on **Show Toolbox** on the right edge of the screen to expand the Toolbox menu.

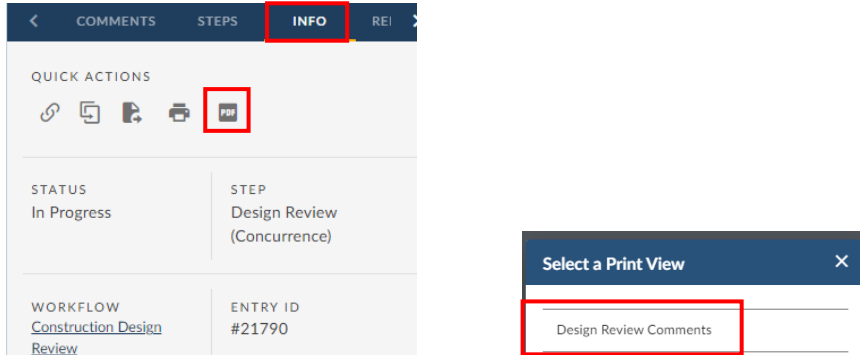


- Click on **Hide Toolbox** on the edge of the screen to hide the Toolbox menu.

VII. Exporting PDFs

i Reports can be exported to a PDF for internal review before submission through Veoci.®

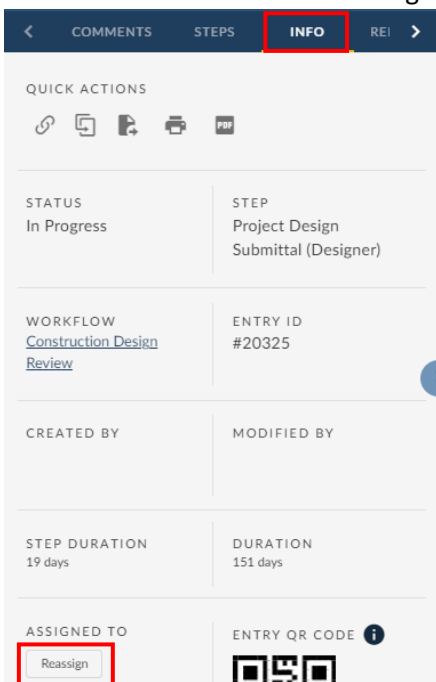
1. Click on **Show Toolbox** on the right edge of the screen to expand the Toolbox menu (see Section VI above).
2. In the Toolbox menu, click on **Info**, select the **PDF** icon, and select the applicable report. Popups might need to be unblocked for this to work. The report will be downloaded as a PDF.



i Popups may need to be enabled for this process.

VIII. Reassigning Individuals

1. To reassign a specific step in a workflow or form to a new individual:
 - a. Click on **Show Toolbox** on the right edge of the screen to expand the Toolbox menu (see Section VI above).
 - b. In the Toolbox menu, click on **Info**, then select the **Reassign** button. When prompted, identify the name or email of the person who should be responsible for this form or workflow step. They will receive an email notification that this has been assigned to them.

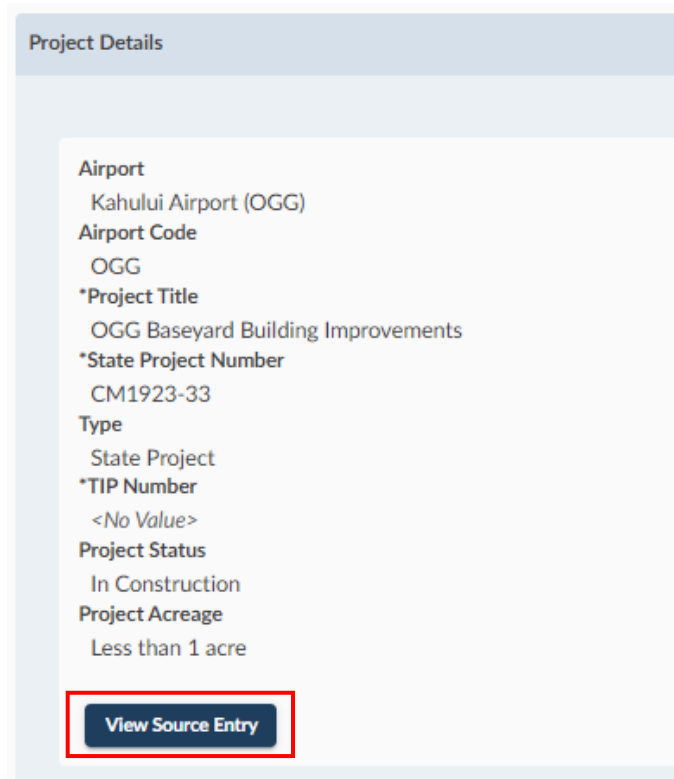


2. To update the roles and contact information for a project (e.g., a new design consultant):
 - a. From the airport's **Construction Program** Dashboard select **Project Database** in the **View** tile.



- b. Find the existing project by typing the Project Title, State Project Number, Type, or TIP Number into the **Filter Entries** search bar in the top, right corner.

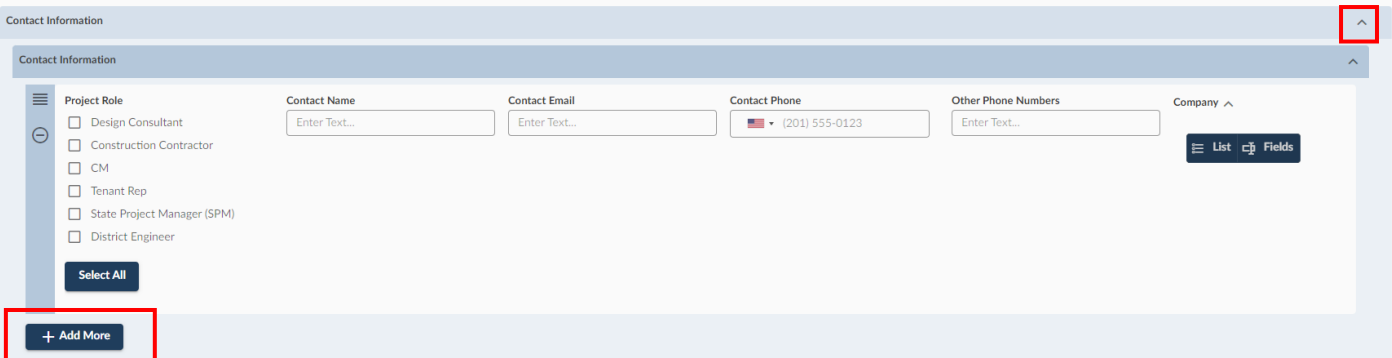
i If a **Construction Design Review**, **Contractor Document Submittal**, or **BMP Inspection** workflow is already open, select **View Source Entry** in the **Project Information** step.



- c. Once the appropriate project entry is opened, view the current project roles by expanding the **Contact Information** section.



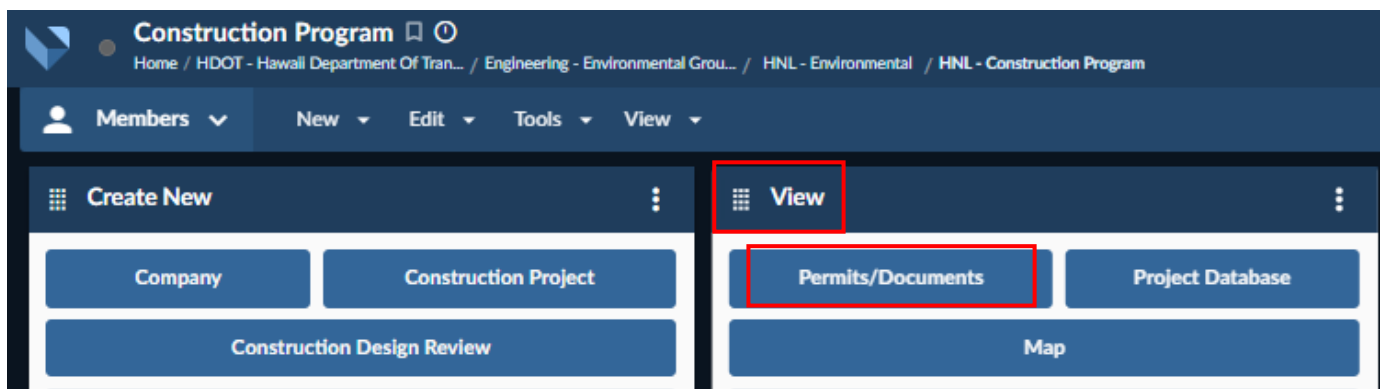
- d. To update or change contacts, select **Edit** in the bottom, right corner. Select **+ Add More** if additional contact entries are necessary.



