**Erosion Control Conference Meeting Minutes**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date Held: | |  | | **Attendee Listing On Last Page** | | | | |
|  | | | | | | | | |
| Contractor: | |  | | | | | | |
|  | | | | | | | | |
| Contract: | |  | | Effective Date: | | |  | |
| Project #: | |  | |  | | |  | |
| Reference #: | |  | |  | | |  | |
|  | |  | |  | | |  | |
|  | | | | | | | | |
| Project Superintendent: | | |  | | | | | |
|  | | | | | | | | |
| CEI Personnel: | | |  | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **The Following Information was Discussed and Materials, if Applicable,  were Received at the Meeting.** | | | | | | | | |
|  | | | | | **DISCUSSED** | **RECEIVED** | | **N/A** |
| 1. | Erosion & Siltation Control Plan (Stand. Spec. 209.05) | | | |  |  | |  |
| 2. | Legal Relations & Responsibility (Spec. Prov. 107E) | | | |  |  | |  |
| 3. | Water Quality and Storm Water Permits (Spec. Prov. 107FP) | | | |  |  | |  |
| 4. | Acid Producing Rock Materials (Spec. Prov. 107L) | | | |  |  | |  |
| 5. | Protection of Streams, Lakes & Reservoirs (Spec. Prov. 107M) | | | |  |  | |  |
| 6. | NPDES Permits (Spec. Prov. 107P, Circular Letter 107.08-01) | | | |  |  | |  |
| 7. | S.W.P.P.P | | | |  |  | |  |
| 8. |  | | | |  |  | |  |
| 9. |  | | | |  |  | |  |
| 10. |  | | | |  |  | |  |
| 11. |  | | | |  |  | |  |
| 12. |  | | | |  |  | |  |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |

**Erosion Control Conference Meeting Minutes (continued)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Erosion Control:** | 24 Hour Emergency ContactPerson | | | | |  | | |
|  | Name: | |  | | | | | |
|  | Home Telephone: | | | |  | | | |
|  | Mobile/Pager: | | |  | | | | |
|  | | | | | | | |
| **Items Discussed** | | | | | | | |
|  | | | | | | | **Discussed** |
| Erosion and Siltation Control Devices | | The contractor shall install the projects siltation control devices to prevent any contamination on the project. When implemented, the contractor would be responsible for the replacement and/or maintenance during the term of the contract. The contractor shall incorporate all permanent erosion and siltation features into the project at the earliest practical time. | | | | |  |
| Quantity Letters and Certifications | | The contractor is required to furnish quantity letters and certification on erosion control material that is placed on the project. | | | | |  |
| Erosion and Siltation Control Plan | | The contractor is to submit an Erosion and Siltation Control Plan in accordance with Stand. Spec. 209, subsection 209.05. This is to be presented at the Pre-Construction Meeting. | | | | |  |
| Clearing | | The extent of clearing is to be held to the scope of work. | | | | |  |
| Seeding and Erosion Checks | | These are to be placed following Standard Specification 209. | | | | |  |
| Project Phasing | | Stand. Spec. 209, subsection 209.06 | | | | |  |
|  | | | | | | | | |
|  | | | | | | | | |
| **Special Notations: ( N/A  )** | | | | | | | |
| |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | | | | | | | | |

**Erosion Control Conference Meeting Minutes (continued)**

|  |  |  |
| --- | --- | --- |
| **Attendee Listing** | | |
|  | | |
| **Company** | **Name** | **Phone Number** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |