#### **CHAPTER 12A – DAILY REPORTS / DIARIES**

Day-to-day records of Project activity and progress are extremely important. The Project Manager (PM) is responsible for ensuring Project Records are kept, and that they are accurate and adequate records of the progress of the Project.

The following forms are used to record project progress information, and are discussed in detail in this chapter:

- 12A-1: <u>General Daily Progress Report, form 734-3474</u>, (<u>Structure Coating Daily Progress Report, form 734-1789</u>, may be used for structural coating work)
- 12A-1: Project Manager's Diary, form 734-3120
- 12A-2: Traffic Control Inspection Report, form 734-2474
- 12A-3: Erosion Control Monitoring, form 734-2361
- 12A-4 <u>Turbidity Monitoring Report, form 734-2755</u>
- 12A-5: Material Daily Progress Report, form 734-2599
- 12A-6: Report of Motor Vehicle Accident or Hazardous Material Incident Observed or Investigated by Employee, form 734-3589 and Report of Damage to Highway Structure, form 734-3373

Use the most current forms available on the Construction Section Website at:

http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/HwyConstForms1.shtml.

# 12A-1 \*GENERAL DAILY PROGRESS REPORT /PROJECT MANAGER'S DIARY

All personnel associated with the Project (*Inspector, Asst. PM, Project Coordinator, QCCS, etc.*) must use the <u>General Daily Progress Report form 734-3474.</u> [See Example at end of this section] or the <u>Project Manager's Diary, form 734-3120</u> to record Project activities and events. The <u>Structure Coating Daily Progress Report, form 734-1789</u> may be used for structural coating work. The PM must ensure that all appropriate information for a Project is recorded on a daily basis.

If the PM uses form 734-3474 or 734-1789 (Daily) as well as form 734-3120 (Diary), the same information does not need to be recorded on both forms. The forms are meant to supplement each other, not to include duplicate information.

It is very important to record each days Work and the resources used for activities; **especially those that are impacting the Project schedule**. This needs to be done daily.

It is often beneficial to augment the record of events or situations with sketches, pictures, videotape recordings, or other methods.

<sup>\*</sup> All marked text updated October 2013

On large Projects, each Inspector assigned to a major operation must keep a separate General Daily Progress Report or diary. The PM and other key Project personnel must record Project information, including:

- Weather, Contractor personnel, and Equipment (including a list of Equipment downtime and Subcontractors).
- Location and description of the Work and estimated quantities performed that day.
- Arrivals and departure of major Equipment.
- Condition of traffic control and Roadway. Also record significant changes or problems with traffic control and devices.
- Significant communications with the Contractor, especially those pertaining to Work schedule, Work methods, Materials, or payment.
- Orders and directives given the Contractor. The PM must also send a memo or letter to confirm significant verbal instructions or agreements.
- References to significant letters, minutes of meetings and attendees, reports, photographs, telephone conversations, etc.
- Disagreements with the Contractor over Work quality or performance, including rejected Work or Materials. List reasons for disagreement, and specific reasons why Work and/or Materials were rejected.
- Delays, difficulties, accidents, Utility damages, and other unusual conditions.
   Describe factors or conditions that may hinder the Contractor's operations and cause delays. Also include the time of suspending or resuming Work and explanations.
- Comparison between scheduled Work activities (from Contractor's schedule) and actual Work activities. Explain differences.
- Significant visits or communications within Agency or with FHWA, Utilities, local officials, or property owners.
  - Days or periods when no Work is in progress or no Work was accomplished and reasons why.

The diaries and daily or other reports are meant to supplement each other and do not need to contain identical information. The daily diaries and reports are considered public records. Include only factual information in them. Do not include personal remarks and opinions regarding operations and/or personnel on the Project.

Submit the original General Daily Progress Reports and Project Manager Diaries with the final Project documentation. Arrange the reports in chronological order and assemble them into pads. <u>Daily Progress Report (Cover)</u>, form 734-1825D may be used On larger projects group General Daily Progress Reports by Inspector. [Refer to Chapter 37 – Submittal of Final Project Documentation]

The PM must also ensure that other needed reports, including those discussed below are completed as required.

