Construction Stage Gate Checklist

CSGC

Glen Dvorak, PE
Yoakum District

ENVIRONMENTAL COMMITMENT CHECKLIST
For Construction, Maintenance and Facilities Projects

PROJECT:		DATE:	
CSJ:		DEQC:	
HIGHWAY:			*Name*

I. Storm Water Pollution Prevention

A. Required Information and Documentation

1. Does the Work require a Storm Water Permit authorization? Yes ☐ No ☐* N/A ☐
2. Is a notice posted in a publicly accessible location near where the construction activity is underway (and moved as necessary)? Yes ☐ No ☐* N/A ☐
3. Does the notice contain all required information? Yes ☐ No ☐* N/A ☐
4. Is there a copy of the TCEQ Construction General Permit in the SWP3? Yes ☐ No ☐* N/A ☐
5. Is there a copy of a Delegation of Authority Letter authorizing the signing of inspection reports in the SWP3 file? Yes ☐ No ☐* N/A ☐
6. Is the SWP3 retained on the work site that generates the storm water? (If no, where is it located _____)? Yes ☐ No ☐* N/A ☐
7. Is the SWP3 updated and documented in the plans as necessary to remain consistent with any changes in design, construction, operation, or maintenance? Yes ☐ No ☐* N/A ☐
8. Is the description of construction and waste materials expected to be stored on-site updated? Yes ☐ No ☐* N/A ☐
9. Are the following records maintained and available for inspection, or included in the SWP3?
   a. Dates when major grading activities occur? Yes ☐ No ☐* N/A ☐
   b. Dates when construction activities temporarily or permanently cease on a portion of the site? Yes ☐ No ☐* N/A ☐
   c. Dates when stabilization measures were initiated? Yes ☐ No ☐* N/A ☐
10. Did stabilization occur within 14 days at locations where soil disturbing activities have ceased or were temporarily ceased for at least 21 days? Yes ☐ No ☐* N/A ☐

B. General Conditions

1. Are Best Management Practices (BMPs) installed per the SWP3? Yes ☐ No ☐* N/A ☐

C. Controls & Measures

1. Have erosion and sediment controls been installed to retain sediment on-site to the extent practical during the construction phase? Yes ☐ No ☐* N/A ☐
2. Were control measures, in accordance with manufacturer specifications and good engineering practices:
   a. Properly selected? Yes ☐ No ☐* N/A ☐
   b. Properly installed? Yes ☐ No ☐* N/A ☐
   c. Properly maintained? Yes ☐ No ☐* N/A ☐
   d. In effective operating conditions? Yes ☐ No ☐* N/A ☐
3. Are controls in place to minimize:
   a. Dust generation? Yes ☐ No ☐* N/A ☐
   b. Off-site vehicle tracking of sediments? Yes ☐ No ☐* N/A ☐

*** Contact Area or Project Engineer**

TxDOT Environmental Management System
Construction Stage Gate Checklist (CSGC)

Highway	Project Number	Project CCSJ	County	Area Office

Project Personnel Completing CSGC (Joint Inspection)	
TxDOT Representative	**Contractor Representative**
Print Name:	Print Name:
Signature/Date:	Signature/Date:

CSGC Inspection Period			
From	**Date of beginning initial construction activities, or Date of previous CSGC Inspection**	**To**	**Date of this CSGC Inspection**

List Project Permits

			National Environmental Policy Act (NEPA) Document
☐ Yes	☐ No		1. Have the project limits or scope changed? (If yes, complete question 2)
☐ Yes	☐ No		2. Has coordination with Advance Planning & Development occurred to ensure NEPA compliance?
Storm Water Resources			
☐ Yes	☐ No		3. Does the project require a Construction Site Notice (CSN)?
☐ Yes	☐ No	☐ N/A	4. Is the CSN posted in a publicly accessible location near where the construction activity is underway?
☐ Yes	☐ No	☐ N/A	5. Does the CSN contain all required information?
☐ Yes	☐ No		6. Does the project require a Notice of Intent (NOI)?
☐ Yes	☐ No	☐ N/A	7. Is the NOI posted in a publicly accessible location near where the construction activity is underway?
☐ Yes	☐ No	☐ N/A	8. Does the NOI contain all required information?
☐ Yes	☐ No		9. Does the project have a Storm Water Pollution Prevention Plan (SWP3)?
☐ Yes	☐ No	☐ N/A	10. Is there a copy of the TCEQ Construction General Permit onsite or with the SWP3?
☐ Yes	☐ No	☐ N/A	11. Is there a copy of a Delegation of Authority Letter authorizing the signing of inspection reports in the SWP3 file?
☐ Yes	☐ No	☐ N/A	12. Is the SWP3 retained and available for inspection at the work site that generates the storm water? (If no, complete question 13)
			13. Where is it located? _____
☐ Yes	☐ No	☐ N/A	14. Is the SWP3 updated for any changes in design or project change orders?
☐ Yes	☐ No	☐ N/A	15. Are the SWP3 drawings updated for changes to Best Management Practices (BMPs)? (i.e. type, location and install/remove dates)
☐ Yes	☐ No	☐ N/A	16. Is the description of construction and waste materials stored on-site updated with the Contractor?
☐ Yes	☐ No	☐ N/A	17. Are the dates when major grading activities occur updated?
☐ Yes	☐ No	☐ N/A	18. Are the dates when construction activities temporarily or permanently cease on a portion of the site updated?
☐ Yes	☐ No	☐ N/A	19. Did stabilization occur within 14 days at locations where soil disturbing activities have ceased? (If yes, complete question 20)

Purpose

- Project Inspection
- Communication
- TxDOT & Contractor

Suggested Usage

- Each district will be responsible for determining who completes form
- Discuss at pre-construction meeting

Applicability

- Construction & Maintenance Contracts
- Soil Disturbing Activities
- Environmental Requirements
- District discretion on projects with minimal soil disturbing activities

Frequency

- Initial inspection within one month of project start
- Frequency for completing additional CSGC determined at pre-construction meeting

TxDOT Environmental Management System
Construction Stage Gate Checklist (CSGC)

Highway	Project Number	Project CCSJ	County	Area Office

SUMMARY OF PROJECT INSPECTION

Reference Item Number	Finding	Person Responsible For Corrective Action (Print Name)	Date Corrective Action Expected To Be Completed	Date Corrective Action Completed	TxDOT Representative Verifying Completed Corrective Action
					Print Name:
					Signature:
					Print Name:
					Signature:
					Print Name:
					Signature:
					Print Name:
					Signature:
					Print Name:
					Signature:

Comments

Reviewer (Optional)

Print Name:	Signature:	Title:	Date of Review:

Questions?