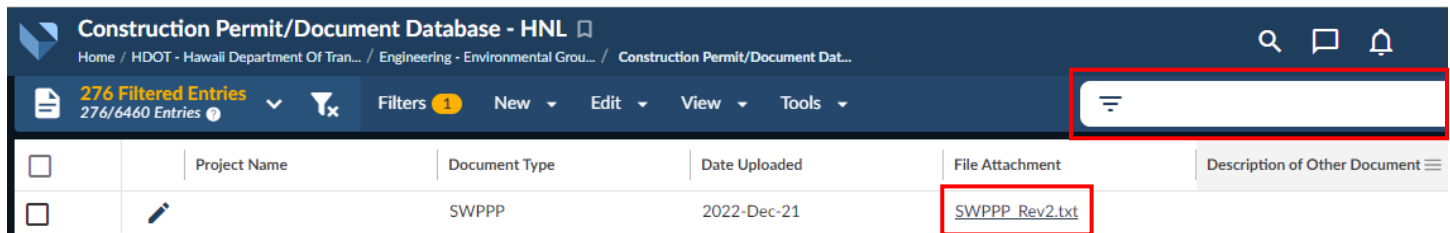
3. Once the contacts are updated, select **Update** in the bottom right corner.


IX. View Previous Document Versions

1. The most recent version of submitted documents will be linked in the project's **Project Database** entry. Previous versions of all documents can still be viewed in the **Construction Permit/Document Database**. From the airport's **Construction Program** Dashboard, select **Permits/Documents** under **View** to find construction permits and documents.



2. In the **Construction Permit/Document Database**, use the search bar in the upper, right corner to find a specific project. Documents can be organized by **Document Type** and **Date Uploaded**. Clicking on the **File Attachment** link will download the file. Clicking anywhere else on the row will open the document's entry in the database and may contain additional information.

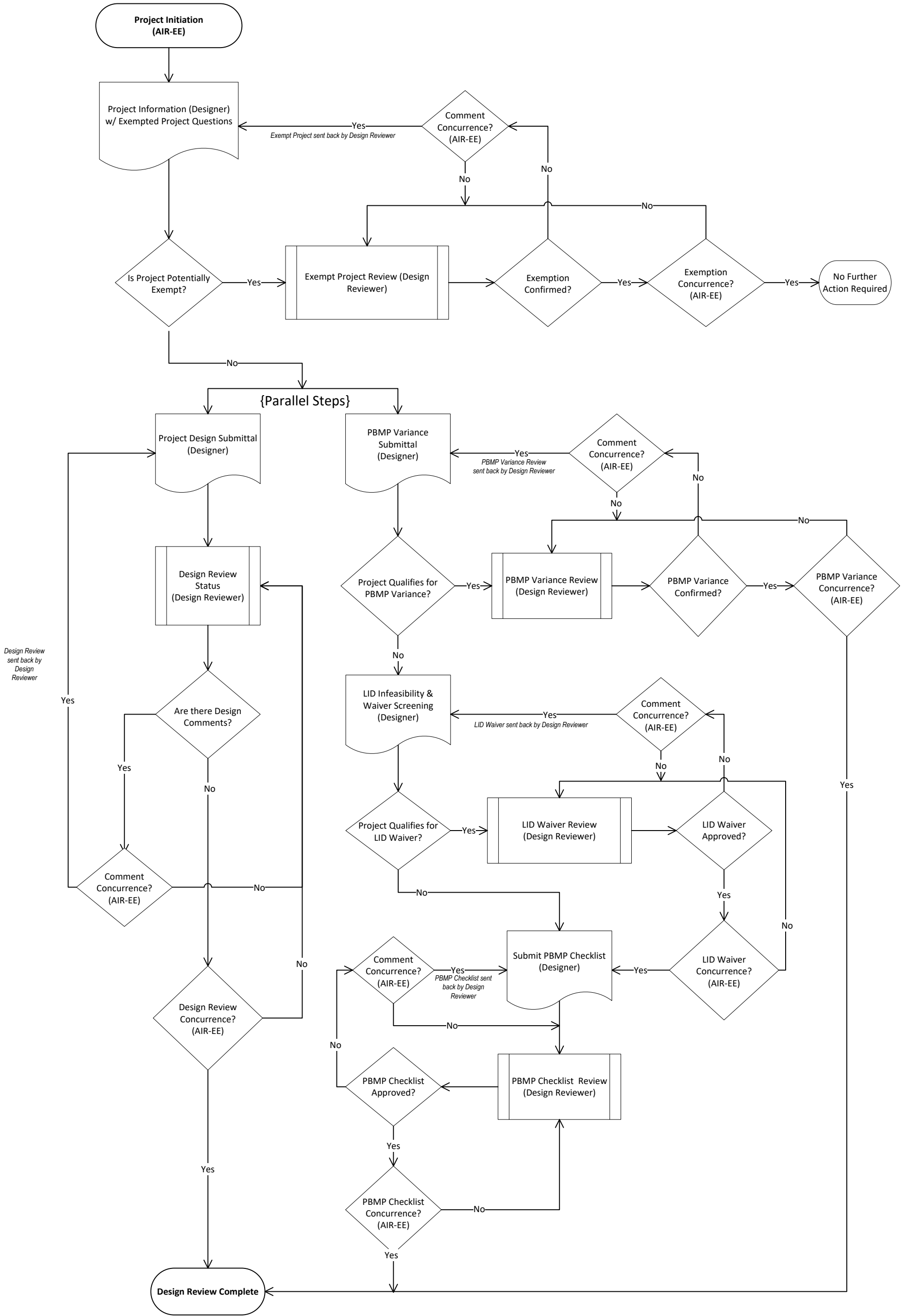


	Project Name	Document Type	Date Uploaded	File Attachment	Description of Other Document
<input type="checkbox"/>		SWPPP	2022-Dec-21	SWPPP_Rev2.txt	

Appendix B-1

DOTA Construction Design Review Process Map - Less Than One Acre

DOTA Construction Project Design Review Process For Projects w/ Ground Disturbance of Less Than One Acre

