**Erosion Control Conference Meeting Minutes**

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| Date Held: |  | **Attendee Listing On Last Page** |
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| Contractor: |       |
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| Contract: |       | Effective Date: |       |
| Project #: |       |  |  |
| Reference #: |       |  |  |
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| Project Superintendent: |       |
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| CEI Personnel: |       |
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| **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. |       | **[ ]**  | **[ ]**  | **[ ]**  |
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**Erosion Control Conference Meeting Minutes (continued)**

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| **Erosion Control:** | 24 Hour Emergency ContactPerson |  |
|  | Name: |       |
|  | Home Telephone: |       |
|  | Mobile/Pager: |       |
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| **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 | **[ ]**  |
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| **Special Notations: ( N/A [ ]  )** |
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**Erosion Control Conference Meeting Minutes (continued)**

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