

## Immediate Procedure Change (IPC) Cover

### Section 1 – Originator Request

Document No.: EP-DIV-SOP-20012	Revision No.: 2	IPC No.: 3	
Title: Post Storm Inspections of NPDES Individual Permit Storm Water Control Measure and Installation and Maintenance of Non-Engineered Storm Water Control Measures			
Description of need and requested action (Attach document mark-up and numbered additional sheets, if needed):  Attachment 5 added to present electronic form example and made minor updates to text to align with Attachment 5.			
Originator Name (print): Shannon Smith	Organization: ER-DO	Z#: 184219	Date: 06/14/2016

### Section 2 – Reviews

Discipline	Name	Signature	Date
SME	Thaddeus Kostrubala	/s/ Thaddeus Kostrubala	5/4/17
Field Team Lead (FTL)/SME	Jeff Walterscheid	/s/ Shannon Smith for Jeff Walterscheid	4/27/17
Maintenance Connection FTL Designee	Karen Velarde-Lashley	/s/ Karen Velarde-Lashley	4/27/17
Maintenance Connection WO Generator/Data Entry Prime	Deirdre Espinosa	/s/ Deirdre Espinosa	4/27/17
Maintenance Connectoin WO Generator/Data Entry/FTL Designee backup	Erik Loechell	/s/ Erik Loechell	4/26/17
Quality Assurance	Deborah Steven	/s/ Deborah Steven	4/20/17

USQ/USI Number:  N/A

### Section 3– Final Approvals

FOD Concurrence Signature	Print Name and Title	Z#	Date
<input type="checkbox"/> Permanent <input type="checkbox"/> Limited Use	Effective Date: Expiration Date:		
Comments:			
Responsible Line Manager Signature /s/ Steve Veenis	Print Name, Title Steve Veenis	Z# 109949	Date 5/4/2017

# **Post-Storm Inspection of NPDES Individual Permit Storm Water Control Measures and Installation and Maintenance of Non-Engineered Storm Water Control Measures**

Effective Date: 05/06/13

Procedure Owner:	Signature:	Date:
Steven Veenis	/s/ Steven Veenis	4/17/13

**REVISION HISTORY**

SOP-5217, R1	06/09/10	Revision	Technical revision of SOP-5217 updating for new EPA issued permit, issued as SOP-5217, Inspecting, Maintaining, and Installing Storm Water Control Measures
EP-DIR-SOP-20012, R0	6/6/11	Revision	New document control number assigned. Supersedes SOP-5217, R1. Updated with editorial changes and reference changes. Revision incorporates clarifications on inspection form and added Delegated Official of the Permittees Signature Form.
EP-DIR-SOP-20012, R0	10/5/11	IPC-1	Updated form titles, clarification of backup control measures.
EP-DIR-SOP-20012, R0	12/01/11	IPC-2	Added new Visual Inspection Form as Attachment 2; added references to the form in the document process description; updated changes to Attachments.
EP-DIV-SOP-20012, R1	7/19/12	Major Revision	Revision incorporates minor editorial clarifications on inspection form. Majority of text unchanged. Reformatted document into new template.
EP-DIV-SOP-20012, R2	5/6/2013	Revision	Clarification of SOP purpose. Minor reformatting. Minor updates to form 20012-1 w/ text updates.
EP-DIV-SOP-20012, R2	6/3/15	IPC-1	Added step for symbol number on Attachment 4. Updated map title and Delegated Official title.
EP-DIV-SOP-20012, R2	5/6/16	IPC-2	Updated Attachments 1 through 3 to reflect form changes in Maintenance Connection. Minor updates in text to align with changes.
EP-DIV-SOP-20012, R2	5/4/17	IPC-3	Added Attachment 5 to present electronic form example and made minor updates to text to align with Attachment 5. Updated attachments 1-3 to be consistent with current format of applications and to update item # callouts.

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## 1. PURPOSE AND SCOPE

This procedure describes how LANL staff and/or subcontractors conduct post-storm inspections of storm water controls and install and maintain non-engineered storm water controls to minimize pollutants in storm water discharges. This procedure does not address installation of control measures performed under the LANL Design Change Form (AP-341-517) procedure.