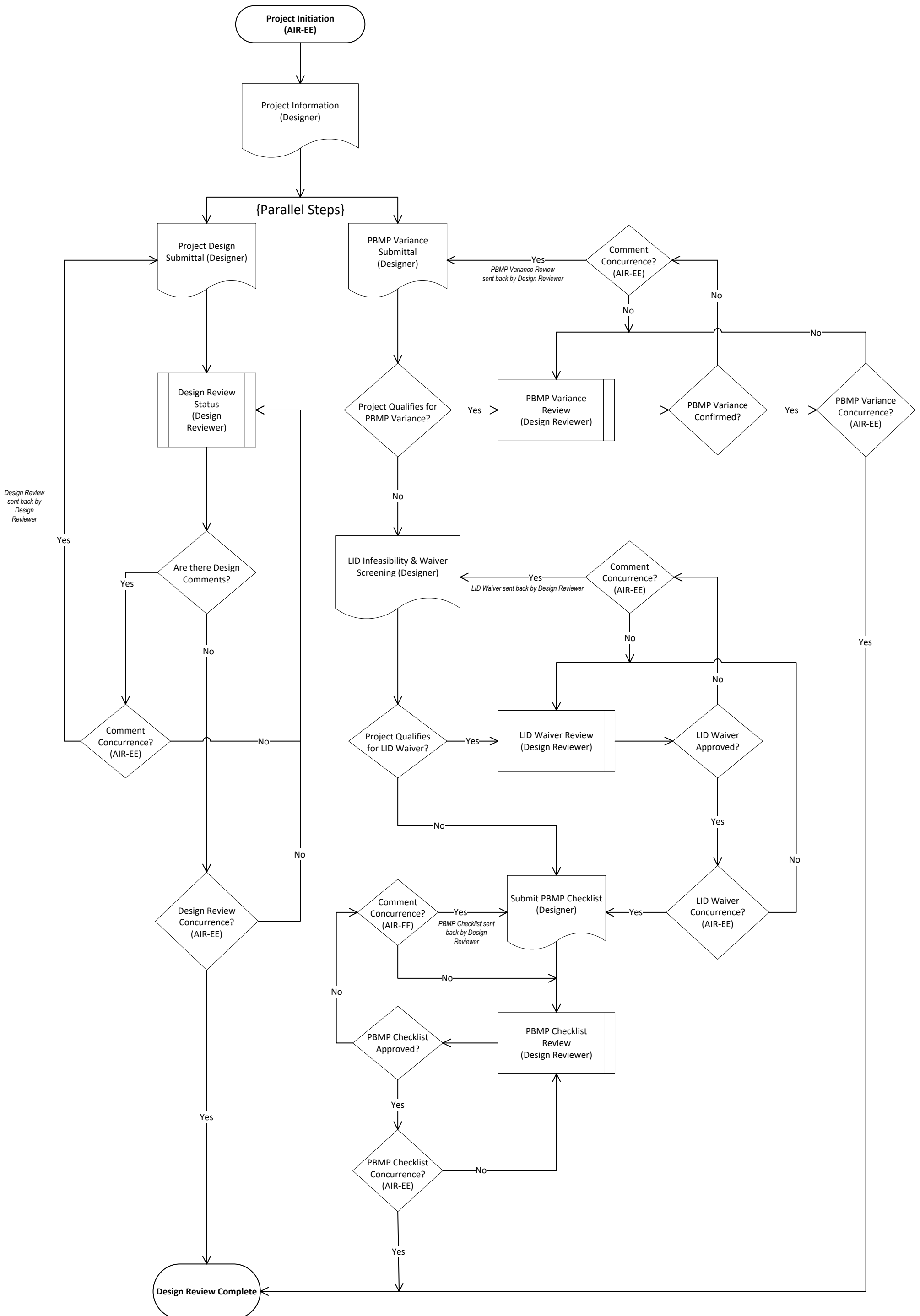


Appendix B-2

DOTA Construction Design Review Process Map - One Acre or Greater

DOTA Construction Project Design Review Process

For Projects w/ Ground Disturbance of One Acre or Greater



Appendix B-3

Construction Design Review - Less Than One Acre (Designer) Veoci® QRG

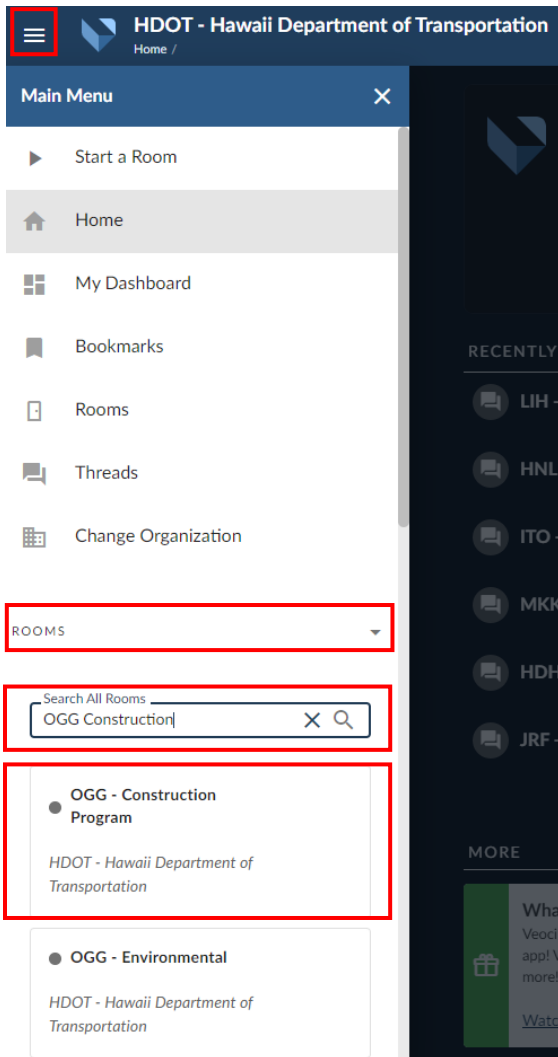
The purpose of this Quick Reference Guide (QRG) is to provide guidance to project designers to navigate the DOTA Veoci® Construction Design Review process. The primary process steps covered by this QRG, and a quick link to each, include:

- [Module Navigation](#)
- [Project Information \(Designer\)](#)
- [Project PBMP Conditions and Qualifications](#)
- [Exempted Project Questions](#)
- [PBMP Variance \(Designer\)](#)
- [LID PBMP Infeasibility & Waiver Screening \(Designer\)](#)
- [PBMP Checklist \(Designer\)](#)
- [Project Design Submittal \(Designer\)](#)

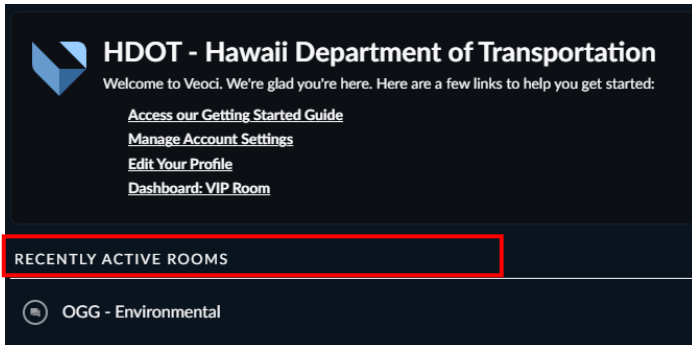
Please note, this is a living document and is continually updated to reflect the most current version of Veoci®.

I. Module Navigation

1. Click on the **Main Menu** icon (displayed as ≡) and under **Rooms** enter the airport of interest in the **Search All Rooms** search bar and select the **Construction Program** room (e.g., *OGG - Construction Program*).