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General Daily Progress Report			
Oregon Highway Construction	20 Aug 2013		
Project Name (Section)	Work Date		
Materials Rejected	Photo(s)	Yes	X No
None			
Project Visitors	Photo(s)	Yes	⊠ No
ODOT QA technician, lam Checking, on-site at 1230 and took required density tests on first lift of paving. The lift pass	ed		
with 92.8% compaction.			
Remarks	Photo(s)	X Yes	No
Include condition of traffic control and roadway; important discussions with contractors regarding rejected work or materials and re utility damage and other unusual conditions and events; arrivals and departures of major equipment, visitors.	asons; delays, diffi	culties, acc	idents,
-Paving Crew on-site at 0730. Joe Tester, QC Tech from Foundation Engineering, on-site at 0800. Paving started			
at CN/CL intersection and proceeded south on CN alignment. Check with Joe Asphalt shows that all five trucks are loaded and on the road at this time.			
-Discussed the need for tack application to sawcut edge of existing roadwayConfirmed with Joe Tester 91% first lift and 92% second lift compaction requirements.			
-Also confirmed each lift will be in separate lots.			
-First truck of mix on-site at 0810 and paving started at 0830Noted that inspection of sawcut edge was not tacked.			
-First lift of paving completed at 11:45 AM.			
-Paving 2nd lift began again at CN/CL intersectionFirst lift compaction passed with 92.3%.			
-It began to rain at 1630.			
-Discussed with Joe Asphalt(Foreman) the rain procedure The last five trucks began at Station 113+20 (paint mark made on existing roadway).			
-Foreman is confident that the last trucks will cover the remaining portion of lift 2.			
-Foreman also said that each truck will be tarpedThere is no standing water in area but foreman is warned that he is proceeding at his own risk			
Paving finished at 1715.			
-Rolling finished at 1745Foreman said paving for tomorrow is canceled as grade crew did not bring up to grade the CL widening.			
-Joe tester showed that 2nd lift passed compaction with 92.8%.			
Continuation of Traffic Control -  -Pictures were taken.			
-TCD removed at 1800.			
Inspection of job-site showed Stop/Street Sign at station CL 35+18 has not been re-installed.  -TCS was notified and returned to job-site with laborer at 1900.			
-Sign re-installed; TCS and laborer left at 1945			
734-3474 (5-3012) http://www.oregon.gov/000T/HMY/CONSTRUCTION/hwyConstf-orms1.shtml			2

#### 12A-2 \*TRAFFIC CONTROL INSPECTION REPORT

Some Projects require the Contractor to employ a Traffic Control Supervisor (TCS) to perform the duties specified in Subsection 00225.32 of the Contract.

One of the duties of the TCS is to complete a daily report on the Project traffic control and submit it to the PM. The TCS must use the <u>Traffic Control Inspection Report, form 734-2474</u>. [See example on the next page.]

If required by Subsection 00225.60, the Contractor's Superintendent or designee will perform the daily traffic control inspection, monitoring, and reporting. If the TCS is not on the jobsite and no payment is made under the TCS Pay Item for that day (or if the Project does not have a TCS Pay Item) the Contractor is responsible for preparing and submitting this report to the PM.

Once submitted, the PM or designated representative will sign form 734-2474 and note the information on the General Daily Progress Report form 734-3474.

The PM must review the Traffic Control Inspection Reports to ensure that traffic control is properly performed and maintained. All problems that are identified must be immediately resolved by the Contractor.

The PM will submit the original <u>Traffic Control Inspection Report, form 734-2474</u>, with the final Project documentation. Arrange the reports in chronological order and bind them into pads. [*Refer to Chapter 37 – Submittal of Final Project Documentation*]