## 2. BACKGROUND AND PRECAUTIONS

### 2.1 Background

The Environmental Protection Agency (EPA) National Pollution Discharge Elimination System (NPDES) Individual Permit (IP) No. NM0030759 requires the condition of Solid Waste Management Units (SWMUs) and Areas of Concern (AOCs), collectively referred to as Sites, at Los Alamos National Laboratory (LANL), be assessed for potential pollutants, presence of erosion, condition of existing control measures, and need for additional control measures. Associated Sites are organized into site monitoring areas (SMAs). The permit requires Los Alamos National Security, LLC and the U.S. Department of Energy to implement structural and non-structural, vegetative, and/or stabilization control measures to achieve erosion and sediment control and implement storm water run-on/runoff management practices to minimize pollutants in storm water discharge.

Site-specific control measures will be installed and maintained to minimize storm water pollutant discharges. The selection, design, installation and implementation of these measures will be in accordance with the LANL Storm Water Best Management Practice (BMP) Manual, good engineering practices and/or manufacturer's specifications. Storm water control measures may have the additional step of being verified and, if necessary, certified (see EP-DIV-SOP-20060).

The IP requires that inspections of SMAs, Sites, and control measures be conducted when certain conditions or events occur. This SOP implements the requirements for inspecting within 15 calendar days of a rain event at or near the Site(s) registers 0.25" or more of rain within 30 minutes.

***NOTE: This SOP does not address IP Section G.1 requirement for annual and significant event inspections; Section I.1. remediation construction inspections; or Section E.1. TAL exceedance inspections. The procedure for these inspections is managed by EP-DIV-SOP-20125.***

## 2. BACKGROUND AND PRECAUTIONS (continued)

All control measures will be maintained in effective operating condition. If during inspections or any other event or observation, control measures are identified as not operating effectively, they will be repaired, replaced, or retired.

A “route lead” may be appointed as the primary person with responsibility for the steps in this procedure. Several route leads may be appointed with responsibility for a subset of locations. This procedure designates route lead and Project Manager as Subcontractor roles however either may be filled by a LANS employee as needed.

### 2.2 Precautions

This procedure is used with an approved Integrated Work Document (IWD) if needed and/or other safety documents as required.

## 3. EQUIPMENT

### Inspections

- Copy of this procedure
- Copy of Integrated Work Document (IWD)
- Excavation Permit (as necessary)
- 20012-1 Control Measure Inspection Form (Attachment 1)
- 20012-2 Control Measure Installation Form (Attachment 2)
- 20012-3 Control Measure Maintenance Form (Attachment 3)
- LANL Storm Water BMP Manual or Site plans and specifications (see IP SDPPP)
- Project Maps showing control measures
- Global Positioning System (GPS) unit (as necessary)
- Radio
- Pager
- Necessary keys
- Digital camera set to correct date and time
- Photo Authorization Approval form
- Appropriate PPE including safety glasses with side shields and nitrile gloves or equivalent work gloves
- Cell Phone (Government cell phone only in cleared areas)
- Ball point pen
- Government issued iPad (for electronic data collection)

### Additional equipment needed for Installation and Maintenance

- Leather gloves or equivalent work gloves
- Shovels / pulasky

IPC-1 |

IPC-3 |

### **3. EQUIPMENT (continued)**

- Rock Bar
- Sledge Hammer
- Leatherman type tool
- Wooden stakes
- Wire staples
- Flagging
- Tags
- Permanent marker
- Plastic wire “zip” ties
- Backpacks (if needed)
- Wire stripper/clamps

### **4. STEP-BY-STEP PROCESS DESCRIPTION**

#### **4.1 Obtain Excavation Permits**

##### **Subcontractor Project Manager**

In January of each year or when necessary, initiate the review of all existing excavation permits for the Sites by going through LANL’s excavation permit submittal process. Contact the appropriate Laboratory offices for review and approval.

- If a Site is not covered under an existing excavation permit then initiate a new excavation permit.
- Excavation permits are only good for six months at a time. After six months, the excavation permits will need to be extended for another six months and they can only be extended once if nothing changes at the Sites.

Compile all excavation permits in a master binder and keep it at the main field office location. Provide copies to the Field Team Lead (FTL). When necessary make copies for the route leads for field use.

#### **4.2 Prepare for Fieldwork**

##### **Data Management (DM) Team**

1. Following a trigger event or request, prepare a list of SMAs at which to inspect, maintain, or install control measures.