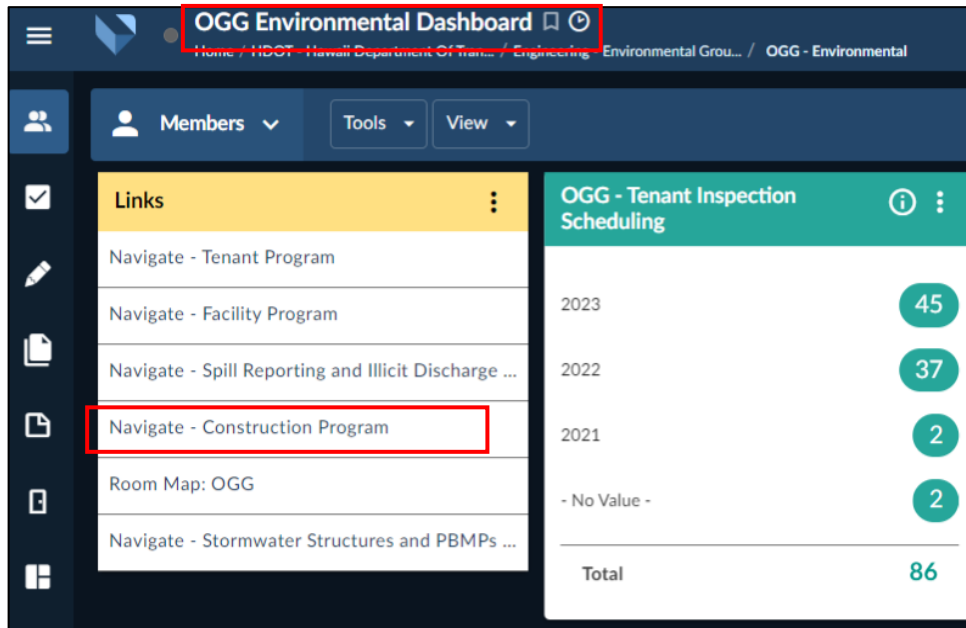


- a. After previously using **Rooms**, select the **Environmental** room name under **Recently Active Rooms** on the **Home** page.



i If a project spans multiple airports, it will be created in the **Multi Airport** room.

Notice that in this example the room is labeled as **OGG – Environmental**; enter the **Construction Program** from the **OGG Environmental Dashboard**, as indicated below.

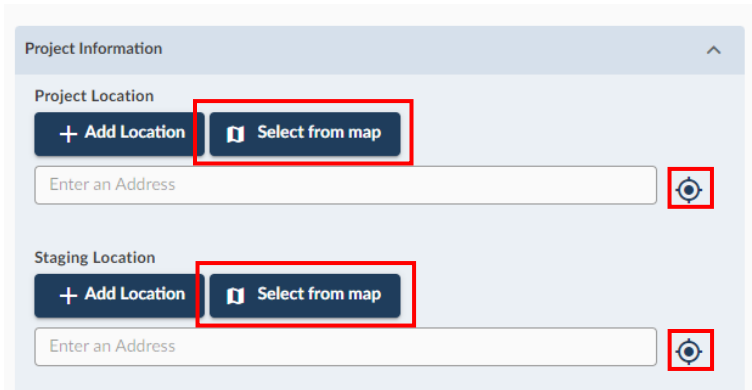


i Upon entering the **Environmental** room of any airport, click **Navigate - Construction Program** to enter the construction program under that airport.

II. Project Information (Designer)

i Once the Design Reviewer launches the **Design Review** workflow, a **Design Review Workflow** link will be included in an email to the designer.

1. Under the **Project Information** section, add the appropriate **Project Location** and **Staging Location** by entering an address in the field, clicking on **Select from map** and clicking on the location on the map, or selecting the current location symbol.



The screenshot shows a 'Project Information' form with two sections: 'Project Location' and 'Staging Location'. Each section has a '+ Add Location' button and a 'Select from map' button, both highlighted with red boxes. Below each section is an 'Enter an Address' input field, also highlighted with a red circle. There is a small eye icon to the right of each address field.

i Multiple locations can be input for project and staging location by selecting **+Add Location**.

Under the **Project Information** section, enter the remaining applicable info into the appropriate fields.

i The **Total Disturbed Area** and **Is the project less than one (1) acre or one (1) acre or more?** fields will be automatically populated based on the previous responses.

2. If the project is eligible for an exemption review, additional fields will be prompted; see the [Project PBMP Conditions \(Section III\)](#) and [Qualifying and Exempted Project Questions \(Section IV\)](#) sections below. If the project is not eligible for an exemption, no additional information is needed for this step. Select **Submit** to continue. Separate emails will be sent identifying the next two available steps, which can be completed in parallel:
 - a. The **PBMP Variance (Designer)** step will become available. This will start the process of determining eligibility for PBMP variances, LID PBMP infeasibility, and will eventually prompt a PBMP checklist.
 - b. The **Project Design Submittal (Designer)** step will also become available. This will start the process to upload project documents for review.

To see the steps of the workflow, select **Show Toolbox** on the far right side and select the **STEPS** tab. The current step is annotated with a star symbol and other available steps are annotated with a dark blue circle. To switch between steps, click on it in the list.

III. Project PBMP Conditions and Qualifications

i This section is only applicable for projects less than 1 acre.

1. Select appropriate **Yes** or **No** responses under the **Project PBMP Conditions and Qualification** section.
 - a. If all responses are selected as **No**, continue to the **Exempted Project Questions** section.
 - b. If **Yes** is selected for any of the responses, the project is not exempt. Click **Submit** to initiate the [PBMP Variance \(Designer\)](#) step ([Section V](#)) below.

IV. Exempted Project Questions

i This section is only visible for projects disturbing less than 1 acre that have answered “No” to every question in the [Project PBMP Conditions and Qualifications](#) section.

1. Fill out **Yes** or **No** responses under **Exempted Project Questions**.

i Additional questions may become visible based on previous answers.

i **Project Exempt (Yes, Triggers Exemption Review)** field is automatically populated based on the provided information. If Yes, **Exemption Review** by AIR-EE will be triggered. Projects will not be considered exempt until conditions are reviewed and approved by AIR-EE. An email will be sent with **Exemption Review** results.

2. If the Project is eligible for an exemption review, drawings, specifications (if applicable), and a Contaminated Soil and Groundwater Review form are required to be submitted. To submit more than one file, select **+ Add More**. To remove a file entry, select the **⊖** symbol on the left.

Contaminated Soil and Groundwater Review Form Attachments

	Date Uploaded	File Uploaded	Contaminated Soil and Groundwater Form Attachment
<input type="checkbox"/>	2022-06-21	<input type="radio"/> Original <input type="radio"/> Revision	Drop files or click to add

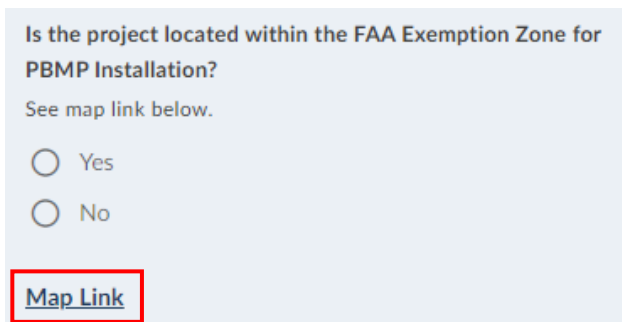
+ Add More

3. Once the appropriate files have been uploaded, select **Submit** to complete this step.
4. The request for exemption will be reviewed by AIR-EE:
 - a. If approved, an email will be sent with documentation of the approval. No further action will be necessary.
 - b. If comments are provided, an email will be sent to prompt the Designer to return and make corrections. Comments will be provided at the bottom in the **Explanation for why Exempt Project was not Approved (AIR-EE Only)** field.

V. PBMP Variance (Designer)

i At this point, the **Project Design Submittal (Designer)** step can be accessed at any time. It is not necessary to complete the **PMBP Variance, LID PBMP Infeasibility & Waiver Screening Review, or PBMP Checklist** steps before uploading documents in the **Project Design Submittal (Designer)** step. See the **Project Information (Designer)** section for more information on accessing parallel steps.

1. Answer the four questions to determine if the project is eligible for a PBMP variance. Any **Yes** answer will trigger a PBMP Variance review by AIR-EE. If approved, the project will not require PBMPs.
 - a. For the first question, follow the link to determine if the project is located within the FAA Exemption Zone for PBMP installation. Exemption zones will be highlighted in red.



Is the project located within the FAA Exemption Zone for PBMP Installation?
See map link below.

