

Transportation Construction General Permit (TCGP) Guidance for Winter Shut Down & Substantially Complete Projects

Summary:

This document is intended to provide guidance on erosion control practices related to winter shut down periods and projects that have attained substantially complete status but have not yet met the requirements to apply for Notice of Termination (NOT) under the Transportation Construction General Permit (TCGP).

The information provided here is general guidance and shall be tailored to meet the needs of each individual construction project. Project Leaders shall work with the regional Stormwater Erosion Control Engineer (SWECE) and DNR Transportation Liaison (TL) to establish expectations for the project.

Winter Shut Down Projects:

- Project teams, contractor, DOT Regional SWECE, and DNR TL shall conduct a winter shut down meeting approximately 3 weeks prior to suspending ground disturbing operations. The following are suggested items that may be part of the discussion:
 - Anticipated progress prior to suspending operations.
 - Areas that will be permanently stabilized versus those that will be temporary.
 - Methods for providing temporary stabilization and or removal of existing controls.
 - Inlet protection is typically removed prior to winter to avoid freeze-up conditions that contribute to poor drainage and/or flooding.
 - Review areas where redundant erosion control devices will be necessary to properly prevent discharges from the project site due to winter thaws and spring snow melt.
 - Slope stabilization near structure abutments and streambanks.
 - Removal of in-water devices or requirements for winter periods. This may include temporary diversion channels, channel markers or temporary buoys, turbidity barriers, and cofferdams.
 - For projects with selected sites, discuss the anticipated stabilization for the shut down period as well as whether the site will remain active when the project resumes operations.
 - For projects with active dewatering operations, discuss the removal of these devices and clean-up of discharge locations prior to winter shutdown.
 - For projects where the roadway will be open to traffic, ensure the stability and functionality of the erosion control devices will not be hindered by winter maintenance activities such as plowing operations.
 - Spring swallow netting, inspections, and maintenance.

- Document temporary erosion control measures implemented for winter shutdown on an exhibit and file in the project's erosion control diary. Ensure areas that are treated with soil stabilizer are documented on this exhibit.
- Per the requirements of the TCGP, the DOT shall conduct weekly inspections of implemented erosion and sediment controls. During the winter shut down months, these inspections likely will not yield significant changes. Therefore, it is recommended that project teams discuss the regular inspections with the DOT Regional SWECE and DNR TL during the winter shut down meeting. Document the agreed upon inspection frequency in writing in the project erosion control records. Some recommended guidance using a risk-based approach is below:
 - In general, discontinue weekly inspections unless there is a waterway located adjacent to the project and is susceptible to winter runoff from the project.
 - For projects with a waterway, discuss inspection frequency based on risk assessment at the time of winter shut down. Additional attention needs to be focused on projects that contain an Outstanding Water Resource (OWR) or Exceptional Water Resource (EWR).
 - Provide inspections in any week that there is a 24-hour mean temperature that rises above 50 degrees Fahrenheit.
 - Provide inspection within 24 hours after a rainfall event of 0.5 inches or greater. This does not include frozen precipitation events.
- Per the requirements of the TCGP, erosion control records are to be maintained at the construction site. In some cases, the field trailer will not remain on site during the shutdown period. If the field trailer will not remain on site, inform the DOT Regional SWECE and DNR TL where the project erosion control records will be stored during the winter shutdown period.
- Review the project ECIP and amendments to ensure all winter shutdown measures are addressed. If not, the contractor should submit an amendment to the ECIP to document the site's erosion control needs during the winter shutdown period. It is recommended that this ECIP amendment is submitted at least 14 days prior to starting stabilization operations for the winter shutdown period.
- Project team should take pictures following winter shut down stabilization and the contractor suspending operations. This will provide baseline information in the event of any unauthorized discharges from the project site during the winter shut down period.

Substantially Complete Projects:

- Per the TCGP, the NOT is to be submitted within 45 days after the site has undergone final stabilization, temporary BMP's have been removed, and all land disturbing activities are completed. Final stabilization is defined in TCGP section 6.6 as having at least 70% vegetated cover.
- Weekly erosion control inspections may be discontinued once the project attains substantially complete status, as defined in standard spec 105.11.2.1.3.
- Erosion control inspections shall continue to be completed by the project team within 24 hours after a rainfall event of 0.5 inches or greater until the project meets the requirements of final stabilization and the DNR approves the NOT. Do not delegate these inspections to others.
- Project team should take pictures following placement of the permanent erosion control measures and the project being substantially complete. This will provide a baseline for the project site at the time of project completion.
- Per the requirements of the TCGP, erosion control records are to be maintained at the construction site. Once the project meets substantially complete status, the field trailer is usually removed and project staff are no longer on site regularly. When this occurs, inform the DOT Regional SWECE and DNR TL where the project erosion control records will be stored until the project's NOT is approved.
- For substantially complete projects that will remain over winter before meeting the final stabilization requirements and NOT approval, discuss the inspection frequency with the DOT Regional SWECE and DNR TL. Document the agreed upon inspection frequency in writing in the project erosion control records. See also the guidance for inspections as outlined above in the Winter Shut Down section.