

# DOT&PF Instructions

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## SWPPP Corrective Action Log (Form 25D-112)

The Corrective Action Log is to be a separate, continuous chronological record and not part of the inspection report. The Contractor uses this form to document the completion of all corrective actions. The CGP requires all corrective actions to be documented whenever conditions are identified, discovered or made aware of, see Part 8.1 and 8.2. Inspections or monitoring may also identify the need for corrective action.

In the Corrective Action Log, the CGP Part 8.3 requires a description of each corrective action, the dates of discovery and completion for each action, and whether or not a SWPPP amendment was required as a result.

### **Date Identified:**

A problem can be identified during, or outside of, an inspection. Because those identified during an inspection will have a selected complete-by-date, it's helpful to differentiate the two types of corrective actions in the Log as follows:

- If a problem was identified during an inspection, provide the date of the inspection identified in the column. Do **not** check the box. Complete the corrective action on or before the Complete-by-Date listed in the inspection report and in the Deadline date column.
- If the problem was identified outside of an inspection, provide the date identified and check the box in the "Date Identified" column. Complete the action by the deadlines outlined in the CGP Part 8.2. A problem may be identified by any project staff on site, including Subcontractors.

### **Description of corrective action:**

Describe the needed corrective action. In rare cases, a condition listed in the CGP Part 8.1 may occur, but there may be no need for a corrective action. If this happens, use the column "Description of corrective action taken" to record the basis for the determination that an action was not necessary, in order to comply with Part 8.3.1.2 of the CGP.

If a corrective action requires something different than what is called for in the SWPPP, then a SWPPP amendment is also required in connection with the correction. In this case, enter the SWPPP Amendment Number with the description.

A corrective action is allowed to be delayed beyond a CGP deadline if a storm event larger than the 2-year, 24-hour storm occurred Part 8.2.1.3; however, this does not necessarily relieve the contractor of meeting a complete-by-date unless the action became impracticable and a DAIR form is completed by the DOT&PF Engineer. For this reason, if such an event occurred, indicate this for each affected action item on the Log. The SWPPP will give the amount of precipitation (in inches) of the 2-year, 24-hour storm.

### **Date Complete/Person Documenting Completion:**

Enter the date the action was completed and the name of the person documenting the completed action (either the Superintendent or the SWPPP Manager) in the right-most column.

No matter how the corrective action was identified, the CGP requires fast initiation (within 24 hours) of corrective actions, if the action is "easy." Examples of easy actions are: removal of tracked sediment, clean-out of sediment from a sediment barrier, removal of soil from a leak or spill site. For actions that require fast initiation, it would usually be inconsistent if the completion date was a week after identification.



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

**SWPPP CORRECTIVE ACTION LOG**

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**Project Number: 12345**

**Project Name: Example Project**

*Use this form to track completion of all corrective actions. Note that corrective actions can be identified during and outside of inspections. Detailed instructions for completing this form can be found on the Alaska Construction Forms website: [http://dot.alaska.gov/stwddes/dcsconst/pop\\_constforms.shtml](http://dot.alaska.gov/stwddes/dcsconst/pop_constforms.shtml)*

Corrective Action Number	Date Identified (check box if outside inspection)	Description of corrective action, including the following as applicable: <ul style="list-style-type: none"> <li>• Related SWPPP Amendment #</li> <li>• Note if a &gt;2-yr., 24-hr. storm event occurred (see instructions)</li> <li>• All corrective actions require a complete by date and description</li> </ul>	Complete-by Date	Date Complete	Name of Person Documenting Completion
1	5/16/17 <input type="checkbox"/>	Post sign @ BMP 13, Concrete Washout	5/17/17	5/17/17	Pat Hayden
2	5/16/17 <input type="checkbox"/>	Replace inlet protection @ STA 28+80R, BMP 5	5/17/17	5/17/17	Pat Hayden
3	5/19/17 <input checked="" type="checkbox"/>	Repair tear in silt fence @ NW corner Bear Road Intersection, BMP 17	5/20/17	5/19/17	Pat Hayden
4	5/30/17 <input type="checkbox"/>	Reconstruct concrete washout @ STA 38+20 R, BMP 13	6/6/17	6/2/17	Pat Hayden
5	6/19/17 <input checked="" type="checkbox"/>	Clean up hydraulic spill/leak under crane (<1 gallon)	6/20/17	6/19/17	Pat Hayden
6	6/27/17 <input type="checkbox"/>	Repair or replace stockpile cover @ STA 38+40L, BMP 22	7/4/17	7/3/17	Pat Hayden
7	7/18/17 <input type="checkbox"/>	Extend straw wattle @ STA 28+80R, BMP 4	7/25/17	7/19/17	Pat Hayden
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				