Contractor Daily Environmental Monitoring Log

Highway: 

Project CSJ: 

Contractor: 

Date for week of review: 

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Did work or rain occur today? If Yes, please answer the following questions.</td>
<td>☐ Y ☐ N</td>
<td>☐ Y ☐ N</td>
<td>☐ Y ☐ N</td>
<td>☐ Y ☐ N</td>
<td>☐ Y ☐ N</td>
<td>☐ Y ☐ N</td>
<td>☐ Y ☐ N</td>
</tr>
<tr>
<td>2. Are all applicable items (Construction Site Notice, etc.) posted on bulletin board?</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
</tr>
<tr>
<td>3. Are all Storm Water and Erosion Control BMP’s functioning as intended?</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
</tr>
<tr>
<td>4. Are any BMP’s in need of repair or maintenance?</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
</tr>
<tr>
<td>4A. Are BMP’s from previous contractor inspections repaired?</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
</tr>
<tr>
<td>5. Any additional BMP’s required?</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
</tr>
<tr>
<td>6. Are there any signs of sediment discharges leaving the site?</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
</tr>
<tr>
<td>7. Are work activities contaminating the roadway?</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
</tr>
<tr>
<td>9. Are all hazardous materials being properly contained and handled?</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
</tr>
<tr>
<td>10. Have there been any spills of hazardous materials?</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
</tr>
<tr>
<td>11. Are inactive/completed areas being properly stabilized (tracking, blankets, seeding, etc.)?</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
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<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
</tr>
<tr>
<td>12. Is a new PSL (storage yard) proposed or currently being created and is it approved?</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
<td>☐ Y ☐ N ☐ N/A</td>
</tr>
</tbody>
</table>

List corrective actions taken (those not listed on SW3P 2118 report) and the date they were completed:
Additional Comments:

Contractor Responsible Person: ___________________________ Title: ___________________________

Signature: ___________________________ Date: ___________________________
Count: __________________________  Highway: __________________________  CCSJ: __________________________  Project: __________________________

Prime Contractor: ____________________________________________________________

Subcontractor2: ____________________________________________________________  Subcontractor Federal Tax ID: __________________________

Phone: __________________________  Address: __________________________

Race Conscious or Race Neutral DBE, HUB, or SBE Subcontractor3:  

Yes ☐  No ☐  Unknown ☐

Estimated Subcontractor Begin Work Date: __________________________  Estimated End Work Date: __________________________

<table>
<thead>
<tr>
<th>Work Description4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Subtotal Amount this Subcontractor1

Subtotal Amount Specialty Item Reduction this Subcontractor5

Adjusted Subtotal this Subcontractor

Adjusted Percent Subcontracted for this Subcontractor

Explanation of Specialty Item for reduction: __________________________________________

Prime Contractor’s Authorized Representative

Name & Title: __________________________  Date: __________________________

Signed: __________________________________________

TxDOT Approval

☐ 30% Check

Debarred:  ☐ Yes  ☐ No  

E-Verify:  ☐ Yes  ☐ No  

Approved:  ☐ Yes  ☐ No

Name & Title: __________________________  Date: __________________________

Signed: __________________________________________

Return the signed copy to the contractor.

1. Only the initial contract & subcontract amounts and item quantities are considered for the 30%-with-own-forces requirement. Added work through change orders and overruns are not to be further evaluated to meet the 30% requirement.  
2. See definition of subcontractor under Item 1 and special provisions to Item 1. Submit individual forms for each subcontractor.
3. Requires TxDOT to perform a CUF review.
4. General description of the work to be performed by the subcontractor. No other detail needed.
5. See Item 8 for definition of Specialty Item.
This submission is required at the preconstruction meeting unless otherwise agreed. Please reference the 2014 standard specifications unless otherwise indicated.

The following designates are submitted:

**Superintendent:**
(Reference Section 5.5)  
Phone Number:  
Email:

**Contractor Safety Point of Contact:**
(Reference Section 7.2.1)  
Phone Number:  
Email:

**DBE Liaison Officer:**
(Federal Aid Only - Reference DBE Special Provision Section 2.3.1.)  
Phone Number:  
Email:

**SBE Liaison Officer:**
(Wholly State Funded Only - Reference SBE Special Provision Section 2.1.2.6)  
Phone Number:  
Email:

