

DOT&PF Instructions

SWPPP Project Staff Tracking (Form 25D-127)

This form is used to identify project staffs that are required to be AK-CESCL certified namely the Contractor's Superintendent and SWPPP Manager, and the DOT&PF Project Engineer and Storm Water Inspector(s). It provides a quick reference for their AK-CESCL, or equivalent, certification information.

Use this form to document when these positions have a change in personnel, either permanent or temporary. This includes when someone new is "acting" as the Contractor's Superintendent or DOT&PF's Project Engineer while the permanently assigned individual is on leave. The date range covered by the start/end dates of the Superintendent or Project Engineer must reflect who was serving in that position at that time. There should never be more than one individual serving as Superintendent or Project Engineer at any given time and each position must be properly filled at any given time. No lapses are allowed.

Any individual that conducts an inspection on behalf of DOT&PF should be listed as DOT&PF Storm Water Inspector, no matter their actual job title. Projects may have multiple Storm Water Inspectors that share the duty of conducting inspections. In this case, unlike positions with signatory authority, these individuals may have overlapping date ranges. However, if an individual fulfills the role of Inspector for only a short time, this individual's specific dates must indicate this.



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
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Project Number: 12345

Project Name: Example Project

Use to track staff changes and certification information for the following four positions: Contractor's Superintendent, Contractor's SWPPP Manager, DOT&PF Project Engineer, and DOT&PF Stormwater Inspector. If a person is listed more than once on the same sheet and their certification information has not changed, in the subsequent entries you may leave the certification columns blank. If helpful, each position can be documented on a separate sheet for ease of tracking. 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

Position	Name	Start Date	End Date	Certification Type	Certification Number	Expiration Date	Initials	Signature
SWPPP Manager	Pat Hayden	4/1/17	8/8/17	AK-CESCL	AGC-12-345	10/10/17	PH	Pat Hayden
Storm Water Inspector	Val Harper	4/1/17		CISEC	123	6/8/18	VH	Val Harper
Project Engineer	Avery West	4/1/17	6/5/17	AK-CESCL	DOT-12-456	1/5/19	AW	Avery West
Superintendent	Cameron Mason	4/1/17		AK-CESCL	ALT-34-567	3/7/18	CM	Cameron Mason
Project Engineer	Frances Kendall	6/5/17	7/1/17	AK-CESCL	DOT-89-123	1/5/19	FK	Frances Kendall
Project Engineer	Avery West	7/1/17		—	—	—	AW	Avery West
SWPPP Manager	Sage Campbell	8/8/17		AK-CESCL	CEF-45-678	4/8/18	SC	Sage Campbell