



8-15-1 Erosion Control Implementation Plan (ECIP) Submittal Review

Updated October 11, 2023

1.1 Originator

Technical Services Section - Environmental

1.2 Introduction

This section outlines the review process for submitted [\(Initial Submittal Form and Attachments\)](#) - Erosion Control Implementation Plans (ECIPs).

The goals of the ECIP review are to:

1. Verify the contractor has provided adequate detail to show that the Plans, Special Provisions and Roadway Standards ([CMM 645](#) and [Standard Specification 107.20](#)) will be followed.
2. Verify the PE and project staff have enough detail to anticipate how the contractor will complete work in a manner to minimize erosion, sediment transport, and provide treatment of all storm water within the project site.
3. Verify the PE and project staff have been provided adequate detail to effectively inspect and enforce the Plans, Special Provisions, Roadway Standards and commitments in the ECIP.

By following the guidance provided in [CMM 645](#) and [Standard Specification 107.20](#), construction project staff fulfill obligations WisDOT is committed to in [TRANS 401 of the Wisconsin Administrative Code](#). If construction staff have questions that require reading TRANS 401, it is recommended staff contact the SWECE first.

1.3 Process

The process for reviewing the ECIP is as follows:

1. **Submittal** - Contractor submits ECIP to WisDOT (Including PM, PE, SWECE, and DNR Liaison)
2. **Verify** - PM or designee verifies submittal is complete and reviewable
 - a. If incomplete:
 - i. PM or designee notifies the contractor of missing or inadequate portions of the ECIP and requests resubmittal
 - b. If complete:
 - i. PM may schedule the preconstruction conference 14+ days after the complete ECIP is sent to DNR. It is preferred that the SWECE send the notification to DNR that the ECIP is reviewable.
 - ii. PM may schedule the preconstruction conference for 14+ days after date received.
 - iii. PM or designee verifies SWECE has received the ECIP documents or is provided access to documents through Box.

In Box, save copies of ECIP submittals in "...\Environmental\Stormwater\ECIP"

3. **Review** - ECIP is reviewed - Detailed review guidance is provided in the [ECIP Review Checklist](#).
 - a. PM Review
 - i. Verify ECIP addresses all contract work and is in alignment with plan, special provisions, bid, and standard specifications
 - b. PE Review
 - i. Verify ECIP provides adequate detail to enable PE and field staff to effectively enforce requirements of Plan, Special Provisions, Standard Specifications throughout project to ensure erosion and sediment transport are minimized throughout project.
 - c. SWECE and DNR Review
 - i. The SWECE will coordinate review with the DNR to ensure the project Plan, Special Provisions, and ECIP adequately meet statutory requirements and commitments.

- ii. SWECE will provide combined SWECE and DNR comments to PM and PE
4. **Comments** - PM, or designee, sends combined comments from the PE, PM, SWECE, and DNR Liaison to the contractor for revision.
 5. **Resubmittal** - Contractor submits revised ECIP. Review is repeated until PM determines all comments are satisfactorily addressed. A 14-day review period is not repeated for each resubmittal however adequate time for review must be provided to all staff and DNR. An approved ECIP is required prior to issuance of the project start notice.
 6. **Approval** - PM sends approval notice to contractor [Template ECIP Approval Email](#)
 - a. Template includes instructions to complete prior to sending.
 - b. **cc: Contract Specialist, PE, DNR liaison, SWECE** and any other interested parties.
 7. **Amendments** - PE (or PM) **should** request contractor provide an amendment to revise the ECIP whenever the PE or PM determines the project is no longer progressing in accordance with the approved ECIP.

An ECIP is unlikely able to anticipate every challenge or change during construction, the approved ECIP should be amended as a project progresses. If project activities are not adhering to the approved ECIP, approval may be revoked by the Project Manager or designee. Project work must halt until an amendment to the ECIP addressing the problems on the site, is submitted and approved by the project team.

