STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
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SECRETARY

TO: Shanté Hastings, Chief Engineer
Anne Brown, Director, Maintenance & Operations
Marc Coté, Director, Planning
John Sisson, Director, DTC

FROM: Maureen Kelley, Chief of Engineering and Administrative Support MEK

DATE: September 1, 2020

RE: **Stormwater Management, Erosion and Sediment Control, and Erosion and Sediment Control Liaisons Responsibilities**

Due to recent organizational changes and restructuring of roles and responsibilities within Transportation Solutions, this memo is intended to clarify the points of contact for coordination and approvals associated with Stormwater Management and Erosion and Sediment (E&S) Control. These recent organizational changes noted separated the design and construction aspects of Stormwater and E&S. In addition to Department organizational changes, within the last year, the Construction Section has implemented the use of consultant Erosion and Sediment Control Liaisons (ESLs) to actively focus on E&S activities on construction sites to ensure compliance and timely remediation of non-compliance items on projects. Roles and responsibilities for each Section are as defined below:

The **Stormwater Section** is responsible for Stormwater Management, Drainage, and Erosion and Sediment Control design reviews. The Stormwater Section is responsible for providing review and approval of plans and reports pertaining to the previously mentioned technical areas while a project *is in design*. The Stormwater Engineer has approval authority on the plans to verify that the project is in compliance with the Delaware Sediment and Stormwater Regulations per DNREC's delegated agency authority. Any changes to proposed permanent features in construction related to Stormwater (SW) or Drainage shall be submitted to the Stormwater Engineer as a plan revision for concurrence/approval.

The **Erosion and Sediment Control Section** is responsible for Erosion and Sediment Control compliance once a project *is in construction*. At the time of plan approval, the compliance oversight is transitioned from the Stormwater Section to the E&S Section. The E&S Section ensures that weekly and rain event inspections occur per the Delaware Sediment and Stormwater

Regulations through the management of Certified Construction Reviewers (CCRs). The weekly inspections will monitor site conditions to ensure the project E&S features are installed and operating per the approved plan. The Erosion and Sediment Control (E&S) Engineer has the authority to review and approve redline or plan revisions related to E&S and phasing on a construction project.

The **Erosion and Sedimental Control Liaisons (ESLs)** are responsible for monitoring active construction sites with an emphasis on Erosion and Sediment Control aspects and working with DelDOT field personnel to return a site into a compliant state and make recommendations to prevent future deficiencies. Each Construction Group has an ESL assigned to them and they will attend the E&S preconstruction meetings, participate in the weekly CCR inspections, make redline plan changes (as needed), and make other recommendations to the E&S and Construction sections within DelDOT.

The table below indicates the types of changes that may be required when a project is in construction, the devices/facilities affected, plan change type required, and the designated party that can perform the appropriate plan review and approval. **It should be noted that any permanent proposed feature changes (drainage structures, BMP facilities, drainage flow paths, drainage areas, etc.) should be coordinated with the Engineer of Record (EoR) for a formal plan revision to be coordinated with the Designated Approval Authority below.** Field Change Types not specifically outlined in the table below should be presented to the Chief of Engineering and Administrative Support for responsible Approval Authority determination.

Redline or plan revisions must obtain approval from the designated individuals below prior to implementing the proposed change. For Contractor or DelDOT field personnel requested redline changes to a project's approved plan, the Contractor or DelDOT field personnel working with the ESL shall prepare the redline plan for review and approval. The redline plan is then distributed by the Area Engineer or Project Manager to the designated party in the table below and DelDOT Environmental Stewardship for review and approval. The Area Engineer or Project Manager should also coordinate changes with appropriate divisions within the Department when such a change may impact an existing or proposed plan feature. For plan revisions, the EoR will prepare the revised plan for review and approval. The design Project Manager will coordinate with those designated below, Environmental Stewardship, and other appropriate divisions within the Department which the change will affect for approval/concurrence prior to issuing the Plan Revision.

Upon approval from the designated individuals below, the Area Engineer or Project Manager will notify the Contractor and CCR that there has been an update to the approved plan and maintain a copy of the approved plan changes on site. Area Engineer and/or Project Manager are responsible for obtaining and retaining documentation regarding approvals.