**Payroll Officer:**
To provide a point of contact for questions/issues regarding payroll.  
Phone Number:  
Email:

**Contractor Responsible Person for Traffic Control (CRP):**
Phone Number:  
Email:

**CRP Alternate:**
(Reference Section 7.2.6.1)  
Phone Number:  
Email:

**Flagger Instructor:**
(Reference Section 7.2.6.2. and Section 7.2.6.5)  
Phone Number:  
Email:

**Project Scheduler:**
(Reference Section 8.5.1)  
Phone Number:  
Email:

**Contractor Responsible Person for Environmental (CRPE):**
Phone Number:  
Email:

**CRPE Alternate:**
(Reference Item 506, Section 3.3)  
Phone Number:  
Email:

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**Contractor Authorized Representative**

*By signing this submission, the contractor certifies that required training is complete in accordance with contract specifications (flaggers, environmental, other work zone personnel, law enforcement, etc.).*

**Name & Title:**

**Signed:**  
**Date:**
Special Provision to Item 7
Legal Relations and Responsibilities

Item 7, “Legal Relations and Responsibilities,” of the Standard Specifications is amended with respect to the clauses cited below. No other clauses or requirements of this Item are waived or changed.

Section 2.6.2, “Flaggers,” the first paragraph is replaced by the following:

Flaggers. Designate in writing, a flagger instructor who will serve as a flagging supervisor and is responsible for training and assuring that all flaggers are qualified to perform flagging duties. Certify to the Engineer that all flaggers will be trained and make available upon request a list of flaggers certified to perform flagging duties.

Section 2.6.5, “Training,” is supplemented replaced by the following:

2.6.5  Training. Workers involved with the traffic control must be trained using Department-approved training, except in the case of Section 7.2.6.4, “Other Work Zone Personnel” who may be trained using Contractor-developed Training in lieu of Department-approved Training.

Certify to the Engineer that workers involved in traffic control and other work zone personnel have been trained and make available upon request a copy of the certification of completion to the Engineer. Ensure the following is included in the certification of completion:

• name of provider and course title,
• name of participant,
• date of completion, and
• date of expiration.

Coordinate enrollment, pay associated fees, and successfully complete Department-approved Training or Contractor-developed Training. Training is valid for the period prescribed by the provider. If no training period is prescribed by the provider, then training is valid for 3 yrs. from the date of completion. The Engineer may require training at a frequency in lieu of the period prescribed based on the Department’s needs. Training and associated fees will not be measured or paid for directly but are considered subsidiary to pertinent Items.

2.6.5.1.  Department-approved Training. Department-approved training is listed below. For Section 7.2.6.5.1.4., “Other Work Zone Personnel”, the Contractor may use Contractor-developed Training in lieu of Department-approved Training.

2.6.5.1.1  Contractor Responsible Person and Alternate.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Traffic Safety Services Association</td>
<td>Traffic Control Supervisor</td>
</tr>
<tr>
<td>National Highway Institute</td>
<td>Design and Operation of Work Zone Traffic Control, Work Zone Traffic Control for Maintenance Operations</td>
</tr>
</tbody>
</table>
1. Both classes are required in order to equal the level of training taught in a single class by other providers.

### 2.6.5.1.2. Flagger Instructor Training

<table>
<thead>
<tr>
<th>Provider</th>
<th>Course Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Traffic Safety Services Association</td>
<td>Flagging Instructor Training</td>
<td></td>
</tr>
<tr>
<td>Texas Engineering Extension Service</td>
<td>Train-the-Trainer Flaggers</td>
<td></td>
</tr>
<tr>
<td>National Safety Council</td>
<td>Flagger Instructor Training</td>
<td></td>
</tr>
<tr>
<td>University of Texas at Arlington, Division for Enterprise Development</td>
<td>Certified Instructor: Qualified Flagger Training</td>
<td></td>
</tr>
</tbody>
</table>

### 2.6.5.1.3. Law Enforcement Personnel

<table>
<thead>
<tr>
<th>Provider</th>
<th>Course Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Highway Institute</td>
<td>Safe and Effective Use of Law Enforcement Personnel in Work Zones</td>
<td></td>
</tr>
</tbody>
</table>

### 2.6.5.1.4. Other Work Zone Personnel

<table>
<thead>
<tr>
<th>Provider</th>
<th>Course Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Traffic Safety Services Association</td>
<td>Traffic Control Technician</td>
<td></td>
</tr>
<tr>
<td>Texas Engineering Extension Service</td>
<td>Work Zone Traffic Control</td>
<td></td>
</tr>
<tr>
<td>National Highway Institute</td>
<td>Maintenance of Traffic for Technicians</td>
<td></td>
</tr>
<tr>
<td>National Highway Institute</td>
<td>Maintenance Training Series: Basics of Work</td>
<td></td>
</tr>
</tbody>
</table>
2.6.5.2 Contractor-developed Training. Develop and deliver Contractor-developed Training meeting the minimum requirements established by the Department. The outline for this training must be submitted to the Engineer for approval at the preconstruction meeting. The CRP or designated alternate may deliver the training in lieu of the Department-approved training. The work performed and materials furnished to develop and deliver the training will not be measured or paid for directly but will be considered subsidiary to pertinent Items.

