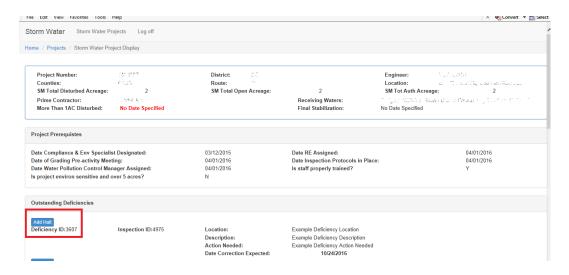
Quick Reference Guide – Consent Decree Deficiencies – halting, un-halting, resolving

This article is intended to guide the user in:

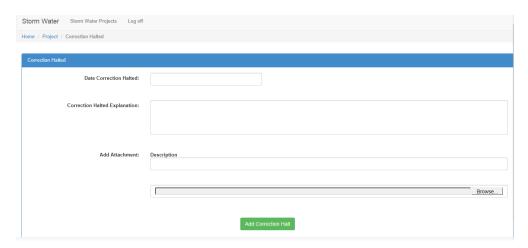
- 1. Entering Deficiencies
- 2. Halting Deficiencies
- 3. Resolving Deficiencies

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"



Fill out the halt information:



Date Correction Halted Select the date the halt was placed.

Correction Halted Explanation Explain clearly why the deficiency is halted. A halt should 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.



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.



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.

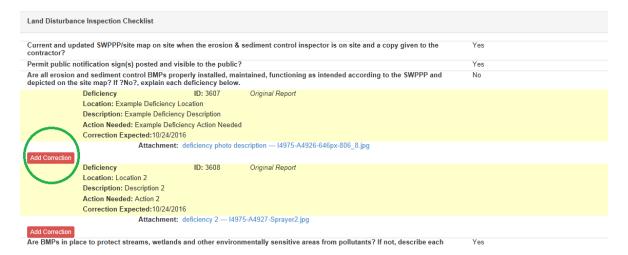


RESOLVING DEFICIENCIES

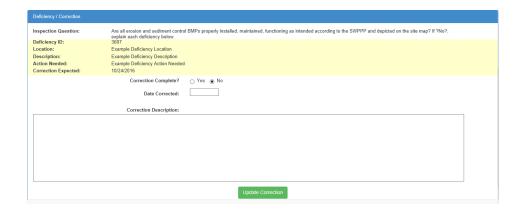
Navigate to the project page and find the inspection that contains the discrepancies needing resolution. Click "Select."



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



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.



Note how the Deficiency looks from the inspection page below:

