

Quick Reference Guide – Land Disturbance Deficiencies – halting, un-halting, resolving

This article is intended to guide the user in:

1. Entering Deficiencies
2. Halting Deficiencies
3. Resolving Deficiencies

HALTING DEFICIENCIES

Deficiencies can be temporarily halted if conditions exist that do not reasonably allow the contractor to make repairs. To halt a deficiency, navigate to the project window and click “Add Halt”

The screenshot shows a web application interface for "Storm Water" projects. The top navigation bar includes "Storm Water", "Storm Water Projects", and "Log off". Below the navigation is a breadcrumb trail: "Home / Projects / Storm Water Project Display".

The main content area is divided into several sections:

- Project Information:** Project Number: 000007, Counties: 0005, SM Total Disturbed Acreage: 2, Prime Contractor: 00000000, More Than 1AC Disturbed: No Date Specified, District: 00, Route: 00, SM Total Open Acreage: 2, Receiving Waters: Final Stabilization: No Date Specified, Engineer: 00000000, Location: 00000000, SM Tot Auth Acreage: 2.
- Project Prerequisites:** Date Compliance & Env Specialist Designated: 03/12/2015, Date of Grading Pre-activity Meeting: 04/01/2016, Date Water Pollution Control Manager Assigned: 04/01/2016, Is project environ sensitive and over 5 acres?: N, Date RE Assigned: 04/01/2016, Date Inspection Protocols in Place: 04/01/2016, Is staff properly trained?: Y.
- Outstanding Deficiencies:** A table with columns for Deficiency ID, Inspection ID, Location, Description, Action Needed, and Date Correction Expected. The first row shows Deficiency ID: 3607, Inspection ID: 4975, and a date of 10/24/2016. A red box highlights the "Add Halt" button next to the Deficiency ID.

Fill out the halt information:

The screenshot shows the "Correction Halted" form in the Storm Water Project Display interface. The form is titled "Correction Halted" and has a blue header bar. The form fields are:

- Date Correction Halted:** A text input field.
- Correction Halted Explanation:** A large text area for providing details on why the correction was halted.
- Add Attachment:** A section with a "Description" label and a text input field, followed by a "Browse..." button for uploading files.
- Add Correction Halt:** A green button at the bottom of the form to submit the information.

Date Correction Halted Select the date the halt was placed.

Correction Halted Explanation Explain clearly why the deficiency is halted. A halt should only be used when conditions do not reasonably allow the contractor to make repairs.

Add Attachment For each deficiency halted, a digital picture must be uploaded as proof. Describe the attachment in this location. (**Paragraph 33 of the CD requires pictures when extending time.**)

Click “Add Correction Halt” and it will take you to back to the project page. The deficiency will show as “Currently Halted.” **Pro-tip: The Date Correction Expected WILL NOT CHANGE from the original date.**

Outstanding Deficiencies

| | | | |
|-------------------------------------|---|---|---|
| Resume Deficiency ID:3607 | Add Attachment Inspection ID:4975 | Location: Example Deficiency Location | Description: Example Deficiency Description |
| | | Action Needed: Example Deficiency Action Needed | Date Correction Expected: 10/24/2016 |

ⓘ The following Halt(s) have been issued for this deficiency.

| Start Date | End Date | Reason |
|------------|------------------|---------------------------------------|
| 10/21/2016 | Currently Halted | Correction Halted Explanation Example |

REMOVING THE HALT

When conditions warrant and the contractor can make the repairs to the deficient BMP, the halt can be removed. Navigate to the project page, and click **Resume** on the deficiency you wish to resume the 7 day count.

Correction Resumed

Date Correction Halted: 10/21/2016

Date Correction Resumed:

Correction Halted Explanation: Correction Halted Explanation Example

Resume Correction

Date Correction Resumed Select the date the correction was resumed.

