

KDOT Form 247 Instructions

1. General Form Instructions

a. 247 – Cover and certification

- i. Enter the project number, KDHE permit number, designated Area / Metro Engineer and the contractor’s Water Pollution Control Manager. This information may be saved into the form for use on subsequent inspections.
- ii. Enter the date of the last significant rain event. A significant rain event is an event that requires a post-rainfall inspection according to the permit. See instructions for 247D for additional information regarding rainfall reporting.
- iii. Enter the date of the last routine or post-rainfall inspection. This should be no more than 14 days prior to the current inspection.
- iv. Enter the inspection type. This will either be “routine,” “post-rainfall” or “oversight.”
- v. Enter the current inspection date. If this is typed into the form the date will carry forward to all of the attachments.
- vi. If desired, or at the direction of the Area/Metro Engineer, enter the inspection report number.
- vii. The table of contents indicates which form attachments are required and included with the report. Mark “NO” for forms which are not included.
- viii. The certified inspector for KDOT (or the LPA) shall sign and date the report as the KDOT Inspector. Include the inspector ID number and expiration date of the current certification.
- ix. The certified inspector for the Contractor shall sign and date the report as the Contractor Inspector. Include the inspector ID number and expiration date of the current certification.
- x. The report shall be transmitted to the Area / Metro Engineer within 24 hours of completing the inspection.
- xi. The report shall be transmitted to the WPCM within 24 hours of completing the inspection.
- xii. The Area / Metro Engineer shall sign and date the report within three calendar days of receiving the inspection report.
- xiii. The Contractor’s WPCM shall sign and date the report within three calendar days of receiving the inspection report.

b. 247A – Overall Site Issues. This form is a general form for each inspection used to identify “big picture” items as well as general housekeeping issues.

- i. Verify the inspection date is correct at the top of the form.
- ii. Carefully review each of the numbered questions.
- iii. Describe any deficiencies noted or reference location of details (e.g. “see 247B for details”)
- iv. Item 15 – Verify that the SWPPP site maps are complete and updated.
- v. Item 16 – Review attachment 247 E (Deficiencies) from previous inspection. Document if the required remedies are or are not complete.
- vi. The remaining space under Item 17 may be used for any other site-specific issues not otherwise addressed.

KDOT Form 247 Instructions

- c. 247B – Site Erosion. This form is used to document the inspection of disturbed areas throughout the project.
- i. Identify areas disturbed by grading or other excavation activities (i.e. structure installation). These can be described by Station or by numbered reference to SWPP plan sheets.
 1. Note that there is no minimum size for an “area.” Areas are generally limited by specification to no more than 750,000 sqft per equipment spread without KDOT approval.
 2. Areas should generally be defined by physical proximity and/or by work activity.
 - ii. Note the date each area is cleared / grubbed or otherwise disturbed as “Date Area Disturbed.”
 - iii. Note the date the grading activity is complete or otherwise inactive as “Date Construction Activity Ceased.” If the area is actively being worked this field may be blank. If the activity has ceased temporarily this should be noted under Observations/Remarks along with the date grading is expected to resume
 - iv. Note the date stabilization measures were in place. Stabilization measures could include seeding / mulch, erosion control blankets, aggregate slope protection or other measures intended to limit soil erosion. Stabilization measure would not typically include sediment control devices such as ditch checks or slope barriers.
 - v. The following items should be checked for and documented under Observations / Remarks:
 1. Presence of rills or gullies on slopes and ditches.
 2. Other visible evidence of erosion (e.g. accumulations of downstream sediment)
 3. Quality / density of vegetation
 - vi. Special conditions relevant to the stabilization of a disturbed area shall be documented under Observations / Remarks
 1. The 2017 General Permit allows frozen or snow-covered ground to be considered as temporarily stabilized under certain conditions.
 2. The 2017 General Permit allows certain exceptions to the stabilization requirements based on the intended function.
 - vii. The Deficiency column shall be marked “Yes” for any area which requires maintenance or corrective action. Details of the required remedy shall be documented on 247E
- d. 247C – Sediment Control and Other Structural BMPs. This form is used to document the inspection of individual structural BMPs such as ditch checks, slope barriers, inlet protection systems, construction entrances and sediment basins. Every BMP should be closely inspected for condition and functionality.
- i. Identify each BMP by Location and by BMP # from the SWPP plan sheets.
 - ii. Note installation date for each BMP
 - iii. Note for each device if it is a perimeter control
 - iv. Note type of BMP (ditch check, inlet protection, sediment basin etc.) and material (silt fence, bio-log, etc.)

