



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

DPW MOI
PWE-01

REPLY TO
ATTENTION OF

IMWE-HOD-PWE

NOV 12 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for Construction Site Storm Water Inspection Program

1. **PURPOSE:** To establish procedures for conducting inspections of construction sites at Fort Hood, to monitor compliance with storm water regulations, and for submitting and responding to inspection reports.

2. **REFERENCES:**

- a. Code of Federal Regulations, Title 40 Protection of Environment.
- b. Texas Administrative Code, Title 30 Environmental Quality.
- c. Texas Pollutant Discharge Elimination System (TPDES) Construction General Permit TXR150000.
- d. Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer Systems (MS4) General Permit TXR040000.
- e. AR 200-1, Environmental Protection and Enhancement.
- f. FH Reg 200-1, Environment and Natural Resources.

3. **OBJECTIVES:**

- a. Provide a seamless Construction Site Storm Water Inspection Program for Fort Hood.
- b. Support the goals of environmental protection and sustainable operations on Fort Hood.
- c. Ensure that construction activities at Fort Hood are performed in a manner protective of human health and the environment, and in accordance with federal and state storm water regulations and permits.

IMWE-HOD-PWE

SUBJECT: Memorandum of Instruction (MOI) for Construction Site Storm Water Inspection Program

4. APPLICABILITY: The Fort Hood Construction Site Storm Water Inspection Program applies to all construction activities within the limits of the Fort Hood military installation, including but not limited to the US Army Corps of Engineers (USACE), Directorate of Public Works, U.S. Military Construction (MILCON), and all other contracted or in-house construction activities.

5. DIRECTORATE OF PUBLIC WORKS ENVIRONMENTAL (DPW-ENV) RESPONSIBILITIES:

a. Provide technical assistance to all construction activities located on the Fort Hood military installation with respect to the requirements of TPDES General Permit No. TXR150000. Assistance generally falls into the following categories:

(1) Provide guidance or other information needed to help designers, contractors, and Soldiers to complete and maintain a Storm Water Pollution Prevention Plan (SWPPP), if required.

(2) Provide support or training whenever possible to all designers, contractors, and Soldiers involved in storm water control design, installation, inspection, or maintenance.

(3) Provide detailed reviews of completed SWPPPs prior to the start of construction activities, if plans are submitted with a sufficient lead time. Provide comments describing deficiencies noted within the SWPPP, and recommend solutions whenever possible.

(4) Maintain a web site detailing the rules and regulations of the TXR150000 construction general permit and provide a model SWPPP and inspection form for use by designers, contractors, government employees, and Soldiers.

b. Maintain a database on all construction activities to include tracking of each required Notice of Intent (NOI), Construction Site Notice (CSN), Notice of Termination (NOT), SWPPP review, site inspection dates, points of contact, and documentation of discrepancies found during inspections.

c. Maintain a current compliance checklist for use during construction site inspections.

6. CONSTRUCTION SITE OPERATORS, PROJECT MANAGERS, AND CONTRACT OFFICER REPRESENTATIVE RESPONSIBILITIES:

IMWE-HOD-PWE

SUBJECT: Memorandum of Instruction (MOI) for Construction Site Storm Water Inspection Program

a. Read, understand, and comply with the requirements of the TPDES Construction General Permit No. TXR150000.

b. Review DPW-ENV construction site inspection reports and submit reply by memorandum as required.

7. CONSTRUCTION SITE STORM WATER INSPECTION PROGRAM PROCEDURES:

a. DPW-ENV will perform periodic construction site storm water inspections, based on project scope and duration, utilizing the enclosed inspection checklist (enclosure 1). Types of inspections to be conducted are as follows:

(1) Initial site inspections are detailed in scope, covering all applicable requirements established in TPDES General Permit No. TXR150000. This inspection will include review of the SWPPP and associated plans, all notices submitted to state and local authorities or posted on-site, record keeping activities, internal inspection procedures and documentation, and the placement, maintenance, and effectiveness of storm water controls at a construction site.