## 4.2 **Prepare for Fieldwork** (continued)

### **Data Management (DM) Team**

2. Generate the appropriate Work Order form from Maintenance Connection (e.g. Control Measure Installation Form 20012-2, Control Measure Inspection Form 20012-1, or Control Measure Maintenance Form 20012-3).
3. For rain event inspections, if several storms occur over a period not to exceed 15 calendar days from the first event, a single inspection following these storms is sufficient provided that the inspection occurs no more than 15 calendar days from the date of the first storm, and inspection was not completed prior to following events.  
The DM Team will not issue Work Orders that can be covered under a previous event.
4. Issue or deny each Work Order form in Maintenance Connection. Assign Work Orders to be conducted electronically to the appropriate labor account or create PDF of Work Order forms to be conducted on hard copy form.
5. Distribute any hard copy Work Order Forms to the Subcontractor Project Manager or designee and copy the FTL and Subcontract Technical Representative.

### **Subcontractor Project Manager**

6. Receive any hard copy Work Order forms and review forms.
7. Distribute any hard copy Work Order forms to Route Lead field personnel.
8. Inform (e.g. by e-mail) the Field Operations designee of the schedule for control measure work and locations up to a week before (preferred) but no later than the day before (for minor changes) to be added to the appropriate plan of the day.
9. Conduct pre-job briefing with field personnel using the current Integrated Work Document. Obtain worker signatures on new or newly-revised IWDs. Two people are required for field work. Work should only be done during daylight hours. Extended work hours, if needed, must be approved by a supervisor (e.g. Subcontractor supervisor and/or LANL Project Manager).



#### 4.2 Prepare for Field Work (continued)

##### **Subcontractor Project Manager**

- 10 For work at Sites operated by Weapons Facility Operations or Nuclear Environmental Sites, notify the appropriate access control before traveling to those Sites. The IWD Part II will address specific requirements and training for these Sites.
11. Obtain any necessary additional paperwork before conducting this work, including IWD's, and excavation permits.
12. Print a clean copy of the Project Map(s). Use the map and revision number listed in the Special Instructions field of the work order Maintenance Details section (see Attachments). Maps are available on the IP Website at <http://www.lanl.gov/environment/protection/compliance/individual-permit-stormwater>. Mark map as a field copy.
13. Obtain a copy of the LANL Storm Water BMP Manual at <http://int.lanl.gov/org/padops/adesh/environmental-protection/quality-assurance/plans-procedures/all.shtml> (last bullet on the web page) or Site plans and specifications from the SDPPP for field guidance on control measure function or purpose, installation, inspection, maintenance, and failure criteria.
14. Gather the required equipment for the work to be done.

#### 4.3 Install New Control Measures

##### **Field Team Lead or Designee**

1. Review action recommendations from field inspector's notes on Control Measure Inspection Form (20012-1) or other requests and determine type and location of new control measure(s).
2. If needed, conduct a field review. The field review is a group exercise to discuss potential SMA storm water issues with the Subcontract Project Manager and develop the final suite of controls to be incorporated into a work order.
3. Approve recommended action or describe alternative. Request Work Order(s) from the DM Team.

IPC-1

IPC 2

IPC-3

### 4.3 Install New Control Measures (continued)

#### **DM Team**

4. Generate requested Work Order Form(s) as necessary (See Section 4.2).

#### **Subcontractor Project Manager or Designee**

5. Receipt of Work Order form(s) indicates an installation has been approved by the FTL. Schedule work to be completed by the target date appearing on form.
6. Determine if new excavation permit is necessary for new installations and obtain if needed.
7. Conduct a tailgate safety meeting and obtain all worker signatures on tailgate meeting form.