For minor amendments, such as the addition of commercial waste or borrow sites, approval can be given directly by the Project Manager or Project Engineer via email. **The DNR TL and SWECE must be included on the cc: line of any such approvals.** For substantial amendments such as adding a dewatering plan or changing the demolition procedure for a structure over a water way, the amendment must be reviewed in the same manner as the initial ECIP submittal. **If there is any question if a change requires review, coordinate with the SWECE.**

1.4 References

[TRANS 401.08](#)

[CMM 645.2](#)

[Standard Specification 107.20](#)

Erosion Control Implementation Plan ([Initial Submittal Form and Attachments](#))

[ECIP Review Checklist](#)

[Template ECIP Approval Email](#)

Additional links not listed above:

[Channel Erosion Control Matrix – FDM 10-5-35 Attachment 1](#)

[Slope Erosion Control Matrix – FDM 10-5-35 Attachment 2](#)

[Debarred, Suspended and Ineligible Contractors](#)

[Wisconsin Erosion Control Product Acceptability List \(PAL\)](#)

[WisDOT Erosion Control Links Page](#)

[Debarred, Suspended and Ineligible Contractors](#)

[Wisconsin Erosion Control Product Acceptability List \(PAL\)](#)

SW Region Environmental Coordinators- [SW Region Environmental Contacts](#)

SW Region Storm Water and Erosion Control Engineers-[SW Region Environmental Contacts](#)

SW Region Contract Specialists- [SW Region Contract Specialist Contacts](#)

Peter Fillipi & Sam Kube
Author

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Date

8-15-5 Erosion Control Release Reporting

Updated October 11, 2023

5.1 Originator

Technical Services Section - Environmental

5.2 Introduction

This section outlines the process for Project Engineers to follow when a release occurs on their project.

A "release" occurs when sediment laden runoff exits the project limits without first passing through adequate erosion control Best Management Practices (BMPs) to remove sediment from the stormwater.

BMPs include erosion control bid items, chains of bid items, or construction practices used to reduce erosion or the movement of sediment.

The following are definitions copied from State Statutes governing releases.

- "Discharge" means the movement of pollutants or sediments from a project site or selected site as a result of erosion or runoff. [Trans 401.04 \(8\)](#)
- "Pollutant" means any dredged spoil, solid waste, incinerator residue, sewage, garbage, refuse, oil, sewage sludge, munitions, chemical wastes, biological materials, radioactive substance, heat, wrecked or discarded equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged into water. [Trans 401.04 \(19\)](#), [State Statute \(SS\) 283.01 \(13\)](#)
- "Release" means emission to the air, discharge to the waters of the state or disposal on the land. [SS 299.13 \(1\) \(f\)](#)
- "Waters of the state" includes those portions of Lake Michigan and Lake Superior within the boundaries of this state, and all lakes, bays, rivers, streams, springs, ponds, wells, impounding reservoirs, marshes, watercourses, drainage systems and other surface water or groundwater, natural or artificial, public or private, within this state or its jurisdiction. [SS 281.01\(18\)](#)

5.3 Process

The process is as follows:

1. Document release in the Erosion Control Diary.
 - a. Rainfall depth / intensity leading to failure.
 - b. List of failed BMPs and description of failure.
2. Take pictures of the site. If release is ongoing, take periodic photos to capture changes in release flows.
3. Contact Project Manager and SWECE as soon as practical (within 24 hours).
 - a. SWECE will coordinate with DNR and USACE as needed.
 - b. DNR and USACE ([SWR Environmental Contacts](#)) must be contacted within 24 hours of the release as dictated by State Statute.
4. Complete the [Erosion Control Release Report Form](#).
5. Conduct a complete Erosion Control inspection of the entire project site. Provide specific details documenting failed erosion control devices, cleanup efforts, and any further failures to control sediment movement.
6. Issue Erosion Control Orders or Emergency Erosion Control Orders, Form [WS1074](#) (also found in Statewide Pantry Forms / WS Forms). See [CMM 6-45.3.1](#) for guidance.
7. For wetland and waterway releases, the SWECE will coordinate with regulatory agencies and communicate the approved plan with the Project Engineer and Project Manager.
8. Clean up releases as soon as the work site allows. Payment for the release cleanup efforts can be discussed between the Project Manager and Contractor. Force accounts should be discussed and utilized when necessary.
9. Document the cleanup process with pictures, include estimated amount of material that leaves the site.
10. Notify the SWECE when the cleanup is complete. The SWECE will coordinate with the REC to follow-up with regulatory agencies.

