



TRANSPORTATION CABINET

Frankfort, Kentucky 40622
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CONSTRUCTION AND DESIGN JOINT MEMORANDUM

DESIGN MEMORANDUM No. 02-06

CONSTRUCTION MEMORANDUM No. 05-06

TO: Chief District Engineers
 Director, Division of Maintenance
 Construction TEBMs
 Design TEBMs
 Resident Engineers
 Active Consultants

FROM: Greta Smith, P.E.; Acting Director, Division of Construction
 David E. Kratt, P.E.; Director, Division of Highway Design

DATE: August 11, 2006

SUBJECT: Policy for KPDES Permit Documentation

In order to comply with the Kentucky Division of Water (DOW) requirements for KPDES permits for contracts which disturb one acre or more, the following changes for submitting KPDES notice of intent (NOI), preparing the appropriate Best Management Practices (BMP) plan, and filing the notice of termination (NOT) will be effective beginning with the October 27, 2006 letting.

- The Division of Design will place forms (with instructions/examples) for the NOI and BMP in Project Wise and the Division of Contract Procurement will place forms in Transport systems, as appropriate. The project manager and/or the design engineer will be responsible for putting information on these documents (as detailed by the instructions) and assuring they are included with the Bid Documents.
- After the project is awarded, the district Construction Branch manager will complete the NOI by adding the required dates and obtaining the Chief District engineers' (CDE) signature. The completed form is to be mailed to the DOW at least 48 hours before the subject operations begin on the contract.
- CDEs will sign a letter addressed to the DOW designating the individual responsible for signing reports on behalf of the Transportation Cabinet for the contract. BMP plans and related documents are considered reports.
- After the contract is awarded, the Resident Engineer and the responsible contractor will complete the initial BMP plan according the Standard Specifications, Section 213.03.01. They will also be responsible for revising the BMP plan to current status as the contract progresses. The BMP plans prepared using this procedure replaces Form TC 63-60.
- When the contract is complete the Construction Branch Manager will complete the NOT, obtain the signature of the CDE and forward the document DOW.

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- Districts are responsible for maintaining all KPDES related documents. The regulation requires document retention for three years or one year following submission of the NOT. A copy of the signed NOI, the CDEs letter delegating signature authority, the BMP plan, all inspection reports, all memos and correspondence and the NOT are to be placed in a contract folder on the district file server (see attached guidance on file management). Additionally, hard copies of these documents are to be mailed to the Division of Construction for retention with the contract files. The file names are to be as follows:

BMP Plans	(PCN) + BMP Plan
Notice of Intent	(PCN) + NOI
Inspection	(PCN) + INSP + (Date as yyyyymmdd)
Notice of Termination	(PCN) + NOT
CDE Letter of Delegation	(PCN) + LTR of Delegation
Memos	(PCN) + Memo + (Date as yyyyymmdd)
Letters	(PCN) + Letter + (Date as yyyyymmdd)
Five Day Letters	(PCN) + 5 day Letter + (Date as yyyyymmdd)

The folders on the district file server are to be in folders as follows:

DOTD##FS1_SYS/DATA/CONST/ErosionControlReports/Crew###/PCN06####/*.*

There should be a separate folder for each project. The number 06 in the file name will change with each years letting.

This file naming convention applies to projects let October 27, 2006 and later.

Attached to this memorandum are:

KPDES Permit BMP Plan Template
KPDES Permit BMP Plan Template instructions
KPDES Permit Notice of Intent
KPDES Permit Notice of Termination

GM:DEK:DJ:SJ

Attachment