Yes
 No

[Map Link](#)

- b. For the fourth question, provide an explanation if **Yes** is selected for **Other PBMP Variance**.

i The field **Does this project qualify for a PBMP Variance?** will be automatically populated based on the provided information.
2. If the project is eligible for a PBMP Variance, drawings and specifications (if applicable) are required to be submitted to verify information provided in this step. To submit more than one file, select **+ Add More**. To remove a file entry, select the **⊖** symbol on the left.
 3. Once the appropriate files have been uploaded, select **Submit** to complete this step.
 4. The request for a PBMP Variance will be reviewed by AIR-EE.
 - a. If approved, an email will be sent with documentation of the PBMP Variance.
 - b. If comments are provided, an email will be sent to prompt the Designer to return and make corrections. Comments will be provided at the bottom in the **Explanation for why PBMP Variance was not Approved (AIR-EE Only)** field.

VI. LID PBMP Infeasibility & Waiver Screening (Designer)

i This section is only visible for projects that do not already have an approved PBMP Variance.

i This step is intended to evaluate the infeasibility of LID PBMPs and, if determined infeasible, provides a LID Waiver for the project.

1. For each category, indicate if the project contains conditions that would result in infeasibility.

- a. If **No** is selected for all four PBMP infeasibility categories, the project does not qualify for a LID Waiver. Select **Submit** to proceed to the PBMP Checklist step.
 - b. If **Yes** is selected, additional screening questions will be triggered to determine if each category is feasible or infeasible.
 - i** If it is unknown if a PBMP category is infeasible, select **Yes** to answer the additional feasibility screening questions.
 - i. If all questions are answered **No**, the category is feasible.
 - ii. If at least one answer is **Yes**, the category is infeasible.
2. All PBMP types must be infeasible to qualify for a LID Waiver.
 - i** If LID is infeasible, other PBMPs are still required (see [PBMP Manual](#)).
 - i** Evidence must be provided for each infeasibility condition claimed. When necessary, please provide relevant documentation.
 - i** The **Evaluation Results** fields will be automatically populated based on the provided information.
 3. Once all categories are complete, select **Submit** to complete this step.
 - i** All four categories must be completed to move on.
 4. The request for an LID Waiver will be reviewed by AIR-EE:
 - a. If approved, an email will be sent with documentation of the waiver.
 - b. If comments are provided, an email will be sent to prompt the Designer to return and make corrections. Comments will be provided at the bottom in the **Explanation for why LID Waiver was not Approved (AIR-EE Only)** field.

VII. PBMP Checklist (Designer)

- i** This section is only visible for projects that are required to implement PBMPs, including LID.
1. If discharging to a water body, use the drop-down menu under **Receiving Water Body & State Water Body ID where applicable** to select the receiving water body. This will auto populate the pollutants of concern.
 - a. If the water body that the project discharges to is not in the drop-down menu, select **Other** and enter all details known in the **Other Pollutants of Concern** section.
 - i** If the project does not discharge stormwater to a water body, no entry is necessary.
2. Use DOTA's PBMP Manual to select applicable PBMPs to target pollutants of concern to the maximum extent practicable and fill out all fields.

3. Opportunities to provide additional information on PBMPs will become available depending on selections made in the **PBMP Selection** checklist. For example, if **LC-1 Biofilter** is selected, a new field **Describe proposed LID PBMPs** will become visible.
4. At the end of the step, upload PBMP sizing calculations, O&M plan, and O&M costs.
5. Once all information is provided, select **Submit** to complete this step.
6. The PBMP Checklist will be reviewed by AIR-EE:
 - a. If approved, an email will be sent with notification of the approval.
 - b. If comments are provided, an email will be sent to prompt the Designer to return and make corrections. Comments will be provided at the bottom in the **Explanation for why PBMP Checklist was not Approved (AIR-EE Only)** field.

VIII. Project Design Submittal (Designer)

i *Once a project has been determined non-exempt in the **Project Information (Designer)** step, the **Project Design Submittal (Designer)** step can be accessed at any time. It is not necessary to complete the **PMBP Variance, LID PBMP Infeasibility & Waiver Screening Review, or PBMP Checklist** steps before uploading documents in the **Project Design Submittal (Designer)** step. See the **Project Information (Designer)** section for more information on accessing parallel steps.*

1. Upload relevant documentation for review. Under each document type is a drop-down menu:
 - a. Select **Yes** to submit documentation. Once **Yes** is selected, a new field will appear to upload files.
 - i. To add additional files, select **+ Add More**. To remove a file entry, select the **⊖** symbol on the left.
 - b. Select **Not Currently Available** if the documentation is not ready. Note that all applicable items must be provided prior to final approval.
 - i. It is not necessary to upload all items at once, progress can be saved and returned to. AIR-EE will not review until the Designer submits. At any point, selecting **Save Now** at the bottom of the screen will save current progress.
 - c. Select **N/A** if the documentation is not relevant to the project. This option will *not* be available for all document types. If there is no **N/A** option, the item must be submitted before the Design Review is closed.
1. Once all relevant files are uploaded, select **Submit** for AIR-EE to review. At this point, new documents cannot be uploaded until the review is complete. If additional documents need to be added during the review, please email AIR-EE.
2. The submitted documents will be reviewed by AIR-EE.
 - a. If approved, an email will be sent with notification of the approval.

i *Once approved by AIR-EE, some documents may also need to be submitted to DOH or CCH. An AIR-EE Construction Program EHS will notify the Designer when it is appropriate to submit these documents to additional agencies.*

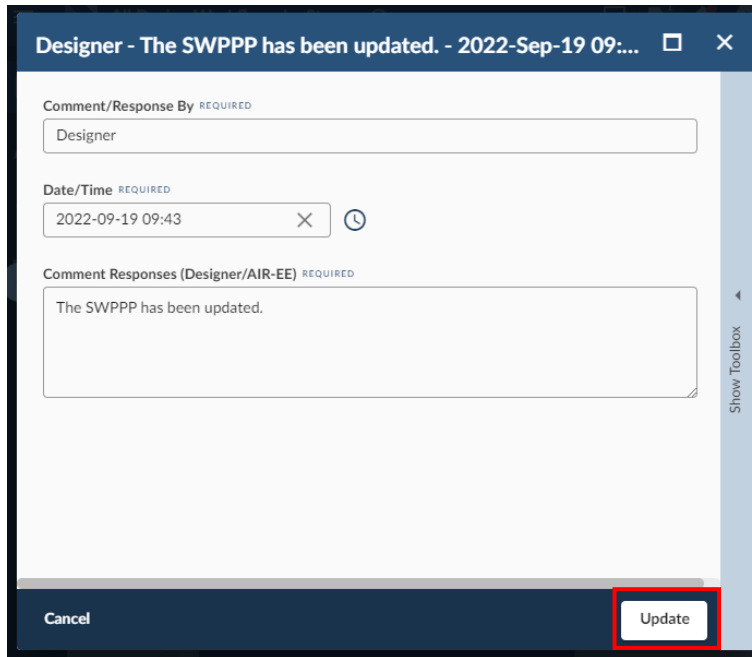
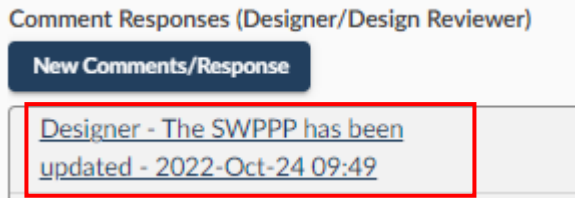
- b. If comments are provided, an email will be sent to prompt the Designer to return and make corrections. The comments can be found at the bottom of the step under **Design Review Comments**.
 - i. Upload new/revise documents under each category (refer to *Step 1*). If uploading a revised document that was previously submitted, select **Revision** to help with organization.
 - 1. Respond to each comment by selecting the **New Comment/Response** button.