#### **Subcontractor Route Lead**

8. If conducting electronic data collection via MCEXpressLE: use the iPad to navigate to [mcxle.maintenanceconnection.com](http://mcxle.maintenanceconnection.com) and log into the Express LE application. Confirm that the work order list displayed in the “My WO’s” section contains the expected verification work order. If expected work order(s) are not displayed, “Sync” to refresh the application. If the work order lists still do not match contact a Data Management Team member for clarification.
9. Perform the requested installation as instructed in task(s), and complete the required fields on form 20012-2 (Attachment 2). Install control measure(s) according to the LANL Storm Water BMP Manual (<http://int.lanl.gov/org/padops/adesh/environmental-protection/quality-assurance/plans-procedures/all.shtml> [last bullet on the web page]).
10. If installation could not be performed as instructed, document the reason(s) in the task comment line(s) of Form 20012-2 and describe what work was completed.
11. Mark the location of installed control measure(s) on the Project Map by drawing the control measure(s) in with a fine line permanent marker. Label the drawing with the control measure type and initial and date. If using the hard copy Form 20012-2, attach map at this time. If using the electronic Form 20012-2, see Section 4.3.16 for map submission.
12. Installation may be discontinued during periods or conditions that make Sites dangerous for worker safety or prevent personnel from safely accessing Sites (e.g. weather-related events such as flash floods, flooding, lightning, wildfires, hail, icy roads, deep snow, LANL Operations).

IPC 2

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1 & 3

#### 4.3 Install New Control Measures (continued)

IPC 2

13. If conditions delay installation, document the conditions on Form 20012-2 and notify the FTL or designee within 24 hours. Multiple attempts can be documented on the original installation form. In the event an inspection cannot be completed return form with all installation attempts documented in the Labor Report section.
14. If necessary, take digital photos of the site to document the installation and location. If photos are taken, ensure the file name includes Work Order number and date when downloaded to a computer.

##### **Subcontractor Route Lead**

15. If photos are taken in a secure area, follow the guidance in the Photographic Equipment and Activity Authorization form (see LANL Form 1897PA, PS-1) and obtain a Derivative Classifier (DC) review of the photo(s).

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16. Turn in completed hard copy form, maps, and any other documentation to Subcontract Project Manager or designee at the end of each day. See Section 4.6.

#### 4.4 Inspect Control Measures and Perform Routine Maintenance

##### **Subcontractor Project Manger**

1. Receipt of Work Order forms indicates that SMA inspections have been approved by FTL. Schedule work to be completed by the target date appearing on form.
2. Conduct a tailgate safety meeting and obtain all worker signatures on tailgate meeting form.

##### **Subcontractor Route Lead**

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3. If conducting electronic data collection via MCEXpressLE: use the iPad to navigate to [mcxle.maintenanceconneciton.com](http://mcxle.maintenanceconneciton.com) and log into the Express LE application. Confirm that the work order list displayed in the "My WO's" section contains the expected verification work order. If expected work order(s) are not displayed, "Sync" to refresh the application. If the work order lists still do not match contact a Data Management Team member for clarification.

#### 4.4 **Inspect Control Measures and Perform Routine Maintenance (continued)**

4. Perform the control measure inspection and complete required fields on form 20012-1 (Attachment 1). Inspect control measure(s) according to the LANL Storm Water BMP Manual (<http://int.lanl.gov/org/padops/adesh/environmental-protection/quality-assurance/plans-procedures/all.shtml> [last bullet on the web page]) and/or Site plans and specifications for specific materials and structures.
5. If map corrections are recommended and mark the Project Map with corrections. Initial and date all changes. If more space is needed, continue notes in the “Labor Report” section. If using the hard copy Form 20012-1, attach map at this time. If using the electronic Form 20012-2, see Section 4.4.10 for map submission.
6. If routine maintenance (e.g. retrenching wattle, rebuilding rock check dam, cleaning out intake of stand pipe) of a control measure is recommended, and the work can be performed at the time of inspection, then perform work and describe work performed on Form 20012-1. Photographic evidence of routine maintenance is not required.

If a control measure needs more than routine maintenance (e.g. repair of a catastrophic failure, modification, or new control measure installation) then describe the condition on Form 20012-1. If a control measure is not operating effectively, describe the existing backup control measure or describe backup control measure installed at time of inspection.

#### **Subcontractor Route Lead**

7. Inspections and routine maintenance may be discontinued during periods or conditions that make Sites dangerous for worker safety or prevent personnel from safely accessing Sites (e.g. weather-related events such as flash floods, flooding, lightning, wildfires, hail, icy roads, deep snow, and LANL operations).

If conditions delay a site inspection or maintenance, document the conditions on Form 20012-1 and notify the FTL or designee within 24 hours. Multiple attempts can be documented on the original inspection form. In the event an inspection cannot be completed return form with all inspection attempts documented in the Labor Report section.

8. If necessary, a digital photo(s) may be taken of the Site, SMA, or control measures to document conditions. If a photo is taken, ensure the file name includes Work Order number and date when downloaded to a computer.