For Contractor Developed Training, maintain a log of attendees. Make the log available upon request. Ensure the log is legible and includes the following:

- printed name and signature of participant,
- name and title of trainer and,
- date of training.

2.6.5.2.1 Flagger Training Minimum Requirements. A Contractor’s certified flagging instructor is permitted to train other flaggers.

2.6.5.2.2 Other Work Zone Personnel Minimum Requirements. Contractor-developed Training must provide information on the use of personnel protection equipment, occupational hazards and health risks, and other pertinent topics related to traffic management. The type and amount of training will depend on the job duties and responsibilities. Develop training applicable to the work being performed. Develop training to include the following topics:

- The Life You Save May Be Your Own (or other similar company safety motto)
- Purpose of the Training
  - It’s The Law
  - To make work zones safer for workers and motorists
  - To understand what is needed for traffic control
  - To save lives including your own
- Personal and Co-Worker Safety
  - High Visibility Safety Apparel: Discuss compliant requirements; Inspect regularly for fading and reduced reflective properties; If night operations are required, discuss the additional and appropriate required apparel in addition to special night work risks; If moving operations are underway, discuss appropriate safety measures specific to the situation and traffic control plan.
  - Blind Areas: A blind area is the area around a vehicle or piece of construction equipment not visible to the operators, either by line of sight or indirectly by mirrors. Discuss the “Circle of Safety” around equipment and vehicles; Use of spotters; Maintain eye contact with equipment operators; Use of hand signals.
  - Runovers and Backovers: Remain alert at all times; Keep a safe distance from traffic; Avoid turning your back to traffic and if you must then use a spotter; Stay behind protective barriers, whenever possible. Note: It is not safe to sit on or lean against a concrete barrier, these barriers can deflect 4+ feet when struck by a vehicle.
  - Look out for each other, warn co-workers
  - Be courteous to motorists
  - Do not run across active roadways
  - Workers must obey traffic laws and drive courteously while operating vehicles in the work zones.
  - Workers must be made aware of company distracted driving policies
Special Provision to Item 506
Temporary Erosion, Sedimentation, and Environmental Controls

Item 506, “Temporary Erosion, Sedimentation, and Environmental Controls,” of the Standard Specifications is amended with respect to the clauses cited below. No other clauses or requirements of this Item are waived or changed.

**Article 506.1., “Description.”** The second paragraph is voided and replaced by the following.

Contractor is considered primary operator to have day-to-day operational control as defined in TPDES GP TXR150000.

1.1. For projects with soil disturbance of less than 1 acre, no submittal to TCEQ will be required but Contractor will follow SWP3. For projects with soil disturbance of 1 acre to less than 5 acres a small site notice will be posted at the site. For projects with soil disturbance of 5 acres or more a notice of intent (NOI) is required and a large site notice posted at site. Postings will be in accordance with TPDES GP TXR150000. Postings not associated with project specific locations will be in same location as Department’s postings.

1.2. **Notice of Intent (NOI).** Submit a NOI, if applicable, with the TCEQ under the TPDES GP TXR150000 at least 7 days prior to commencement of construction activities at the project site. Provide a signed copy to the Engineer and any other MS4 operators at the time of submittal. The Department will submit their NOI prior to contractor submission and will provide a copy for Contractor’s use in completing the Contractor’s NOI form.

1.3. **Notice of Change (NOC).** Upon concurrence of the Engineer, submit a NOC, if applicable, to the TCEQ within 14 days of discovery of a change or revision to the NOI as required by the TPDES GP TXR150000. Provide a signed copy of the NOC to the Engineer and any other MS4 operators at the time of submittal.

1.4. **Notice of Termination (NOT).** Upon concurrence of the Engineer, submit a NOT, if applicable, to the TCEQ within 30 days of the Engineer’s approval that 70% native background vegetative cover is met or equivalent permanent stabilization have been employed in accordance with the TPDES GP TXR 150000. Provide a signed copy of the NOT to the Engineer and any other MS4 operators at the time of submittal.