5.4 References[Trans 401](#)[State Statute \(SS\) 283.01 \(13\)](#)[SS 299.13 \(1\) \(f\)](#)[SS 281.01\(18\)](#)[Erosion Control Release Report Form](#)[WS1074](#)[CMM 6-45.3.1](#)SW Region Environmental Coordinators- [SW Region Environmental Contacts](#)SW Region Storm Water and Erosion Control Engineers-[SW Region Environmental Contacts](#)*Peter Fillipi & Sam Kube*

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Author

Date

8-15-10 Erosion Control Inspections and Orders*Updated October 11, 2023***10.1 Originator**

Technical Services Section - Environmental

10.2 Introduction

This section provides guidance for construction staff in reviewing, documenting, and correcting erosion control measures on construction projects.

10.3 Process

Project staff must inspect and document the condition of all project erosion control measures at least once a week and after each rain event of ½ inch or more until the Notice of Termination (NOT) is issued. This includes through winter unless project-specific ECIP states otherwise (see [SWIG 8-15-20](#) Winter Shutdown for additional guidance). Documentation shall be on the [Construction Erosion and Sediment Inspection Form DT1072](#) or equivalent, found in the Statewide Pantry Forms, or on the [WisDOT Erosion Control Page](#). These inspection forms, with the required signatures per the instructions on the form, shall be filed in the project's Box folder within the Environmental->StormwaterEC->InspectionOrder subfolder.

If changes or corrections to the erosion control measures are needed, an Erosion Control Order must be issued to the contractor. See [CMM 6-45.3.1](#) for guidance. The [Erosion Control Order / Emergency Erosion Control Order, Form DT1074](#) is found in the Statewide Pantry Forms, or on the [WisDOT Erosion Control Page](#). Completed DT1074 Forms shall be filed in the project's Box folder within the Environmental->StormwaterEC->InspectionOrder subfolder.

10.4 References[Construction Erosion and Sediment Inspection Form DT1072](#)[WisDOT Erosion Control Page](#)[CMM 6-45.3.1](#)[Erosion Control Order / Emergency Erosion Control Order, Form DT1074](#)SW Region Storm Water and Erosion Control Engineers- [SW Region Environmental Contacts](#)*Peter Fillipi & Sam Kube*

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Author

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8-15-15 Transportation Construction General Permit (TCGP)*Updated October 11, 2023***15.1 Originator**

Technical Services Section - Environmental

15.2 Introduction

This section outlines the obligations of the construction project engineer for compliance with the Transportation

Construction General Permit (TCGP). All WisDOT activities with one acre or more of land disturbance **are required** to obtain stormwater permit coverage to meet the obligations of [Trans 401](#) and the [DNR/DOT Cooperative Agreement](#).

15.3 Process

15.3.1 Obtaining Permit Coverage - Notice of Intent (NOI)

A project's design team should submit an NOI when stormwater permit coverage **is** required.

A "Certificate of Permit Coverage" **is** supplied by WDNR which must be posted within the construction project limits. The project information board can be used for this, as long as no other information on the board is covered. If the construction project engineer does not have a copy of the Certificate of Permit Coverage, request a copy from the Construction or Design Project Manager.

If a project begins without the need for stormwater permit coverage, but changes to project limits or the addition of private select sites exceed the one-acre of land disturbance threshold, the construction project leader shall submit a NOI.

Changes in limits or addition of private select sites will require Archeological and Historical review.

An NOI can be submitted here: [Water permit applications | Wisconsin DNR](#). A WAMS ID is required.

Further guidance for submitting a NOI is available here: [WisDOT Guidance for the Transportation Construction General Permit \(TCGP\)](#)

15.3.2 TCGP Transfer of Coverage Process

In certain circumstances, it may be beneficial for coverage under the TCGP to be transferred from one project to another. The [Transfer of Coverage \(TOC\) DNR Form 3400-222](#) may be used in the following scenarios:

- A multi-year project with different project IDs (i.e., preparatory work prior to a larger project).
- If a contractor wants to transfer a select site to a different project or contractor.
- If a property owner wants to keep the site open for commercial use. The property owner would need to pursue individual coverage from the DNR site. Permit coverage would be transferred from the TCGP to the individual permit.

Follow the instructions within the form and submit the form to the current project's DNR liaison.

15.3.3 Notice of Termination (NOT) Process

This section explains the process for the construction project engineer to "turn off" the requirements imposed by the TCGP coverage on a project.

