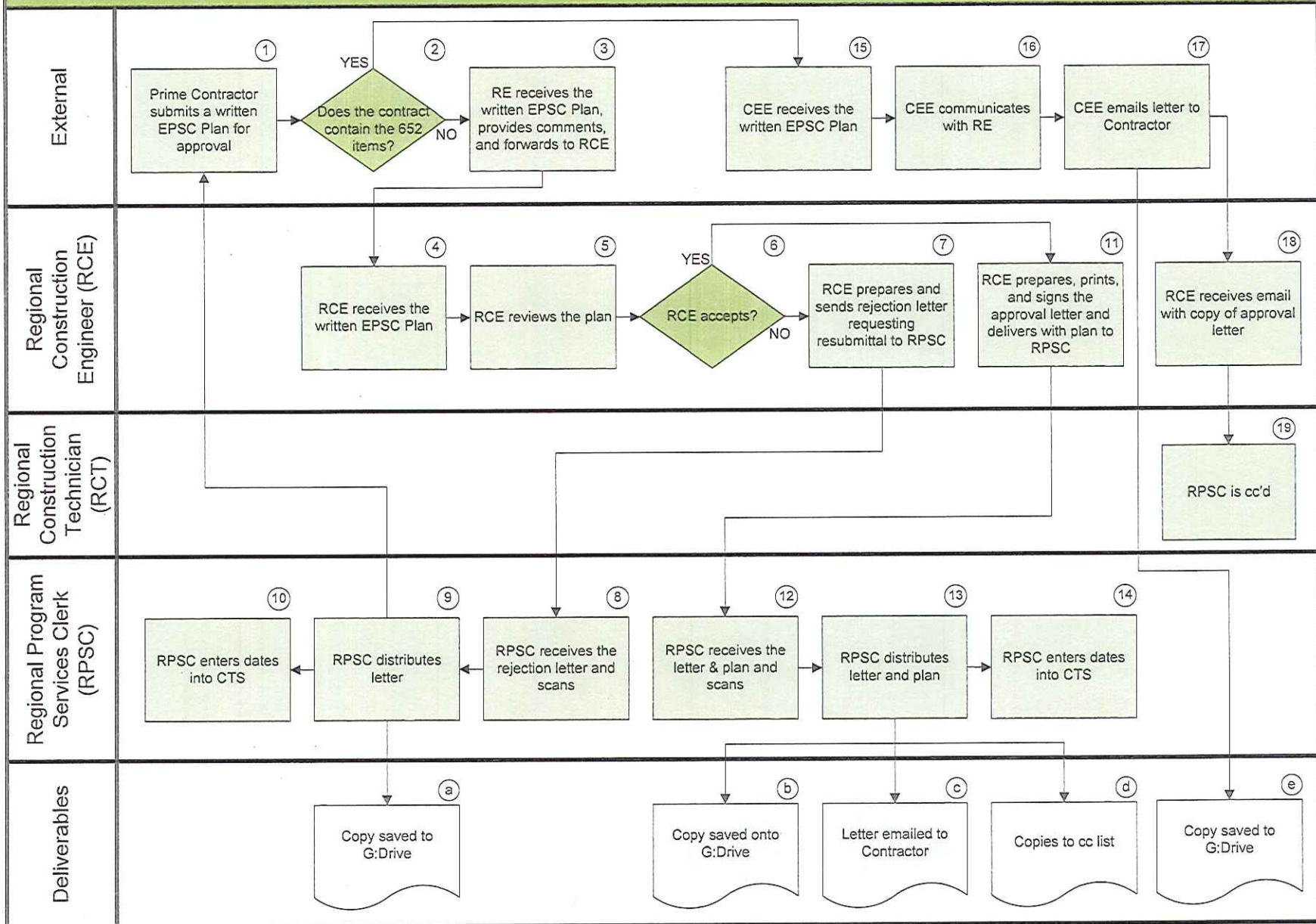


}

D

}

# EPSC Plan Submittal Process



## EPSC Plan Submittal Process

### Work Instructions

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Prime Contractor submits a written Erosion Prevention and Sediment Control (EPSC) Plan for approval		Prime Contractor submits a written EPSC Plan for approval	At the time of Preconstruction Conference or prior to the start of earth disturbing activities
2. Does the contract contain the 652 items?		If YES, go to step 13 If NO, proceed to Step 3	
3. Resident Engineer (RE) receives the written Erosion Prevention and Sediment Control (EPSC) Plan, provides comments, and forwards to Regional Construction Engineer (RCE)		RE receives the written EPSC Plan, provides comments, and forwards to RCE	
4. Regional Construction Engineer (RCE) receives the written Erosion Prevention and Sediment Control (EPSC) Plan		RCE receives the written EPSC Plan	
5. Regional Construction Engineer (RCE) reviews the plan		RCE reviews the plan	
6. Regional Construction Engineer (RCE) accepts?		If YES, go to step 10 If NO, proceed to Step 7	
7. Regional Construction Engineer (RCE) prepares and sends rejection letter requesting resubmittal to Regional Program Services Clerk (RPSC)		RCE prepares and sends rejection letter to RPSC. In the reply the RCE will state the reasons why plan is rejected and request for resubmittal	
8. Regional Program Services Clerk (RPSC) receives the rejection letter and scans		RPSC receives the rejection letter and scans	
9. Regional Program Services Clerk (RPSC) distributes letter		RPSC distributes letter	
10. Regional Program Services Clerk (RPSC) enters dates into Construction Tracking System (CTS)	EPSCP1	RPSC enters date plan received and date of rejection into CTS	
11. Regional Construction Engineer (RCE) prepares, prints, and signs the approval letter and delivers with plan to Regional Program Services Clerk (RPSC)		RCE prepares, prints, and signs the approval letter and delivers with plan to RPSC. In the reply the RCE will state any stipulations that they feel are appropriate with approval	



**EPSC Plan Submittal Process**  
**Work Instructions**

Revision Date: April 19, 2012  
Revision No: 1  
Author: NE Region

Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
12. Regional Program Services Clerk (RPSC) receives the letter & plan and scans		RPSC receives the letter & plan, and scans into system	
13. Regional Program Services Clerk (RPSC) distributes letter and plan		RPSC distributes letter and plan	
14. Regional Program Services Clerk (RPSC) enters dates into Construction Tracking System (CTS)	EPSCP1	RPSC enters date plan received and date of acceptance into CTS	If this is the acceptance of a resubmitted plan this date will be entered into CTS as well
