

SECTION I ADMINISTRATION

A) ORGANIZATION

The VDOT ESC & SWM Standards and Specification submittal is a compilation of all plan design/review processes, standards, specifications, and internal contract enforcement documents which are applied to all VDOT regulated land disturbing/development activities. The appendices of this manual provide a catalog of these documents.

The following table categorizes the appendices by resource type, which, as compiled, represent VDOT's ESC & SWM Programs.

Type of Resource	Appendix	Title
Regulatory	A	Virginia Erosion and Sediment Control Law, Regulations, and Certification Regulations
	B	Virginia Stormwater Management Program (VSMP) Permit Regulations
	C	General Permit for Discharges of Stormwater from Construction Activities
ESC Personnel Certification Requirements	D	VDOT Training and Certification Guidance
Plan Design/ Review Guidance and Standards	E	Stormwater Program ESC, SWM, VSMP Construction Permit Requirements Flowchart Instructional and Informational Memoranda
	F	VDOT Road Design Manual Excerpts
Contract Standards and Specifications	G	VDOT Road and Bridge Standards Excerpts and Insertable Sheets
	H	VDOT Road and Bridge Specifications Excerpts
Contract Enforcement and Evaluation Requirements	I	Erosion and Sediment Control Inspection Forms, Related Construction Forms & Memoranda
VDOT SWM Maintenance Program	J	VDOT Stormwater Management Maintenance Program
Environmental Advisory Process	K	Environmental Compliance Report
Modifications to Contract Specifications	L	Special Provisions (Specification or Copy Notes Modifications)
VDOT Contacts	M	Contact Lists
Approvals	N	DCR Approval/Conditional Approval Letter and VDOT Annual ESC & SWM Standards and Specification Table
VDOT/DCR Correlation Table	O	ESC & SWM Specifications - Correlation between DCR & VDOT Guidance Policy
Pending Revisions	P	Nutrient Management Plan (NMP), SWPPP Special Provision, Construction Form C-45

B) PERSONNEL

1. Training and Certification Requirements

VDOT has taken a very proactive approach to ensure that numerous individuals working on VDOT projects have a specified level of Erosion and Sediment Control Certification (in accordance with Virginia Erosion and Sediment Control Law (VESCL) §10.1-561 and §10.1-561) that best correlates with their current job responsibilities. VDOT Training and Certification Guidance define these internal certification requirements (see **Appendix D**).

VDOT's internal certification requirements provide that a minimum of one individual who meets the certification requirements of VESCL §10.1-561.F. to be 1) on-site during regulated land-disturbing activities and 2) in charge of and responsible for carrying out the conditions of site specific erosion and sediment control plans and specifications. This internal VDOT requirement exceeds the minimum requirements as defined in the VESCL §10.1-563.B.

2. Personnel Responsibilities

While VDOT's Commissioner, District Administrators, and Chief Engineer exercise executive authority on behalf of the agency, the following personnel are assigned and/or delegated authority related to ensuring compliance with erosion and sediment control and stormwater management regulations on all VDOT projects within their assigned regions.

a) Hydraulic Engineers

The Hydraulics personnel located in the District and Central Office Sections of the Location and Design Division have overall program management and coordination responsibilities for VDOT's Erosion and Sediment Control, Stormwater Management, and VSMP programs. Hydraulics personnel throughout the state have primary responsibilities for designing/managing and reviewing erosion and sediment control and stormwater management elements of VDOT project plans. VDOT Hydraulic Engineers are the lead design contact for any necessary and/or required plan changes related to hydraulic/hydrologic functions of project sites.

b) Residency Administrator, Program Managers, Project Engineers, Area Construction Engineers, and Project Inspectors

The Residency Administrator is the principle contract enforcement authority and permittee (when applicable) within their assigned regions related to all VDOT land disturbing maintenance activities. The Area Construction Engineer is the principle contract enforcement authority and permittee (when applicable) within their assigned regions related to all VDOT land disturbing construction activities. The Residency Administrator (RA) or the Area Construction Engineer (ACE) may designate Project/Maintenance Engineers, Maintenance Supervisors, Construction Inspectors, and/or Maintenance Superintendents certain levels of contract and/or operational authority. For all environmental compliance issues, the Residency Administrator and the Area Construction Engineers are the principle points of contact. **Appendices A through C** provide the regulatory framework for all of VDOT's ESC & SWM Programs. VDOT plans (as developed utilizing **Appendix E through J**, and all required environmental permits become part of every project's contract documents. The RA and ACE have full authority and responsibility for executing these contract documents and ensuring the contractor's adherence to contract provisions. VDOT Road and Bridge Specifications (**Appendix H**) sections 105, 107 and 108 provide the clearest documentation regarding the responsibilities and authority

of the Residency Administrator and the Area Construction Engineers.

c) Contractors

VDOT projects are constructed by numerous employees of both private firms and VDOT who are certified ESC Contractors by either VDOT or DCR as Erosion and Sediment Control Certified Contractors (certified by either VDOT or DCR) and who meet the certification definitions within VESCL §10.1-561.F. or VDOT specifications. Under VDOT specification 107.14(a), one certified individual is required to be onsite at all times during land disturbing activities. This exceeds the minimum requirements for plan approval as defined in §10.1-563.B of the code of Virginia.

Our Contractors and state forces fulfill our SWM & ESC Programs inspection documentation and frequency requirements through adherence to VDOT Road and Bridge Specification 107.14(a) (see **Appendix H** and **I**) and all other related specifications. These provisions provide the surety of the execution of these requirements and clarify the roles of our Contractors and Inspectors in ensuring that such documented inspections are performed (see S107F and S107G in **Appendix H** and C107 in **Appendix I**).

d) VDOT Points of Contact

The following table represents the key program area contacts:

VDOT Personnel	Area of Responsibility
Residency Administrator	Residency wide project authority <ul style="list-style-type: none">• ESC/SWM/VSMP compliance of maintenance activities• ESC, SWM, VSMP agency liaison
Area Construction Engineer	Residency wide project authority <ul style="list-style-type: none">• ESC/SWM/VSMP compliance of construction activities• ESC, SWM, VSMP agency liaison

Contact list for Residency Administrators and Area Construction Engineers are included as **Appendix M**.