<sup>\*</sup> All marked text updated October 2013

Oregon Department																	
of Transportation					Traf	ic C	0	ntro	l Inspection	Report							
Project Informatio	on																
Construction Manual	Chapt	er12A	-Form E	xample	2						6/27/2012	12345					
Project Name (Section)											Date	Contract No.					
Ronald Pylon TCS							_		Today's Operation	S (includequeues, traffi	c conditions, TCM cleanlines	/performance,&TCP maint)					
	6:30 /	M		5	:00 PM							grinding and paving					
_	D	eparture Thu				operations. Permanent bridge closure maintained. Traffic Conditions were light all day with no queueing.											
Day	,   0   0   0   0					Fri		Sat	ctly for the days								
Weather							operations.  Moved PCMS Message board from I5 SB to I5 NB at Sta. 36+850 to an Exit 45 ramp closure that is scheduled to occur 6/29/2012.										
Temp	10°-32°	32°-50°	50°-70°	70°-83°	Over 83°		-		0.00 +=11.00 ===	Th	h h sides a b access a se	and a maile a mail and an and					
	Calm	9:00 to 11:00 am - Three trucks with bridge beams arrived on site and were directed into bridge dosure with minor delays to traffic.															
Wind	O	Low	Med	High					5:00pm - Checked	all Traffic Contr	Ill Traffic Control Devices removed from the road and wo						
Humidity	0	•	0	0			_		zone open to traff		ne control bevices lemoved from the road and work						
Stage and Phase of Pr	roject (	includ	e TCP#):	Stage	1												
TM Drawin	ıg#								Le	ocation							
TM800, 2C-4 throu	ugh 2C	-8	Station	n 36+85	0 to 38	<b>⊦900</b>											
TM 840			Station	n 37+33	80 to 38	+430											
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Pilot Vehicle		1	1			6/27/12 / 6			M Various			/					
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3:45 PM, Driver fell asl able to walk away from installed before end of	m the s											ces arrived. Driver was w Barricade and sign					
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TCS's Signature	17					TCS	s١	Name (pr	inted)	Certifi	cation Number	Date					
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ODOT Inspector's Signature			-						r's Name (printed)		cation Number	Date					
734-2474 (07-2012)									iject Manager; cc Project   /HWY.CONSTRUCTION/hwyC	•		1 of 2					

#### 12A-3 \*EROSION CONTROL MONITORING (NPDES REPORTS)

The Department of Environmental Quality requires that construction activities, under the authority or jurisdiction of a public agency, comply with the National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit.

Although the NPDES permit is issued to the public agency, it is incorporated into the Contract and the Contractor must comply with the terms of the permit. The permit requires the Contractor to implement and maintain erosion and sediment control measures for storm water discharge. The permit also requires site inspections and monitoring reports be prepared for active Projects.

The Project Plans typically include an Agency-developed Erosion and Sediment Control Plan (ESCP). If changes are made, the Contractor is required to submit an updated ESCP.

The Contractor is required in 00280.62 to perform and document site inspections. Completed <u>Erosion Control Monitoring</u>, form 734-2361 for each inspection must be submitted to the Engineer.

Throughout the Project, the PM must:

- Work closely with the Contractor when modifications are made to the ESCP or the erosion/sediment control devices.
- Periodically and after significant weather events, inspect the erosion control devices are in place, operating properly, and maintained throughout the Project.
- Complete an Erosion Control Monitoring Form 734-2361 for each inspection.
- Make certain the Contractor has inspected and submitted the Erosion Control Monitoring reports according to the schedule requirements of the NPDES Permit.
- Consider withholding payment or suspension of Work for noncompliance issues (i.e. missing erosion control monitoring reports and deviations from the ESCP, etc.)
- If a discrepancy or an issue arises on the Project, contact the Region Environmental Coordinator.

The minimum monitoring requirements for all Projects include:

- Inspect all erosion control facilities at least once every seven (7) Calendar Days for active sites and every 14 Calendar Days for inactive sites.
- Inspect within 24 hours after more than 0.5 inches of rain within a 24 hour period.
- Inspect daily during stormy periods or periods of snow melt when runoff occurs daily.

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<sup>\*</sup> All marked text updated October 2013

During active construction, the ESCP must be kept at the construction site.

After construction is complete, submit the Erosion Control Monitoring forms with the final Project documentation. Arrange the reports in chronological order and assemble them into pads. [Refer to Chapter 37 - Submittal of Final Project Documentation]

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PROJECT NAME (SEC	TION)					CONT	RACT NO.		
CONSTRUCTIO	N MANUAL FO	R EXAMPL					2345		
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MAIN HIGHWAY			MARIO	V		NAME & TIT			
						James D	oo little, Enviro	onmental Ma	nager
PRIME CONSTR			ITROL EACIL	ITIES AND A	CCE S S ROA	D SURFACING	2		
LOCATION			SCRIPTION	TILE AND A	COLUNION		IVENESS	DAT	E(S)
Sta 38+500	Supported Sil	t Fence an	d Sedimen	t Traps		Good			1/12/2009
Sta 40+280	Non-Supporte	ed Silt Fend	e and Stra	w Bales		Good			1/12/2009
	+								
	+								
	+								
	VISIBL			SION LEAV	NG THE CO	N STRUCTION			
LOCATION		DE	SCRIPTION			EFFECT	IVENESS	DAT	E(S)
	+								
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RECEIVING WATERS:			R LAKE ETC.			(0) Allo 001	(D)	•	
LOCATION - U/D			OBSERVAT	IONS/ACTIO	NSTAKEN			DAT	E(S)
25' U - Little Creek	No difference	in water d	arity or cold	or 25' U of I	Little Cr. ou	utlet into Ste	arns Bay		1/12/2009
COMMENTS AND GEN	IFRAL SITE COND	ITIONS							
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measurable erosio	n leaving treproj	ect site. Sed	ilment traps	were all dea	med and di	amage was v	isibiy impro ved	1.	
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		RAINFALLS	0.25"	0.50"	Trace				
		ENDING	1/12/09	1/13/09	1/14/09	1/15/09	1/16/09	1/17/09	1/18/09
PREPAREDBY		CERTINO.	TELEPHONE			MONITORING			
Iames Dolittle.	ESC M	85541	(503) 980-0			January 12 -			
MINIMUM MONITORING A					es at least eve			nd two weeks o	n hactive
sites. Inspect daily during s	torm water or snowme	it runoff and with	hin 24 hours afte	r more than 1/2					
for additional information. For									
		ISTRIBUTION: O	RIGINAL TO AGE	NCY PROJECT M	ANA GER - COPY	TO ORIGINATOR			

