Chapter 610  Preparation for Construction

610.01 Prepare a Compliance Binder or Notebook for the Project

Compiling all of the environmental requirements, reference materials, and contact information into one place is a useful tool for Project Engineers and their staff. Most regions prepare an environmental compliance binder or notebook to accomplish this. The binders include, but are not limited to the following information:

- Contacts – WSDOT region environmental contacts and regulatory agency contacts.
- Permits and Approvals.
- Environmental notification requirements.
- Environmental commitments.
- Inspection forms/checklists.
- Procedures for inadvertent discovery of archaeological or cultural resources.
- Monitoring plans and forms.
- Noncompliance notification triggers and reporting requirements.
  - Refer to Procedure 610-a for additional guidance on preparing a compliance binder or notebook for a project.

610.02 Discuss Environmental Compliance at the Pre-Construction Meeting

Construction Manual Section 1-05 requires the Project Engineer to discuss the project with the Contractor and exchange a variety of information. The most common form of communication is the pre-construction meeting. RCW 47.85.030 requires WSDOT to conduct pre-construction meetings, as does the Memorandum of Understanding with Washington Department of Fish & Wildlife. Use this meeting to establish environmental expectations with the contractor. Alternatively, for projects with complex environmental issues, it may be necessary to hold a separate environmental specific pre-construction meeting. Staff from the Region Environmental Office shall support the Project Engineer at these meetings. Consider discussing the following topics:

- Locations and protection environmentally sensitive areas.
- Risky elements of the construction project.
- Schedule for earth work and implementing best management practices.
- Inspections and documentation.
• Submittals from the contractor, such as TESC, SPCC, and Temporary Stream Diversion Plan.
  - Refer to Procedure 610-b for additional guidance on preparing environmental topics to discuss at a pre-construction meeting.

610.03 Verify Contractor and WSDOT Credentials

For projects that have obtained coverage under the Construction Stormwater General Permit, the contractor is required to have a Certified Erosion and Sediment Control Lead (CESCL) on the project site to ensure compliance with this permit. The Project Engineer should use the pre-construction meeting to confirm the identity of the contractor’s CESCL and ensure they have the required credentials. The Washington State Department of Ecology maintains an online database of people that have current training. People that have obtained their CESCL certification should be able to provide their CESCL number and certification card. Refer to Procedure 610-c to verify CESCL certification.

All WSDOT staff who design, implement, or inspect the implementation of TESC plans during construction must attend WSDOT’s Construction Site Erosion and Sediment Control classroom course every three years to ensure they understand the most current Permit requirements. WSDOT staffs involved in permitting and environmental coordination are encouraged to take this course as well. While no WSDOT construction staffs are required to be CESCL certified if the Permit will be transferred to the contractor, it is encouraged as it will help ensure WSDOT staffs can confidently verify the contractor CESCL’s site inspection reports are accurate and complete.

610.04 Take Environmental Training

RCW 47.85.040 instructs WSDOT to continue our efforts to improve training and compliance with training in environmental procedures and permit requirements for staff responsible for project delivery. WSDOT keeps track of all staff training in the Learning Management System. Courses in the Learning Management System relevant to environmental compliance during construction include:

• Environmental Compliance for Construction (Instructor Lead)
• Endangered Species Act for Non-Biologists (On-Line)
• Construction Site Erosion and Sediment Control (Instructor Lead)
• Environmental Overview – Compliance for Construction Inspectors (On-Line)
• Endangered Species Act for Non-Biologists (On-Line)
• Spill Plan Reviewer (On-Line)
• Cultural Resources Policies and Procedures (Instructor Lead)
• WSDOT’s Commitment Tracking System (Instructor Lead)
• Introduction to Wetlands (Instructor Lead)
610.05 Provide Notifications and Submittals to Resource Agencies

Project permits and agreements often require WSDOT to provide notifications to regulatory agencies prior to beginning certain activities. Failure to provide notification can result in violations and possible project delays and monetary penalties. Some examples of activities or situations that trigger notifications include:

- Geotechnical boring
- Well installation or decommissioning
- Underground storage tank removal
- Demolition (especially buildings containing asbestos)
- Pre-construction meeting
- In-water work
- Pile driving and removal
- Completion of project work
- Noncompliance with a permit condition or regulation
- Sampling that indicates an exceedance
- Stream restoration/reclamation
- Permitted work within wetlands
- Removal of contaminated soil
- Stream diversions
- Mining (including surface pits)

Whenever a wetland or stream mitigation site is constructed, WSDOT must submit a right of way plan or sundry site plan (see PRO 490-f) to confirm that it is recorded as a protected area, preventing it from future disturbance. Failure to provide these submittals can result in violations and possible project delays and monetary penalties.

The Project Engineers should work with staff from the Region Environmental Office to determine which notifications are required for the project.

610.06 Mark Clearing Limits and Protect Sensitive Areas

All WSDOT projects have boundaries that must be marked to keep contractors from clearing land not permitted for impacts. Construction Manual Section SS 2-01.3(1) provides instructions on marking clearing limits. The Temporary Erosion and Sediment Control Manual M 3109 and the Standard Specifications Section 1-08.4 requires these limits be marked prior to the start of clearing activities. Flagging, staking, and silt fence, for example, are some appropriate methods to define the project boundary.

WSDOT contracts require high visibility fence to be installed as a first order of work. Use high visibility fence to protect sensitive areas and their buffers where impacts are not permitted. The high visibility fence shall be maintained throughout the life of the project. Sensitive areas include, but are not limited to:

- Wetlands and their buffers
- Surface water features and their buffers
- Mitigation areas
- Areas of vegetation to be preserved
- Archaeological and historical features
- Contaminated areas

Refer to Procedure 610-d for guidance on marking clearing and protecting sensitive areas.
610.07 Procedures for Construction

The procedures available for construction on the WSDOT internet include:

- Prepare a compliance binder or notebook for the project
- Prepare environmental topics to discuss at the pre-construction meeting
- Verify contractor has a Certified Erosion and Sediment Control Lead
- Mark clearing limits and protect sensitive areas
- Prepare a plan for monitoring water quality (for 401 Certification or Letter of Verification projects)

610.08 Abbreviations and Acronyms

See Section 600.05 for a list of abbreviations and acronyms.

610.09 Glossary

See Section 600.06 for the glossary.