Click “Resume Correction.” **Pro-tip: The Date Correction Expected WILL NOT CHANGE. It is up to the inspector to determine how many days remain to make corrections to the BMP.**

Outstanding Deficiencies

[Add Halt](#)

Deficiency ID:3607 Inspection ID:4975 Location: Example Deficiency Location
 Description: Example Deficiency Description
 Action Needed: Example Deficiency Action Needed
 Date Correction Expected: 10/24/2016

The following Halt(s) have been issued for this deficiency.
 Start Date End Date Reason
 10/21/2016 10/24/2016 Correction Halted Explanation Example

RESOLVING DEFICIENCIES

Navigate to the project page and find any inspection that contains the discrepancies needing resolution. Click “Select.”

| Inspections + Add Inspection | | | | | | |
|--|--------|------------|---------------|---------------------|--------------|----------------|
| | Type | Date | Inspector | Inspector Certified | RE Certified | WPCM Certified |
| Select | Weekly | 10/17/2016 | BRANDY, B. L. | 10/17/2016 | 10/17/2016 | 10/16/2016 |

Navigate to the Deficiency you wish to correct and click “Add Correction.”

Land Disturbance Inspection Checklist

Current and updated SWPPP/site map on site when the erosion & sediment control inspector is on site and a copy given to the contractor? Yes

Permit public notification sign(s) posted and visible to the public? Yes

Are all erosion and sediment control BMPs properly installed, maintained, functioning as intended according to the SWPPP and depicted on the site map? If ?No?, explain each deficiency below. No

Deficiency ID: 3607 *Original Report*

Location: Example Deficiency Location

Description: Example Deficiency Description

Action Needed: Example Deficiency Action Needed

Correction Expected:10/24/2016

Attachment: [deficiency photo description --- 14975-A4926-646px-806_8.jpg](#)

[Add Correction](#)

Deficiency ID: 3608 *Original Report*

Location: Location 2

Description: Description 2

Action Needed: Action 2

Correction Expected:10/24/2016

Attachment: [deficiency 2 --- 14975-A4927-Sprayer2.jpg](#)

[Add Correction](#)

Are BMPs in place to protect streams, wetlands and other environmentally sensitive areas from pollutants? If not, describe each Yes

Check “Yes” on correction complete, select the date corrected and type in the corrective measures taken. The description should include what was corrected, how it was corrected and the date corrected. “Silt fence was re-stapled to posts on 9/17/14 – ditch check was removed and replaced 7/4/16 – sediment removed from inlet check 12/25/15” are some examples. **Pro-tip:** enter corrections as soon as they occur – you DO NOT have to wait until the next inspection report. **Pro-advice:** Take a photo of the deficiency getting corrected if possible for your records.

| Deficiency / Correction | |
|--|--|
| Inspection Question: | Are all erosion and sediment control BMPs properly installed, maintained, functioning as intended according to the SWPPP and depicted on the site map? If ?No?, explain each deficiency below. |
| Deficiency ID: | 3607 |
| Location: | Example Deficiency Location |
| Description: | Example Deficiency Description |
| Action Needed: | Example Deficiency Action Needed |
| Correction Expected: | 10/24/2016 |
| Correction Complete? <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| Date Corrected: <input type="text"/> | |
| Correction Description: | |
| <div style="border: 1px solid black; height: 100px; width: 100%;"></div> | |
| <input type="button" value="Update Correction"/> | |

Note how the Deficiency looks from the inspection page below:

| Land Disturbance Inspection Checklist | |
|--|-----|
| Current and updated SWPPP/site map on site when the erosion & sediment control inspector is on site and a copy given to the contractor? | Yes |
| Permit public notification sign(s) posted and visible to the public? | Yes |
| Are all erosion and sediment control BMPs properly installed, maintained, functioning as intended according to the SWPPP and depicted on the site map? If ?No?, explain each deficiency below. | No |
| <div style="background-color: #ffffcc; padding: 5px;"> Deficiency ID: 3607 <i>Original Report</i> Location: Example Deficiency Location Description: Example Deficiency Description Action Needed: Example Deficiency Action Needed Correction Expected: 10/24/2016 </div> | |
| Attachment: deficiency photo description --- 14975-A4926-646px-806_8.jpg | |
| Correction: Correction Description. This correction was made on 10/24/16 by erosion control sub. | |
| <div style="background-color: #ffffcc; padding: 5px;"> Deficiency ID: 3608 <i>Original Report</i> Location: Location 2 Description: Description 2 Action Needed: Action 2 Correction Expected: 10/24/2016 </div> | |
| Attachment: deficiency 2 --- 14975-A4927-Sprayer2.jpg | |
| <input type="button" value="Add Correction"/> | |
| Are BMPs in place to protect streams, wetlands and other environmentally sensitive areas from pollutants? If not, describe each | Yes |