KDOT Form 247 Instructions

- v. The following items should be inspected and documented:
 - 1. Correct installation
 - 2. Functionality – is the BMP performing as intended
 - 3. Condition of device – is repair or cleanout required
 - 4. Visible signs of erosion or sediment accumulation downstream of the device
 - 5. Any potential off-site discharge of sediment or other pollutants.
- vi. Construction Entrances. All construction entrance / exits should be identified.
 - 1. Note location and installation date for each entrance.
 - 2. Note surface type (aggregate, soil, etc. under Observations / Remarks)
 - 3. Any evidence of sediment tracking onto the roadway should be documented.
 - 4. Construction entrances should be monitored daily and sediment tracked onto the roadway should be cleaned as necessary.
- vii. Sediment basins. Note location and installation date for each basin
 - 1. The condition of the basin should be carefully checked during each inspection.
 - 2. Estimate the accumulated sediment volume as a percentage of the total capacity
 - 3. Inspect and document the condition of the basin slopes and outlet
 - 4. Check for evidence of water overtopping the basin berm
- viii. Any deficiencies observed should be indicated with a “Yes” in the last column. The required remedy should be detailed on 247E.
- e. 247D – Rainfall Log. This form is for documentation of rainfall amounts occurring on the project since the previous inspection.
 - i. The 2017 General Permit requires that rainfall amounts be recorded, at a minimum, for every business day.
 - ii. Record each day’s observed rainfall in the appropriate column.
 - 1. If no measurement is made (i.e. on a weekend or holiday) record “n/a”
 - 2. If no rainfall is received document 0.0”
 - iii. If a rainfall event which requires an inspection occurs, then indicate “yes” in the inspection required column and perform an inspection no later than the next business day.
 - iv. An inspection is required whenever 0.5” or more is measured in a single observation; or
 - v. Whenever 0.5” or more is measured in two consecutive observations when the first observation is less than 0.5”
 - 1. “n/a” as directed above is not considered to be an observation
 - 2. A measurement of 0.0” is considered to be an observation
- f. 247E – BMP Deficiencies. This form is a summary of observed deficiencies and remedies required.
 - i. This includes repairs, cleanup or other minor work required to maintain BMPs in use on the project.
 - ii. Any maintenance required should be detailed on this attachment.

KDOT Form 247 Instructions

- iii. Corrective Actions shall be required if the inspector determines that
 1. A required control device was never installed or was installed incorrectly
 2. Installed controls not effective or inadequate for a particular location
 3. Modification of the SWPPP is required
 - iv. All required corrective actions should be detailed on this attachment
 - v. Copies shall be made and distributed to the individuals responsible for the required actions
 - vi. A copy of this form should be included with the subsequent inspection. The Inspector shall verify that the actions have been completed and document the date of each action
 - vii. A copy of the form shall also be kept with the project SWPPP as a corrective action log. This shall be separate from the inspection reports and easily accessible for review.
2. Post-Construction (PC) Inspections
- a. Project inspections shall be performed and documented as detailed above except as described in this section.
 - b. Project site inspections are to be continued at the frequency required by the Permit following the Notice of Acceptance or Partial Notice of Acceptance to the Contractor.
 - i. The 2017 General Permit does not typically require post-rainfall inspections once all construction activities are completed and all stabilization BMPs have been installed.
 - c. Include a copy of the Notice of Acceptance or Partial Notice of Acceptance with the SWPPP documentation
 - d. The WPCM field should be left blank. No signature for the Contractor's Inspector or the WPCM is required
 - e. The Area Engineer is responsible to direct KDOT maintenance forces or coordinate other resources as necessary to remedy all deficiencies within seven calendar days of the inspection
3. Permit Termination
- a. Once the entire project is stabilized with perennial, permanent vegetation the permit may be terminated. Vegetation must have a density of at least 70 percent of the density of undisturbed areas at or near the site. For assistance in making this determination, contact the Stormwater Compliance Engineer or the Environmental Services Section
 - b. All remaining temporary sediment control devices shall be removed from the project prior to termination
 - c. Once the project is fully stabilized and all devices removed, termination may be requested by email to the Stormwater Compliance Engineer.
 - d. The Stormwater Compliance Engineer shall complete the Notice of Termination and provide a copy to the Area Engineer for inclusion with the SWPPP documentation
 - e. All SWPPP documentation is required to be retained for a minimum of three years following the Notice of Termination.
 - f. All SWPPP documentation shall be maintained at the area office for no less than three years following termination of the Consent Decree. Notify the Stormwater Compliance Engineer if the records will be kept at an alternate location.