#### 12A-4 TURBIDITY MONITORING AND REPORTING ("In-water Work")

The <u>ODOT Technical Bulletin GE09-03(B)</u> defines the turbidity monitory requirements included in the Contract to comply with the Clean Water Act (CWA) Section 401 Water Quality Certification.

This requirement will **only** apply to Projects with an Army Corps of Engineers CWA Section 404 permit/and or Department of State Lands (DSL) Removal/Fill permits. Turbidity monitoring and reporting is required for Projects with active "in-water" work when there is a potential for sediment discharge, and for Projects involving wetlands. The specific monitoring and reporting requirements will be defined in the Project Special Provisions and the Project-specific permits.

The PM must ensure that all required monitoring and reporting is done by the Contractor per the permit requirements. The Contractor will perform the turbidity monitoring and document the results on the <u>Turbidity Monitoring Report</u>, form 734-2755 unless otherwise specified in the Project-specific permit(s).

The Turbidity Monitoring Reports must be kept on the Project Site and be available for inspection at all times. Failure to monitor and present the monitoring reports when requested by the appropriate agencies constitutes a violation of the 404-Permit and/or 1200-CA permit. This may result in enforcement action against the Contractor which may include civil penalties for each day of violation.

After construction is complete, submit the original Turbidity Monitoring Report forms with the final Project documentation. Arrange the reports in chronological order and assemble them into pads. [Refer to Chapter 37 – Submittal of Final Project Documentation]

The <u>ODOT Geo-Environmental Section</u> is available for support and guidance to Consultants, Contractors and Agency staff on turbidity monitoring requirements.

#### 12A-5 MATERIAL DAILY PROGRESS REPORT

As required by Standard Specification Subsection 00330.71, on all Projects that have more than 2,500 cubic yards of embankment Material, either excavation or embankment, the Contractor is required to complete a <u>Material Daily Progress Report, form 734-2599</u>. This form documents the quantities of Materials placed and a summary of all tests performed. This form is to be completed daily, and submitted to the PM at least weekly.

The original forms are submitted with the final Project documentation at the completion of the Project. [Refer to <u>Chapter 37 – Submittal of Final Project Documentation</u>] <u>Note</u>: Projects bid after 10/20/2011 will have a Special Provision update of Section 00330 that deletes the requirement.

#### 12A-6 ACCIDENT INVESTIGATION AND REPORTING

When a serious or fatal accident involving the travelling public or a pedestrian occurs within the limits of a construction Project, the PM or Inspector must investigate the accident to:

- 1. Ensure that the traffic control was and is operating adequately and properly. If the traffic control needs to be modified, the PM or Inspector must ensure that it is done immediately by the Contractor.
- Record information that will allow the Agency to adequately defend itself in the event
  of legal action or an insurance claim. If possible take pictures and/or video of the
  accident site. Agency personnel may also be called to testify in private legal actions
  about conditions at the time of an accident.

Complete a Report of Motor Vehicle Accident or Hazardous Material Incident Observed or Investigated by Employee, form 734-3589, when required or requested to do so by others. For more information regarding Project safety and reporting requirements, refer to Chapter 17 – Safety.

Complete an investigation and Report of Damage to Highway Structure, form 734-3373. Submit the form, along with any accident photos and police reports to the Claims Against Others (CAO) Coordinator. Any questions regarding this process should be directed to the CAO Coordinator at (503) 986-3040. [Refer to Chapter 31 – Protection of Work / Responsibility for Damages]