The screenshot shows a software interface for managing design review comments. On the left, there is a sidebar with a menu icon and a minus sign. The main content area is divided into three sections: 'Comment Info', 'Original Review Comment (Design Reviewer)', and 'Comment Responses (Designer/Design Reviewer)'. The 'Comment Info' section includes a red 'Item Open' label, a 'Comment ID' field with 'Enter Text...' placeholder, and an 'Initial Review Date' field with 'Set date' placeholder and a clock icon. The 'Original Review Comment (Design Reviewer)' section contains three text input fields: 'Sheet/Page No.' with 'Enter Text...' placeholder, 'Detail/Section' with 'Enter Text...' placeholder, and another 'Original Review Comment (Design Reviewer)' field with 'Enter Text...' placeholder. The 'Comment Responses (Designer/Design Reviewer)' section is highlighted with a red box and contains a 'New Comments/Response' button.

- 2. After drafting a response, select **Submit** on the bottom right corner. This will cause the response to populate under **Comment Responses (Designer/Design Reviewer)**.

The screenshot shows a dialog box titled 'Construction Design Review Comments - Create Entry'. It has a dark blue header with a close button. The form contains three required fields: 'Comment/Response By' with 'Enter Text...' placeholder, 'Date/Time' with '2022-09-15 15:18' and a clock icon, and 'Comment Responses (Designer/AIR-EE)' with 'Enter Text...' placeholder. At the bottom, there is a 'Close' button and a 'Submit' button, which is highlighted with a red box.

- To edit a response, click on the link generated under **Comment Responses (Designer/Design Reviewer)**, select **Edit** on the bottom right, make revisions, and select **Update**. This will change the response under **Comment Responses (Designer/Design Reviewer)**.



i There may be multiple rounds of comments and responses between the Design Reviewer and the Designer. For each round, the same process can be followed.

Appendix B-4

Construction Design Review - One Acre or Greater (Designer) Veoci® QRG

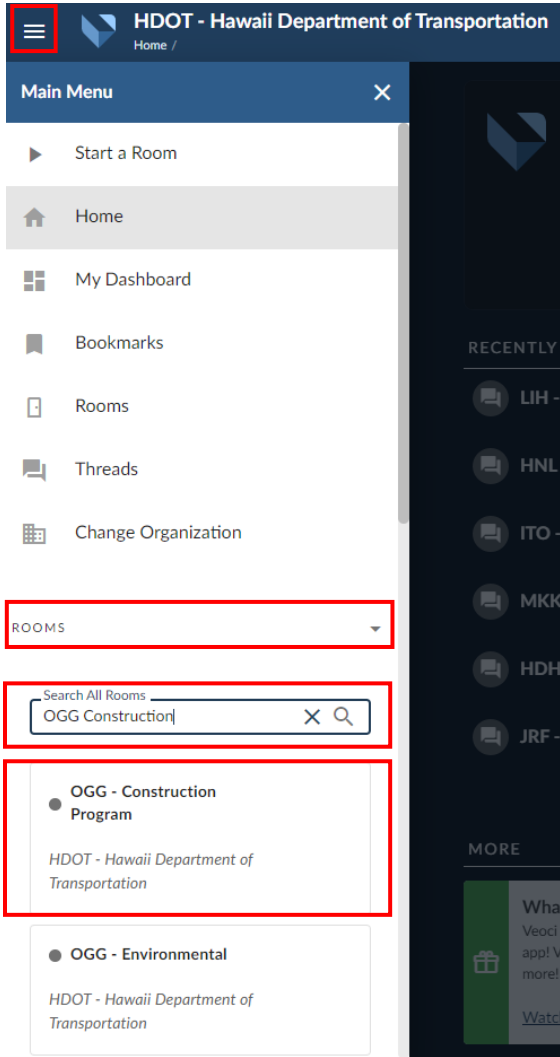
The purpose of this Quick Reference Guide (QRG) is to provide guidance to project designers to navigate the DOTA Veoci® Construction Design Review process. The primary process steps covered by this QRG, and a quick link to each, include:

- [Module Navigation](#)
- [Project Information \(Designer\)](#)
- [PBMP Variance \(Designer\)](#)
- [LID PBMP Infeasibility & Waiver Screening \(Designer\)](#)
- [PBMP Checklist \(Designer\)](#)
- [Project Design Submittal \(Designer\)](#)

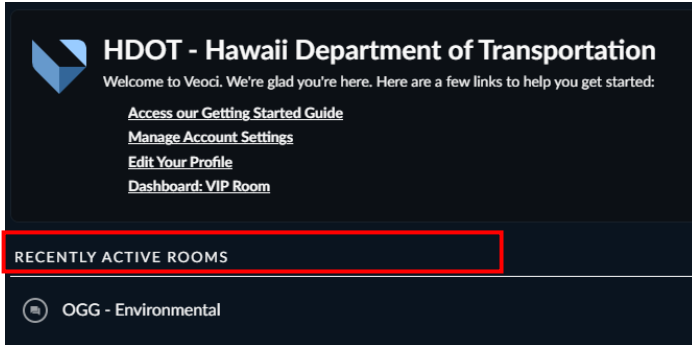
i Please note, this is a living document and is continually updated to reflect the most current version of Veoci.®

I. Module Navigation

1. Click on the **Main Menu** icon (displayed as ≡) and under **Rooms** enter the airport of interest in the **Search All Rooms** search bar and select the **Construction Program** room (e.g., *OGG - Construction Program*).

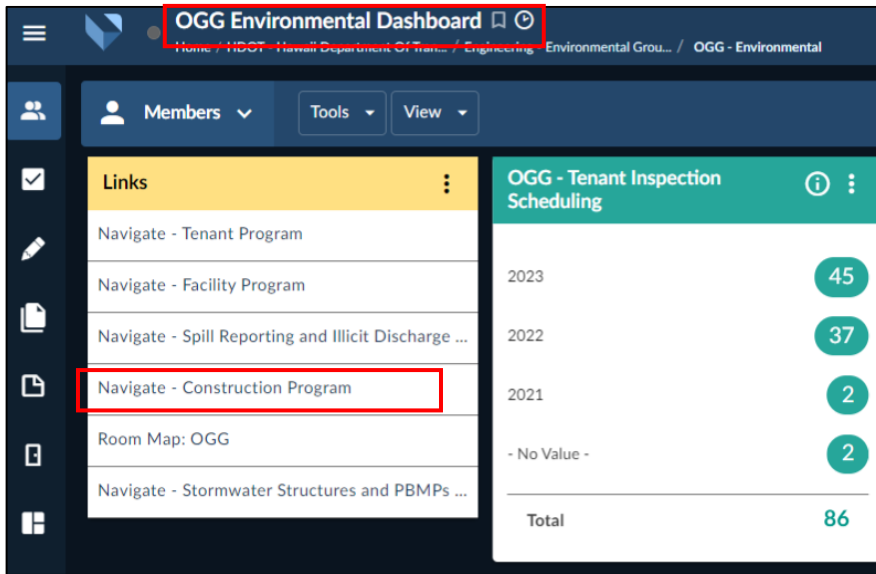


- a. After previously using **Rooms**, select the **Environmental** room name under **Recently Active Rooms** on the **Home** page.



i If a project spans multiple airports, it will be created in the **Multi Airport** room.

Notice that in this example the room is labeled as **OGG – Environmental**; enter the **Construction Program** from the **OGG Environmental Dashboard**, as indicated below.

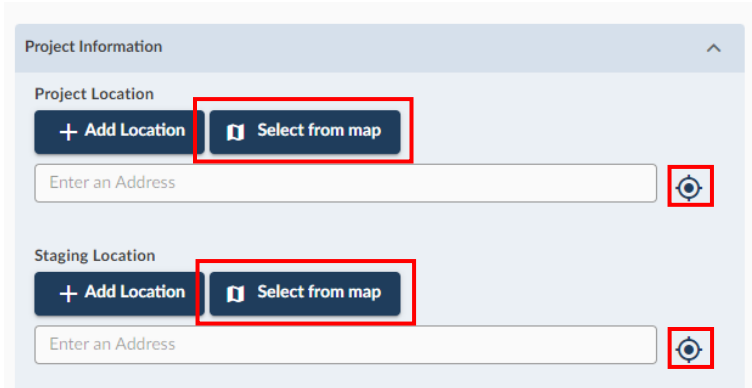


i Upon entering the **Environmental** room of any airport, click **Navigate - Construction Program** to enter the construction program under that airport.

