

DOT&PF Instructions

SWPPP Delayed Action Item Report (Form 25D-113)

The Delayed Action Item Report (DAIR) is completed by DOT&PF Project Engineer and given to the Contractor for inclusion in the SWPPP. This form cannot be changed.

The form is used to document situations when there is a valid reason that the Complete by Date assigned on the inspection report to fix a BMP cannot be met. The form allows a new Complete by Date to be set and requires an explanation of what occurred to prevent meeting the original Complete by Date.

Part 1 of the DAIR form must be completed prior to, or on, the selected Complete by Date as soon as it becomes apparent that the date cannot be met for reasons outside of the project staff's control.

The DAIR form needs to be a stand-alone document, so provide enough detail that will allow someone with no knowledge of the project to understand what occurred. For example, when describing the BMP and corrective action, do not simply provide a BMP identification code (e.g. BMP 1, or SF12) of the BMP requiring action. Instead, fully describe the BMP and location (e.g. SF 12 which is Silt Fence at Sta. 46+00 RT).

Part 2 is then filled out after the corrective action was completed. For this reason, the date of the signature of the person recording the completion of the corrective action item will not match the date the DAIR form is being completed, noted in Part 1 of the form.

Prior to completing the DAIR, please first consider if it is appropriate to do so. If the problem was simply that the Contractor missed the date, then this form is NOT to be completed. Not fixing a BMP by the complete by date when it was practicable to do so is a CGP non-compliance.

Acceptable uses of a DAIR might include:

- A material must be ordered and the need to have it on hand could not have been anticipated and the shipment will take unexpectedly longer than the complete-by date and water quality is protected in the interim.

Inacceptable uses of a DAIR include:

- The weather is favorable for paving and all available crew are working on paving. A BMP was not fixed because no crew was pulled off of paving for BMP repair work.
- There was miscommunication with the crew regarding the corrective action, and they went to the wrong location.

Example when two DAIR forms are completed for the same incident:

There may be a situation in which a DAIR form was completed for a corrective action and, though the DAIR set a new Complete by Date that the Contractor thought could be practicably met, it became impracticable to meet the deadline. In this situation, a second DAIR can be filled out as described above. The first form remains unsigned, as the corrective action still was not completed; however, in Part 2 reference the other DAIR form. The second form is signed and includes the date of the corrective action completion.



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

SWPPP DELAYED ACTION ITEM REPORT (DAIR)

Use when impracticability prevented Contractor from meeting initial "Complete by Date" for a BMP Action or Corrective Action. This form must be completed by a DOT&PF Project Engineer and attached to the inspection report. Detailed instructions for completing this form can be found on the Alaska Construction Forms website: http://www.dot.state.ak.us/stwddes/dcsconst/pop_constforms.shtml

PART 1

Project name Example Project

Project Number: 12345

DOT&PF NOI Tracking # AKR10AB12

Date completing this form 5/3/17

DOT&PF Project Engineer completing this form Avery West

BMP Action or Corrective Action description and location

CA #12 to pick up trash along the fence on the south end of the project

Date of inspection report that identified a BMP Action or Corrective Action was needed 5/2/17

"Complete by Date" on that inspection report 5/3/17

Provide a detailed explanation as to why the BMP Action or Corrective Action was not completed as scheduled (attach additional page, if necessary)

High winds of 70+ mph are occurring at the project site; it is unsafe for outdoor work to take place until the wind dies down

New "Complete by Date" 5/5/17

PART 2

Date the BMP Action or Corrective Action was actually completed 5/4/17

If the BMP Action or Corrective Action is not completed by the new date written above, then complete another Delayed Action Item Report.

DOT&PF Project Engineer recording the action completion Avery West Date 5/4/17