(2) Follow-up site inspections will be conducted after the initial assessment to ensure corrective actions were taken and to ensure continuing compliance with the requirements of TXR150000. Need for a follow-up inspection is determined for each site based on the size and duration of the project, and the number and severity of deficiencies noted during previous inspections.

(3) Routine drive-thru (RDT) inspections to provide timely feedback regarding specific problems observed during the drive-thru.

(4) Final site inspections will normally be conducted during the final project walkthrough. However, if a site will be kept active in order to meet the final stabilization requirements, some follow-up visits may continue even after the final site inspection and acceptance of the project by the installation.

b. After each scheduled inspection, the DPW-ENV inspector will complete an inspection checklist and written report containing an overview of all findings and recommendations. Inspection reports are comprehensive but concise documents, written to define problems or recognize commendable efforts. See inspection report template (enclosure 2).

IMWE-HOD-PWE

SUBJECT: Memorandum of Instruction (MOI) for Construction Site Storm Water Inspection Program

c. After each RDT inspection, the DPW-ENV inspector will complete an RDT inspection form (enclosure 3) containing a description of any deficiencies noted during the drive thru.

d. Construction site status will be determined utilizing Green, Amber, Red and Black ratings. Ratings are based on the level of compliance with the requirements of TPDES General Permit No. TXR150000, and are scored using the enclosed inspection checklist. Ratings are determined by the following scale:

(1) Green: If the construction site scores between 90-100%, the construction site will receive a green rating.

(2) Amber: If the construction site scores between 75-89%, the construction site will receive an amber rating.

(3) Red: If the construction site scores between 1-74%, the construction site will receive a red rating.

(4) Black: If the construction site fails to get the proper authorization and coverage under the construction general permit (CGP), the construction site will receive a grade of 0 and a black rating.

e. All inspection reports and drive-through inspection forms will be addressed and sent to the Contracting Officer Representative (COR) assigned to the inspected project. If there is no COR, the reports will be sent to a project manager or other individual responsible for the inspected activity. Inspection reports should be forwarded to the operator(s) responsible for day-to-day operation of the site, as designated in the SWPPP.

f. After delivery of an inspection report or drive-through inspection form, the operator(s) must ensure that any required corrective actions are addressed, as appropriate to their assigned position and responsibilities as designated in the SWPPP.

g. Recipients of scheduled inspection reports and drive-through inspection forms are required to reply by memorandum within 7 days if their construction site or activity is found to have any deficiencies. The reply by memorandum must state the corrective actions planned or completed, with respective dates, and must be forwarded to the appropriate COR or project manager.

IMWE-HOD-PWE

SUBJECT: Memorandum of Instruction (MOI) for Construction Site Storm Water Inspection Program

h. The COR or project manager will forward the reply by memorandum to DPW-ENV to complete the inspection process.

i. A copy of each inspection report, reply by memorandum, NOI, CSN, or other supporting documents will be kept by the DPW Environmental Division.

j. Recipients of RDT inspection forms will document corrective actions using the inspection report or form designated in the project specific SWPPP.

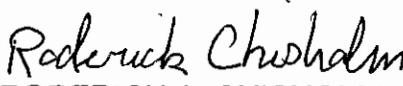
k. Periodic reports on the status and effectiveness of the Construction Site Storm Water Inspection Program will be made to the Chief, Environmental Programs and the Director of Public Works through In Progress Reviews of the Installation Sustainability Program.

8. HOURS OF OPERATION and POC PHONE NUMBERS: The storm water construction inspection program hours of operation are from 0730–1630, Monday through Friday, excluding government holidays. Useful phone numbers for the storm water construction program members are:

DPW Environmental Division Office	254-287-6499
DPW-ENV Water Program Manager	254-287-8712
DPW-ENV Storm Water Program Support	254-287-9812 254-286-7997

FOR THE COMMANDER:

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RODERICK A. CHISHOLM
Director of Public Works

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