

# MEMORANDUM

# State of Alaska

Department of Transportation & Public Facilities  
Statewide Design & Engineering Services Division

TO: Distribution

DATE: Mary 2, 2008

Superseded by Chief Engineer Directive of March 5, 2010 on storm water special provisions, forms, and department training.

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FROM: Gary Hogins, P.E.   
Chief Engineer

SUBJECT: Chief Engineer Directive-  
SWPPP and NPDES Forms

Use the attached forms for documenting Contractors' and the department's construction activities related to the EPA NPDES General Permit for Storm Water Discharges from Construction Activities. Incorporate inspection report forms 25D-100 and 25D-100 Part 2 immediately. Incorporate the others on projects advertised after May 25, 2008 and as appropriate on projects advertised or awarded before that date. Retain these forms as part of the project SWPPP. The forms are available at:

[www.dot.state.ak.us/stwddes/dsconst/resources.shtml#](http://www.dot.state.ak.us/stwddes/dsconst/resources.shtml#)

1. SWPPP Construction Site Inspection Report (Form 25D-100). Replaces inspection report form issued April 2007.
2. SWPPP Construction Site Inspection Report Part 2 (Form 25D-100 Part 2). Continuation sheets for listing additional BMPs when there are more BMPs than can be individually listed on Form 25D-100. Insert continuation sheets into the SWPPP Construction Inspection Report, before the inspection report certification (last) page.
3. SWPPP Grading & Stabilization Activities Log (Form 25D-110). New form. Use this form to document beginning, temporary cessation, and permanent cessation of all earth disturbing activities, and to document when stabilization is initiated.
4. SWPPP Corrective Action Log (Form 25D-112). New form. Use this form to sequentially document all corrective actions needed, as identified during SWPPP inspections. Describe each corrective action necessary and note the date when that action is completed and the initials of the person logging the completion date.
5. SWPPP Amendment Log (Form 25D-114). New form. Use this form to sequentially document all amendments to the SWPPP. Include a brief description of each change not already noted or scheduled to be implemented as part of the SWPPP. Include a brief

description of each administrative change, including any change to the Contractor's or Department's duly authorized representative, or any changes to construction activity or phasing that alters implementation of the SWPPP.

6. SWPPP Daily Record of Rainfall (Form 25D-115). New form. Use this form to document daily rainfall on the project.
7. Contractor's Delegation of Signature Authority, SWPPP and other NPDES CGP Related Reports and Documents (Form 25D-108). New form. Use this form for the Contractor corporate officer's delegation of signature authority to the SWPPP Manager. The Contractor's corporate officer may delegate signature authority to the SWPPP Manager for all SWPPP and other NPDES CGP reports and documents, except the NOI and NOT. The Contractor's NOI and NOT must be signed by the corporate officer.
8. Delegation of Signature Authority, SWPPP and other NPDES CGP Related Reports and Documents (Form 25D-107). New form. This form replaces the memo template for the Regional Director's delegation, as issued in the Feb 8, 2008 Chief Engineer's Directive. Use this form for the Regional Director's delegation of signature authority to the Project Engineer. The Regional Director may delegate signature authority to the Project Engineer for all SWPPP and other NPDES CGP reports and documents, except the NOI and NOT. The department's NOI and NOT must be signed by the Regional Director.

Distribution:

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