Approval Authority Individuals

Updated: September 1, 2020

Title/Position	**Name**
Stormwater Engineer	Stephen Wright
E&S Engineer	Ting Guo
ESL – Group 1 Construction	Jay Hayes
ESL – Group 2 Construction	Frank Miller
ESL – Group 3 Construction	Adam Marvin
Environmental Stewardship	Trevor McColley

Designated Approval Authority by Field Change Type

Field Change Type	Device/Facility/Feature Examples	Plan Change Type	ESL	E&S Engineer	Stormwater Engineer
Permanent BMP Modification	Infiltration Trench, Bioretention, Infiltration Basin, Extended Detention, (changes to location, size, outlet structure type, sediment forebay, contributing drainage areas)	Plan Revision			X
Sediment Trapping Location, Size, and Type Change	Sediment Traps, Sediment Basin (changes to location, size, contributing drainage areas)	Plan Revision/ Redline	X Minor modifications to regular sediment traps	X New and E&S designed sediment traps/basins	X Sediment basins that are based on permanent facilities
Permanent Drainage Structure Modification	Inlets, Pipes, Culverts, Underdrain	Plan Revision			X
Sheet Flow Condition Change	Silt Fence, Reinforced Silt Fence, Super Silt Fence, Environmental Silt Fence (ASF)	Redline	X		

Designated Approval Authority by Field Change Type

Field Change Type	Device/Facility/Feature Examples	Plan Change Type	ESL	E&S Engineer	Stormwater Engineer
Concentrated Flow Condition Change	Check Dams (Compost Filter Logs or Stone), Inlet Sediment Controls, Temporary Swales or Berms, Pump Inflow and Outflow Location, Stabilized Construction Entrance	Redline	X		
Minor LOC Modification	Perimeter controls, stabilized construction entrances	Redline	X		
Major LOC Modification	Perimeter controls, stabilized construction entrances, stormwater facilities	Plan Revision			X
Stockpile Location Change	Perimeter controls	Redline	X		
Substitution of a Standard E&S item for another Standard Device	Silt Fence, CFLs, Check Dams, Inlet Sediment Control	Redline	X		
Substitution of a standard E&S item for an Alternative E&S Device	DelDOT E&S Specified Devices for Alternative devices not in accordance with specification sand details	Plan Revision/ Redline		X	

Designated Approval Authority by Field Change Type

Field Change Type	Device/Facility/Feature Examples	Plan Change Type	ESL	E&S Engineer	Stormwater Engineer
Addition of a Standard E&S Item	Silt Fence, Inlet Sediment Control, CFL, SCE	Redline	X		
Minor Sequence/Phase Changes	N/A	Redline	X		
Major Sequence/Phase Changes	N/A	Plan Revision		X	X
Removal of E&S Devices	Perimeter Controls, CFL, Check Dam, Inlet Sediment Control, SCE	Redline	X		

Redline/Plan Revision for Field Change

DelDOT Field Personnel or Contractor Identify need for change to the approved SW or Erosion & Sediment Control Plan

Do the proposed changes affect permanent proposed features?

- If not, coordinate with ESL or E&S Engineer based on type of change in the *Designated Approval Authority by Field Change Type* table and prepare redline or plan revision for approval
- Obtain signature approval on the redline approval form

Yes

Notify Designer of record to issue Plan Revision

- Coordinate with Stormwater Engineer if change affects drainage areas, structures, or proposed SW Facilities for approval

Plan Revision Issued by Design

Engineer of Record recognizes need to issue a plan revision due to differing site conditions or plan change/error.

Do the proposed changes affect permanent proposed conditions or features?

- If not, coordinate with E&S Engineer for review and approval of E&S/Phasing changes
- Coordinate with Environmental Stewardship to ensure change within original NEPA or permit approvals
- Obtain approval or concurrence from E&S Engineer prior to issuing Plan Revision

Yes

Submit proposed plan revision for approval/concurrence to responsible division within DelDOT which change pertains to

- Coordinate with Stormwater Engineer if change affects drainage areas, structures, or proposed SW
- Coordinate with Environmental Stewardship to ensure change within original NEPA or permit approvals
- Obtain approval or concurrence from Stormwater Engineer prior to issuing plan revision