II. Project Information (Designer)

i Once the Design Reviewer launches the **Design Review** workflow, a **Design Review Workflow** link will be included in an email to the designer.

1. Under the **Project Information** section, add the appropriate **Project Location** and **Staging Location** by entering an address in the field, clicking on **Select from map** and clicking on the location on the map, or selecting the current location symbol.



The screenshot shows a 'Project Information' form with two main sections: 'Project Location' and 'Staging Location'. Each section contains a '+ Add Location' button and a 'Select from map' button. Below these buttons is an 'Enter an Address' input field and a location selection icon. Red boxes highlight the '+ Add Location' and 'Select from map' buttons for both sections, as well as the address input fields and the location selection icons.

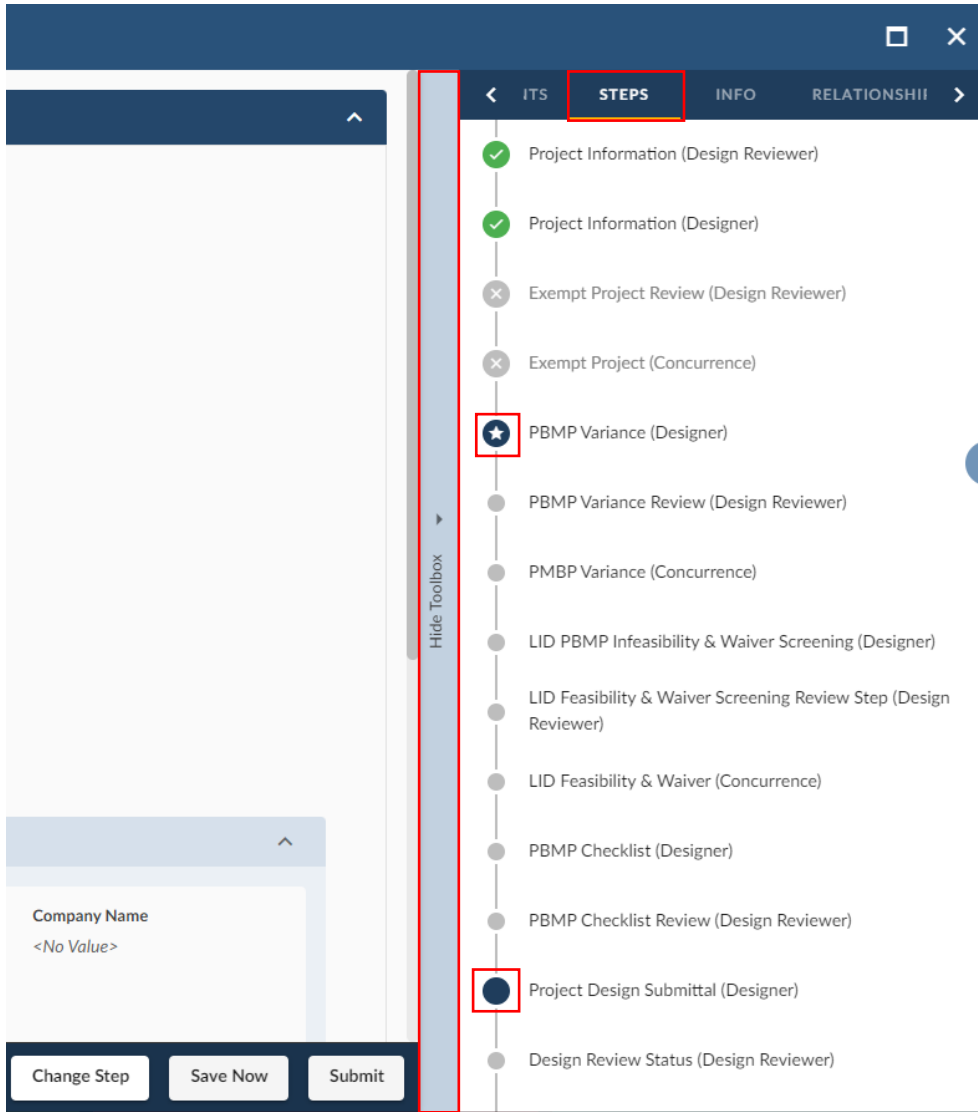
i Multiple locations can be input for project and staging location by selecting **+Add Location**.

a. Under the **Project Information** section, enter the remaining applicable info into the appropriate fields.

i The **Total Disturbed Area** and **Is the project less than one (1) acre or one (1) acre or more?** fields will be automatically populated based on the previous responses.

2. Select **Submit** to continue. Separate emails will be sent identifying the next two available steps, which can be completed in parallel:

- a. The **PBMP Variance (Designer)** step will become available. This will start the process of determining eligibility for PBMP variances, LID PBMP infeasibility, and will eventually prompt a PBMP checklist.
- b. The **Project Design Submittal (Designer)** step will also become available. This will start the process to upload project documents for review.

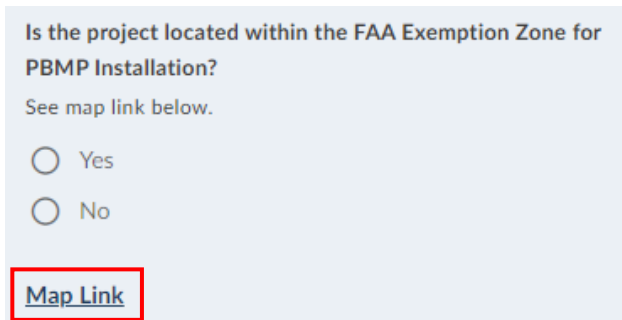


To see the steps of the workflow, select **Show Toolbox** on the far right side and select the **STEPS** tab. The current step is annotated with a star symbol and other available steps are annotated with a dark blue circle. To switch between steps, click on it in the list.

III. PBMP Variance (Designer)

i At this point, the **Project Design Submittal (Designer)** step can be accessed at any time. It is not necessary to complete the **PMBP Variance, LID PBMP Feasibility & Waiver Screening Review, or PBMP Checklist** steps before uploading documents in the **Project Design Submittal (Designer)** step. See the **Project Information (Designer)** section for more information on accessing parallel steps.

1. Answer the four questions to determine if the project is eligible for a PBMP Variance. Any **Yes** answer will trigger a PBMP Variance review by AIR-EE. If approved, the project will not require PBMPs.
 - a. For the first question, follow the link to determine if the project is located within the FAA Exemption Zone for PBMP installation. Exemption zones will be highlighted in red.



Is the project located within the FAA Exemption Zone for PBMP Installation?
See map link below.

Yes
 No

[Map Link](#)

- b. For the fourth question, provide an explanation if **Yes** is selected for **Other PBMP Variance**.

i The field **Does this project qualify for a PBMP Variance?** will be automatically populated based on the provided information.
2. If the Project is eligible for a PBMP Variance, drawings and specifications (if applicable) are required to be submitted to verify information provided in this step. To submit more than one file, select **+ Add More**. To remove a file entry, select the **⊖** symbol on the left.
 3. Once the appropriate files have been uploaded, select **Submit** to complete this step.
 4. The request for a PBMP Variance will be reviewed by AIR-EE.
 - a. If approved, an email will be sent with documentation of the PBMP Variance.
 - b. If comments are provided, an email will be sent to prompt the Designer to return and make corrections. Comments will be provided at the bottom in the **Explanation for why PBMP Variance was not Approved (AIR-EE Only)** field.

