Quick Reference Guide – Land Disturbance 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.

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Correction Halted Explanation Explain clearly why the deficiency is halted. A halt should only 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. (Pictures are required per the land disturbance permit for extending any period of time beyond the original 7 days from the inspection date.)

Click “Add Correction Halt” and it will take you to back to the project page. The deficiency will show as “Currently Halted” as well as the “Date Correction Expected will show “Currently Halted.” Once the halt is removed the new “Date Correction Expected” will be displayed.

In the inspection report, the “Correction Expected” date will also show “Currently Halted” for those deficiencies on hold.

EDIT A HALT

Halts can be edited to modify the “Correction Halted Explanation” or add additional attachments. Updated photos of field conditions should be included each week to document why deficiencies cannot be corrected.

To edit a halt, select the button. Update the required information and select “Update Correction Halt”
REMVOING 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 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 CHANGE automatically.

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RESOLVING DEFICIENCIES

Navigate to the project page and find any 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.

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Note how the Deficiency looks from the inspection page below:

<table>
<thead>
<tr>
<th>Deficiency ID:</th>
<th>Original Report</th>
<th>Action Needed</th>
<th>Location</th>
<th>Description</th>
<th>Expected Correction Date</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3607</td>
<td></td>
<td></td>
<td>Example Deficiency Location</td>
<td>Example Deficiency Description</td>
<td>10/24/2016</td>
<td>deficiency_photo_description_image_14875-A4926-646pa-B9e_3.jpg</td>
</tr>
<tr>
<td>3608</td>
<td></td>
<td></td>
<td>Location 2</td>
<td>Description 2</td>
<td>10/24/2016</td>
<td>deficiency_2_image_14875-A4927-Sprayer2.jpg</td>
</tr>
</tbody>
</table>

Are BMPs in place to protect streams, wetlands and other environmentally sensitive areas from pollutants? If not, describe each: Yes