**Section 506.3.1, “Contractor Responsible Person Environmental (CRPE) Qualifications and Responsibilities,”** is supplemented by the following:

3.1. **Contractor Responsible Person Environmental (CRPE) Qualifications and Responsibilities.** Provide and designate in writing at the preconstruction conference a CRPE and alternate CRPE who have overall responsibility for the storm water management program. The CRPE will implement storm-water and erosion control practices; will oversee and observe storm water control measure monitoring and management; will monitor the project site daily and produce daily monitoring reports as long as there are BMPs in place or soil disturbing activities are evident to ensure compliance with the SWP3 and TPDES General Permit TXR150000. **Daily monitor reports shall be maintained and made available upon request.** During time suspensions when work is not occurring or on contract non-work days, daily inspections are not required unless a rain event has occurred. The CRPE will provide recommendations on how to improve the effectiveness of control measures. Attend the Department’s preconstruction conference for the project. Ensure training is completed as identified in Section 506.3.3., “Training,” by all applicable personnel before employees work on the project. Document and **submit maintain and make available upon request,** a list, signed by the CRPE, of all applicable Contractor and subcontractor employees who have completed the training. Include the employee’s name, the training course name, and date the employee completed the training. **Provide the most current list at the preconstruction conference or before SWP3 or soil disturbing activities. Update the list as needed and provide the updated list when updated.**

**Section 506.3.3., “Training,”** is supplemented by the following:
Training is provided by the Department at no cost to the Contractor and is valid for 3 yr. from the date of completion. The Engineer may require the following training at a frequency less than 3 yr. based on environmental needs:

- “Environmental Management System: Awareness Training for the Contractor” (English and Spanish) (Approximate running time 20 min.), and
- “Storm Water: Environmental Requirements During Construction” (English and Spanish) (Approximate running time 20 min.).

The contractor responsible person environmental (CRPE), alternate CRPE designated for emergencies, Contractor’s superintendent, Contractor, and subcontractor lead personnel involved in soil disturbing or SWP3 activities must enroll in and complete the training listed below and maintain and make available upon request provide the certificate of completion to the Engineer before performing soil disturbing or SWP3 activities on the project. Training is provided by a third party and is valid for 3 years from the date shown on the Certificate of Completion. Coordinate enrollment as prescribed by the Department and pay associated fees for the following training:

- “Revegetation During Construction”
- “Construction General Permit Compliance,” and
- “Construction Stage Gate Checklist (CSGC).”

Training and associated fee will not be measured or paid for directly but are subsidiary to this Item.
Night Time Operations: Focus should be placed on projects with a nighttime element.

Traffic Control Training: Basics of Traffic Control.

- Identify Work Zone Traffic Control Supervisor and other appropriate persons to report issues to when they arise.
- Work Zone Traffic Control Devices must be in clean and in undamaged condition. If devices have been hit but not damaged, put back in their correct place and report to traffic control supervisor. If devices have been damaged, replace with new one and report to traffic control supervisor. If devices are dirty, faded or have missing or damaged reflective tape clean or replace and report to traffic control supervisor. Show examples of non-acceptable device conditions. Discussion on various types of traffic control devices to be used and where spacing requirements can be found.
- Channelizing Devices and Barricades with slanted stripes: Stripes are to slant in the direction you want traffic to stay or move to; Demonstrate this with a device.
- Traffic Queuing: Workers must be made aware of traffic queuing and the dangers created by it. Workers must be instructed to immediately notify the traffic control supervisor and other supervisory personnel if traffic is queuing beyond advance warning sign and devices or construction limits.
- Signs: Signs must be straight and not leaning. Report problems to the traffic control supervisor or other as designated for immediate repair. Covered signs must be fully covered. If covers are damaged or out of place, report to traffic control supervisor or other as designated.
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- “Revegetation During Construction”
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- “Construction Stage Gate Checklist (CSGC).”

Training and associated fee will not be measured or paid for directly but are subsidiary to this Item.
I. Welcome, introduction of all present and identify project (location, limits, etc.)
   Prime Contractor: ____________________________

II. Escalation Ladder - Attachment A: Identify Role of TxDOT Project Staff and Prime Contractor Staff

III. Purpose of meeting - This meeting is in accordance with department policy in order for personnel of TxDOT, the Contractor, Utility Companies, Law Enforcement Agencies, etc., to discuss the schedule and methods of operation, and acquaint all concerned with lines of authority and communication while promoting greater safety.

IV. Partnering/Project Pledge (reading is optional) & Sign (required-attachment B) - 2014 Standard Specifications, Item 4, Article 3, POLICY MEMO partnering program 7/30/2010.