15. Construction Environmental Engineer (CEE) receives the written Erosion Prevention and Sediment Control (EPSC) Plan		CEE receives the written EPSC Plan	
16. Construction Environmental Engineer (CEE) communicates with Resident Engineer (RE)		CEE communicates with RE	
17. Construction Environmental Engineer (CEE) emails letter to Contractor		CEE emails letter to Contractor and cc's the Regional Construction Engineer (RCE) & RPSC	
18. Regional Construction Engineer (RCE) receives email with copy of approval letter		RCE receives email with copy of approval letter	
19. Regional Program Services Clerk is cc'd		RPSC is cc'd	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Copy saved onto G:Drive		Copy saved onto G:Drive under Project Correspondence	
b. Copy saved onto G:Drive		Copy saved onto G:Drive under Project Correspondence	
c. Letter emailed to Contractor		Letter emailed to Contractor	
d. Copies to cc list		Copies to cc list on form	
e. Copy saved to G:Drive		Copy saved to G:Drive in Project Correspondence	

**Vermont Agency of Transportation  
Program Development Division  
Construction Section**

**Check List: EPSCP1 – Entering Dates Into Construction Tracking System (CTS)**

**Revision Date:** April 19, 2012

**Revision No:** 1

**Author:** NE Region

1. Log in to CTS
2. Click on "CONTRACT"
3. Click on Find Contract (highlighted in yellow) and choose appropriate project
4. Click on "Schedules" tab
5. Tab to Erosion control schedule and fill in date fields with actual date received, tab and choose approved/denied, then tab again to the "Date" field and enter the actual date of the acceptance/approval letter and click on save in the upper left hand corner
6. If the erosion control schedule is denied you will have to track it until it is resubmitted by the contractor and accepted/approved and then follow step 4 above.

Construction Tracking System - [Contracts]

File Edit Records Window Help

Utility Forms Reports

Contract Information Find contract Claims CO Employees

Projects Field Office Contractor Schedules Milestones Costs (\$) Ratings Project Records Extension of time Finals

[Entered by Regional Clerk]

	Received Date	Approved/Denied	Date	VADT Requested Contractor Revision	Resubmitted Date	Approved Date
Progress schedule:			4/27/2000			
Erosion control schedule:	★	★	★			★
Temporary bridge plan:						
Cofferdam design:						
Permission to work early:						
Permission to work late:						
Material supply area:						

-Any issues encountered with CTS, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Laurie Bean, with a cc to the appropriate Regional Construction Technician (RCT)