

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”

The screenshot shows a web application interface for "Storm Water" projects. The top navigation bar includes "Storm Water", "Storm Water Projects", and "Log off". Below the navigation is a breadcrumb trail: "Home / Projects / Storm Water Project Display".

The main content area is divided into several sections:

- Project Information:** Project Number: 000007, Counties: 0005, SM Total Disturbed Acreage: 2, Prime Contractor: [redacted], More Than 1AC Disturbed: No Date Specified. District: 00, Route: 00, SM Total Open Acreage: 2, Receiving Waters: [redacted], Final Stabilization: [redacted]. Engineer: [redacted], Location: [redacted], SM Tot Auth Acreage: 2, Receiving Waters: [redacted], Final Stabilization: [redacted].
- Project Prerequisites:** Date Compliance & Env Specialist Designated: 03/12/2015, Date RE Assigned: 04/01/2016, Date of Grading Pre-activity Meeting: 04/01/2016, Date Inspection Protocols in Place: 04/01/2016, Date Water Pollution Control Manager Assigned: 04/01/2016, Is project environ sensitive and over 5 acres?: N, Is staff properly trained?: Y.
- Outstanding Deficiencies:** A table with columns for Deficiency ID, Inspection ID, Location, Description, Action Needed, and Date Correction Expected. The first row shows Deficiency ID: 3607, Inspection ID: 4975, and a "Date Correction Expected" of 10/24/2016. A red box highlights the "Add Halt" button next to the Deficiency ID.

Fill out the halt information:

The screenshot shows the "Correction Halted" form in the Storm Water application. The form is titled "Correction Halted" and has a blue header bar. The form fields are:

- Date Correction Halted:** A text input field.
- Correction Halted Explanation:** A large text area for providing details on why the correction was halted.
- Add Attachment:** A section with a "Description" label and a text input field. Below it is a file upload area with a "Browse..." button.
- Add Correction Halt:** A green button at the bottom of the form.

Date Correction Halted Select the date the halt was placed.

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.**

The screenshot shows a web interface for 'Outstanding Deficiencies'. At the top, there are two buttons: 'Resume' and 'Edit Halt'. Below these, the following information is displayed: Deficiency ID: 8259, Inspection ID: 13994, Location: test deficiency, Description: test deficiency, Action Needed: test, and Date Correction Expected: **Currently Halted**. A red banner below this information contains a warning icon and the text: 'The following Halt(s) have been issued for this deficiency.' Below the banner is a table with the following data:


Halt ID	Start Date	End Date	Reason
3066	6/5/2019	Currently Halted	test

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

The screenshot shows a section of an inspection report with the question: 'Have all temporary BMPs that are no longer necessary been removed and removal depicted on the site map?' with the answer 'No'. Below this, a yellow box contains the following information: Deficiency ID: 8259, Original Report, Location: test deficiency, Description: test deficiency, Action Needed: test, and Correction Expected: **Currently Halted**. At the bottom left of the yellow box is a red button labeled 'Add Correction'.

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”

Correction Halted

Date Correction Halted: 6/5/2019

Correction Halted Explanation:

Add Attachment: **Description**

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 on the deficiency you wish to resume the 7 day count.

Correction Resumed


Date Correction Halted: 10/21/2016

Date Correction Resumed:

Correction Halted Explanation: Correction Halted Explanation Example

Date Correction Resumed Select the date the correction was resumed.

Click “Resume Correction.” **Pro-tip:** The Date Correction Expected **WILL CHANGE automatically.**

Outstanding Deficiencies									
<input type="button" value="Add Halt"/>	Deficiency ID:3607	Inspection ID:4975							
		Location:	Example Deficiency Location						
		Description:	Example Deficiency Description						
		Action Needed:	Example Deficiency Action Needed						
		Date Correction Expected:	10/24/2016						
<p> The following Halt(s) have been issued for this deficiency.</p> <table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>10/21/2016</td> <td>10/24/2016</td> <td>Correction Halted Explanation Example</td> </tr> </tbody> </table>				Start Date	End Date	Reason	10/21/2016	10/24/2016	Correction Halted Explanation Example
Start Date	End Date	Reason							
10/21/2016	10/24/2016	Correction Halted Explanation Example							

RESOLVING DEFICIENCIES

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

Inspections		+ Add Inspection				
	Type	Date	Inspector	Inspector Certified	RE Certified	WPCM Certified
Select	Weekly	10/17/2016	JERRY GARY DILL	10/27/2016	10/17/2016	10/17/2016


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

Land Disturbance Inspection Checklist	
Current and updated SWPPP/site map on site when the erosion & sediment control inspector is on site and a copy given to the contractor?	Yes
Permit public notification sign(s) posted and visible to the public?	Yes
Are all erosion and sediment control BMPs properly installed, maintained, functioning as intended according to the SWPPP and depicted on the site map? If ?No?, explain each deficiency below.	No
Deficiency ID: 3607 Original Report	
Location: Example Deficiency Location	
Description: Example Deficiency Description	
Action Needed: Example Deficiency Action Needed	
Correction Expected: 10/24/2016	
Attachment: deficiency photo description --- I4975-A4926-646px-806_8.jpg	
Add Correction	
Deficiency ID: 3608 Original Report	
Location: Location 2	
Description: Description 2	
Action Needed: Action 2	
Correction Expected: 10/24/2016	
Attachment: deficiency 2 --- I4975-A4927-Sprayer2.jpg	
Add Correction	
Are BMPs in place to protect streams, wetlands and other environmentally sensitive areas from pollutants? If not, describe each	Yes

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.

Deficiency / Correction	
Inspection Question:	Are all erosion and sediment control BMPs properly installed, maintained, functioning as intended according to the SWPPP and depicted on the site map? If ?No?, explain each deficiency below.
Deficiency ID:	3607
Location:	Example Deficiency Location
Description:	Example Deficiency Description
Action Needed:	Example Deficiency Action Needed
Correction Expected:	10/24/2016
Correction Complete?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date Corrected:	<input type="text"/>
Correction Description:	<div style="border: 1px solid black; height: 60px;"></div>
Update Correction	

Note how the Deficiency looks from the inspection page below:

Land Disturbance Inspection Checklist	
Current and updated SWPPP/site map on site when the erosion & sediment control inspector is on site and a copy given to the contractor?	Yes
Permit public notification sign(s) posted and visible to the public?	Yes
Are all erosion and sediment control BMPs properly installed, maintained, functioning as intended according to the SWPPP and depicted on the site map? If No?, explain each deficiency below.	No
<p>Deficiency ID: 3607 <i>Original Report</i></p> <p>Location: Example Deficiency Location</p> <p>Description: Example Deficiency Description</p> <p>Action Needed: Example Deficiency Action Needed</p> <p>Correction Expected: 10/24/2016</p>	
<p>Attachment: deficiency photo description --- I4975-A4926-646px-806_8.jpg</p> <p> Correction: Correction Description. This correction was made on 10/24/16 by erosion control sub.</p>	
<p>Deficiency ID: 3608 <i>Original Report</i></p> <p>Location: Location 2</p> <p>Description: Description 2</p> <p>Action Needed: Action 2</p> <p>Correction Expected: 10/24/2016</p>	
<p>Attachment: deficiency 2 --- I4975-A4927-Sprayer2.jpg</p>	
<p>Add Correction</p>	
Are BMPs in place to protect streams, wetlands and other environmentally sensitive areas from pollutants? If not, describe each	Yes