V. Project Issues (use this section for project specific discussion items)
VI. Close Pre-Construction Meeting

VII. Safety Meeting - 5/15/13 Policy Memo - Requirement for a Pre-Con Safety Meeting, John A Barton, P.E.

Attachment A - Escalation Ladder
Attachment B - Partnering/Project Pledge
Attachment C - Safety Meeting
Attachment D - TxDOT Required Documentation
Attachment E - Prime Contractor's Required Documentation
Attachment F - Sign In Sheet
Attachment G - Reference Guide
Attachment H - if needed - Environmental Special Issues
Issue Escalation Ladder Guidelines

1. Maximum of 10 business day to resolve an issue that includes all level.
2. Resolve all issues at the informal level, whenever possible.
3. Escalate unresolved issues as quickly as possible.
4. Escalate issues up the ladder whenever:
   - the partners cannot agree on the decision.
   - the partners do not have the authority to make the decision.
   - an issue is threatening to delay the project.
   - an issue is threatening to damage the Partnering relationship.
5. Escalate issues evenly up both sides of the ladder, and let go of the issue when it goes to the next level.
6. Present all the facts to the decision makers, not just the facts that support your side of the argument.
7. Agree to disagree, and disagree without being disagreeable.
8. Do not skip levels or "leap-frog" up the ladder. Upper level partners should insist that the ladder be used.
9. Keep partners at lower levels informed of progress in the resolution process as it develops.
10. Return the agreed upon decision to field personnel as quickly as possible, once the issue is resolved. When an issue is resolved at a higher level, all parties must accept the decision and work together to resolve the issue.
Pre-Construction Conference - Safety Meeting

I. Introduction and Statement of Purpose of Meeting
   • Welcome and introduction of those present.
   • Purpose of meeting: This meeting is in accordance with Department policy in order for personnel of the TxDOT, Contractor, Law Enforcement Agencies, etc., to discuss work zone safety.

II. Project Safety
   • Encourage continued focus on safety and to do even more than what we do today, to reduce/eliminate the tragic accidents that happen that have taken the lives of our transportation family members.
   • Discuss Best Practices for Safety by TxDOT and the Contractor. ie. Blind spots, parking, storage locations of materials.
   • Encourage partnership on the project to ensure work zone safety is our top priority.
   • Time, Location, Frequency of Contractor’s Safety Meetings. Inspection staff is encouraged to attend.

III. Traffic Control Plan
   • Discuss each Phase and/or Milestone.
   • Discuss Limitations for Construction Work Method.
   • Discuss the use of additional signs, pavement markings, trail blazing.
   • Addition Police, Message Trailers or, Speed Trailers.
   • Discuss available training and Special Provision 007-001.
   • Discuss width restriction for loads, Hurricane Zone Route.

Storage of Equipment and materials
   • Stress importance of keeping traveled roadways clear.
   • Stress importance of clear zones.

Safety Meeting Notes
Pre-Construction Conference - **TxDOT's Required Documentation**

Area Office: ____________________________  Date: ____________________________
Control: ____________________________  Highway: ____________________________
Project: ____________________________  County: ____________________________

**To be completed by TxDOT Area Office**

Brief Project Overview/Scope of Work:

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<th>Name</th>
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<td>DRPe (SW3P):</td>
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<td>Time Begins:</td>
<td>EPIC plan sheet #:</td>
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<td>MOH Deadline:</td>
<td>SW3P day of inspection:</td>
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<td>Police Affected:</td>
<td>*Stage Gate Checklist Date:</td>
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*if applicable coordinate date with DEQC after anticipated work start received from prime

If Applicable: 3rd Party / Utility Contacts

3rd prty Inspector: ____________________________

3rd prty Monthly Estimate Quantity Due Date: ____________________________

*if applicable coordinate date with DEQC after anticipated work start received from prime

AO - forward Attachment D & E to prime
Prime to complete Attachment E
AO - provide prime with Material Sourcing Letter (excel file)
AO - provide prime contractor with Commercial Lab Form

Attachment D
Pre-Construction Conference - **Prime Contractor’s Required Documentation**

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**To be completed by Prime Contractor**

Electronic Submittal of the following is required prior to the pre-construction meeting.

- Form 2795, Contractor Staff Designee Submission
- Subcontractor Approval Request
- Contractor’s NOI per Special Provision 506-003 (if applicable)
- Complete Material Sourcing Letter
- Complete Commercial Lab Form for Special Provision 006-001 (if applicable)

**Project Schedule** - Submit Bar or CPM as required by contract; prior to or day of pre-construction meeting.
Pre-Construction Conference - **Sign In Roster**

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