IV. LID PBMP Infeasibility & Waiver Screening (Designer)

i This section is only visible for projects that do not already have an approved PBMP Variance.

i This step is intended to evaluate the infeasibility of LID PBMPs and, if determined infeasible, provides a LID Waiver for the project.

1. For each category, indicate if the project contains conditions that would result in infeasibility.

- a. If **No** is selected for all four PBMP infeasibility categories, the project does not qualify for a LID Waiver. Select **Submit** to proceed to the PBMP Checklist step.
 - b. If **Yes** is selected, additional screening questions will be triggered to determine if each category is feasible or infeasible.
 - i** If it is unknown if a PBMP category is infeasible, select **Yes** to answer the additional feasibility screening questions.
 - i. If all questions are answered **No**, the category is feasible.
 - ii. If at least one answer is **Yes**, the category is infeasible.
2. All PBMP types must be infeasible to qualify for a LID Waiver.
- i** If LID is infeasible, other PBMPs are still required (see [PBMP Manual](#)).
 - i** Evidence must be provided for each infeasibility condition claimed. When necessary, please provide relevant documentation.
 - i** The **Evaluation Results** fields will be automatically populated based on the provided information.
3. Once all categories are complete, select **Submit** to complete this step.
- i** All four categories must be completed to move on.
4. The request for an LID Waiver will be reviewed by AIR-EE:
- a. If approved, an email will be sent with documentation of the waiver.
 - b. If comments are provided, an email will be sent to prompt the Designer to return and make corrections. Comments will be provided at the bottom in the **Explanation for why LID Waiver was not Approved (AIR-EE Only)** field.

V. PBMP Checklist (Designer)

- i** This section is only visible for projects that are required to implement PBMPs, including LID.
1. If discharging to a water body, use the drop-down menu under **Receiving Water Body & State Water Body ID where applicable** to select the receiving water body. This will auto populate the pollutants of concern.
- a. If the water body that the project discharges to is not in the drop-down menu, select **Other** and enter all details known in the **Other Pollutants of Concern** section.
- i** If the project does not discharge stormwater to a water body, no entry is necessary.
2. Use DOTA's PBMP Manual to select applicable PBMPs to target pollutants of concern to the maximum extent practicable and fill out all fields.

3. Opportunities to provide additional information on PBMPs will become available depending on selections made in the **PBMP Selection** checklist. For example, if **LC-1 Biofilter** is selected, a new field **Describe proposed LID PBMPs** will become visible.
4. At the end of the step, upload PBMP sizing calculations, O&M plan, and O&M costs.
5. Once all information is provided, select **Submit** to complete this step.
6. The PBMP Checklist will be reviewed by AIR-EE:
 - a. If approved, an email will be sent with notification of the approval.
 - b. If comments are provided, an email will be sent to prompt the Designer to return and make corrections. Comments will be provided at the bottom in the **Explanation for why PBMP Checklist was not Approved (AIR-EE Only)** field.

VII. Project Design Submittal (Designer)

i *Once a project has been determined non-exempt in the **Project Information (Designer)** step, the **Project Design Submittal (Designer)** step can be accessed at any time. It is not necessary to complete the **PMBP Variance, LID PBMP Infeasibility & Waiver Screening Review, or PBMP Checklist** steps before uploading documents in the **Project Design Submittal (Designer)** step. See the **Project Information (Designer)** section for more information on accessing parallel steps.*

1. Upload relevant documentation for review. Under each document type is a drop-down menu:
 - a. Select **Yes** to submit documentation. Once **Yes** is selected, a new field will appear to upload files.
 - i. To add additional files, select **+ Add More**. To remove a file entry, select the **⊖** symbol on the left.
 - b. Select **Not Currently Available** if the documentation is not ready. Note that all applicable items must be provided prior to final approval.
 - i. It is not necessary to upload all items at once, progress can be saved and returned to. AIR-EE will not review until the Designer submits. At any point, selecting **Save Now** at the bottom of the screen will save current progress.
 - c. Select **N/A** if the documentation is not relevant to the project. This option will *not* be available for all document types. If there is no **N/A** option, the item must be submitted before the Design Review is closed.
2. Once all relevant files are uploaded, select **Submit** for AIR-EE to review. At this point, new documents cannot be uploaded until the review is complete. If additional documents need to be added during the review, please email AIR-EE.
3. The submitted documents will be reviewed by AIR-EE.
 - a. If approved, an email will be sent with notification of the approval.

i *Once approved by AIR-EE, some documents may also need to be submitted to DOH or CCH. An AIR-EE Construction Program EHS will notify the Designer when it is appropriate to submit these documents to additional agencies.*

- b. If comments are provided, an email will be sent to prompt the Designer to return and make corrections. The comments can be found at the bottom of the step under **Design Review Comments**.
 - i. Upload new/revised documents under each category (refer to *Step 1*). If uploading a revised document that was previously submitted, select **Revision** to help with organization.
 - 1. Respond to each comment by selecting the **New Comment/Response** button.

Comment Info ^

Original Review Comment (Design Reviewer) ^

Comment Responses (Designer/Design Reviewer)

Item Open

Comment ID
Enter Text...

Initial Review Date
Set date

Sheet/Page No.
Enter Text...

Detail/Section
Enter Text...

Original Review Comment (Design Reviewer)
Enter Text...

New Comments/Response

- 2. After drafting a response, select **Submit** on the bottom right corner. This will cause the response to populate under **Comment Responses (Designer/Design Reviewer)**.

Construction Design Review Comments - Create Entry

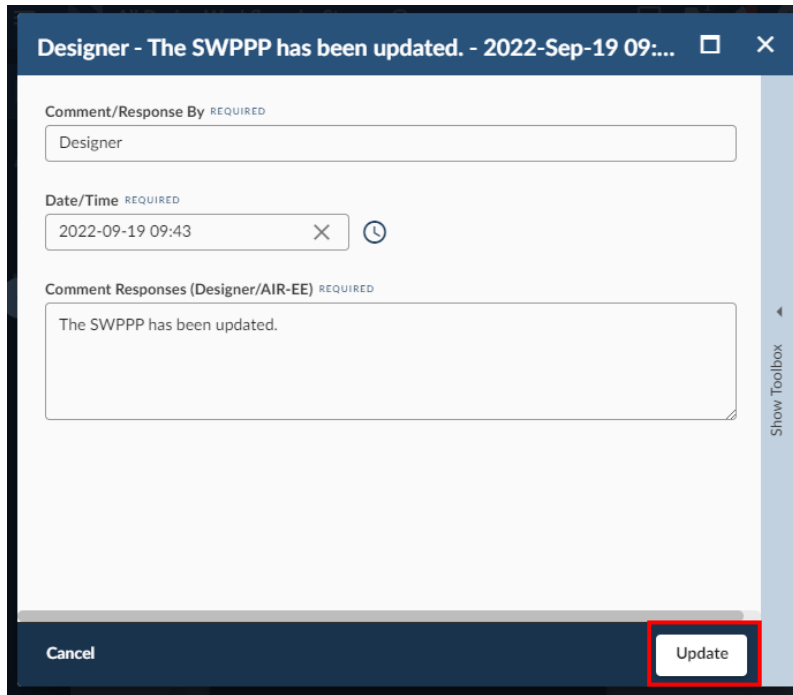
Comment/Response By REQUIRED
Enter Text...

Date/Time REQUIRED
2022-09-15 15:18

Comment Responses (Designer/AIR-EE) REQUIRED
Enter Text...

Close **Submit**

- To edit a response, click on the link generated under **Comment Responses (Designer/Design Reviewer)**, select **Edit** on the bottom right, make revisions, and select **Update**. This will change the response under **Comment Responses (Designer/Design Reviewer)**.



i There may be multiple rounds of comments and responses between the Design Reviewer and the Designer. For each round, the same process can be followed.