Prior to submitting the NOT, all project work that has the potential to disturb the ground must be complete and any areas not covered in impervious surface or shoulder aggregate should have healthy seed growth. Healthy seed growth is present when 70% of the ground is covered by growing perennial plants. Temporary seed or other annual plants that will die after one winter do not count towards seed coverage.

The construction project engineer may submit the NOT following the link here: [eNOT \(wi.gov\)](#).

A WAMS ID is required. Further instructions for completing the NOT may be found here:

[WisDOT Guidance for the Transportation Construction General Permit \(TCGP\)](#) or here: [eNOTtraining](#).

15.4 References

[Trans 401](#)

[DNR/DOT Cooperative Agreement](#)

Wisconsin Department of Natural Resources e-Permitting Website: [Water permit applications | Wisconsin DNR](#)

WisDOT TCGP Guidance: [WisDOT Guidance for the Transportation Construction General Permit \(TCGP\)](#)

[Transfer of Coverage \(TOC\) DNR Form 3400-222](#)

Wisconsin Department of Natural Resources eNOT website: [eNOT \(wi.gov\)](#)

DNR eNOT Training Video: [eNOTtraining](#)

SW Region Environmental Coordinators- [SW Region Environmental Contacts](#)

SW Region Storm Water and Erosion Control Engineers-[SW Region Environmental Contacts](#)

Construction SWIG Team
Author

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8-15-20 Winter Shutdown

Updated October 11, 2023

20.1 Originator

Technical Services Section - Environmental

20.2 Introduction

This section provides guidance for erosion control practices related to winter shut down periods for projects that are unable to be fully restored prior to the end of the growing season. The guidance is applicable to projects:

- with TCGP coverage - that have not met the requirements necessary to submit the NOT by the end of the growing season
- without TCGP coverage - that are unable to be fully restored prior to the end of the growing season

20.3 Process

Winter Shut Down Meeting

The Project Engineer and all other field staff, Prime Contractor, and relevant Sub-Contractors shall conduct a winter shut down meeting approximately 3 weeks prior to suspending ground disturbing operations. The Region SWECE and DNR Liaison should be invited to all Winter Shut Down meetings and given adequate time to schedule.

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 anticipated restoration timeline.
 - discuss how site will be stabilized throughout the shutdown period.
 - discuss whether the site will remain active when the project resumes operations.
 - discuss inspection schedule and responsibilities during shutdown period.
- For projects with active dewatering operations:
 - discuss timeline for the removal of devices for shutdown period.
 - discuss timeline for stabilization of discharge locations during shutdown.
 - discuss timeline for restoration of discharge locations after work resumes.
- 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.
- Timeline for spring swallow netting, shutdown period inspections, and shutdown period maintenance.

Additional Documentation for Erosion Control Diary and ECIP

Document temporary erosion control measures implemented for winter shutdown on an exhibit and file

in the project's erosion control diary. Save a copy to the project's ECIP folder in BOX. Ensure areas that are treated with soil stabilizer are documented on this exhibit.

The agreements of the TCGP, state the DOT shall conduct weekly inspections of all work sites. It is recommended that project teams discuss the schedule of regular inspections with the DOT Regional SWECE and DNR Liaison during the winter shut down meeting.

Document adjustments to the agreed upon inspection frequency in the winter shutdown meeting minutes. Ensure a copy of the minutes is saved as an amendment to the ECIP and in the project erosion control records.

- In general, schedule monthly inspections and 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). If you are unsure if your project may impact an OWR or EWR contact your SWECE.
- For all projects, provide inspections after any substantial thaw, such as when a daily high temperature of 50° F is reached.

Provide inspection within 24 hours after a rainfall event of 0.5 inches or greater. This does not include snow, sleet, or other frozen precipitation events. Inspections are encouraged for smaller events when the ground is frozen.

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.

The project team should photograph all work areas before winter shutdown stabilization activities and after the contractor suspends operations and no further adjustments are necessary. This will provide baseline information in the event of any unauthorized discharges from the project site during the winter shut down period.

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.

Maintain digital erosion control records in the projects BOX folder until project completion, or an NOT is received.

20.4 References

[Transportation Construction General Permit \(TCGP\) - Guidance for Winter Shut Down & Substantially Complete Projects](#)

SW Region Storm Water and Erosion Control Engineers-[SW Region Environmental Contacts](#)

Peter Fillipi
Author

12/17/2021
Date