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**4.4 Inspect Control Measures and Perform Routine Maintenance (continued)**

9. If photos were taken in a secure area, follow the guidance in the Photographic Equipment and Activity Authorization form (see LANL Form 1897PA, PS-1) and obtain a DC review of the photo(s).
10. Turn in completed hard copy forms, maps, and any other documentation to the Subcontract Project Manager or designee at the end of each day (See Section 4.6).

**4.5 Perform Non-routine Maintenance**

**Field Team Lead or Designee**

1. Review action recommendations from field inspector's notes on Control Measure Inspection Form (20012-1) or other requests and determine appropriate maintenance for control measure(s).
2. Approve recommended action or describe alternative. Request Work Order(s) from the DM Team.

**DM Team**

3. Generate requested Work Order Form(s) as necessary (See Section 4.2).

#### 4.5 **Perform Non-routine Maintenance** (continued)

##### **Subcontractor Project Manger**

4. Receipt of Form 20012-3 indicates that control measure maintenance has been approved by FTL. Schedule work to be completed by the target date appearing on the form.
5. Conduct a tailgate safety meeting and obtain all worker signatures on tailgate meeting form.

##### **Subcontractor Route Lead**

6. If conducting electronic data collection via MCEXPRESSLE: use the iPad to navigate to [mcxle.maintenanceconnection.com](http://mcxle.maintenanceconnection.com) and log into the Express LE application. Confirm that the work order list displayed in the “My WO’s” section contains the expected verification work order. If expected work order(s) are not displayed, “Sync” to refresh the application. If the work order lists still do not match contact a Data Management Team member for clarification.
7. Perform the requested maintenance as instructed in task(s), and complete the required fields on form 20012-3 (Attachment 3).  
Use the LANL Storm Water BMP Manual (<http://int.lanl.gov/org/padops/adesh/environmental-protection/quality-assurance/plans-procedures/all.shtml> [last bullet on the web page]) and/or Site plans and specifications for specific materials and structures.
8. If maintenance could not be performed as instructed, document the reason(s) on Form 20012-3.

9. If control measure(s) have been modified, draw the modification on the Project Map with a fine line permanent marker (e.g. if an existing berm was extended, draw the extension on the map). Initial and date all changes. If using the hard copy Form 20012-3, attach map at this time. If using the electronic Form 20012-2, see Section 4.5.13 for map submission.

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IPC-1

IPC-3

#### 4.5 **Perform Non-routine Maintenance (continued)**

10. Maintenance may be discontinued during periods or conditions that make Sites dangerous for worker safety or prevent personnel from safely accessing Sites (e.g. weather-related events such as flash floods, flooding, lightning, wildfires, hail, icy roads, deep snow, LANL Operations).

If conditions prevent maintenance, document the conditions on Form 20012-3 and notify the FTL or designee within 24 hours. Multiple attempts can be documented on the original inspection form. In the event maintenance cannot be completed return form with all maintenance attempts documented in the Labor Report section.

11. If necessary, take digital photos of the site to document “before” and “after” the repair and the location. If photos are taken, ensure the file name includes Work Order number and date when downloaded to a computer.
12. If photos are taken in a secure area, follow the guidance in the Photographic Equipment and Activity Authorization form (see LANL Form 1897PA, PS-1) and obtain a DC review of the photo(s).

#### **Subcontractor Route Lead**

13. Turn in completed hard copy forms, maps, and any other documentation to Subcontract Project Manager or designee at the end of each day. See Section 4.6.

#### 4.6 **Perform Review and Acceptance**

#### **Subcontractor Project Manger**

1. Conduct an internal review of forms and maps for errors. Correct errors.
2. Return completed original hard copy forms and maps to the DM Team by noon the day following completion of the field work.

#### **DM Team**

3. Date and initial “Accepted” line of the “LANL Personnel Use Only” box on each hard copy form indicating the form was received.

**4.6 Perform Review and Acceptance (continued)**

4. Conduct review of forms and maps and resolve any discrepancies with the Route Lead. The Route Lead will be available within 24 hours of being notified of a discrepancy. Date and initial "Tech Review" line of the "LANL Personnel Use Only" box on each form reviewed.
5. Enter hard copy form information into Maintenance Connection database.
6. Notify FTL or designee when forms and maps are ready for review by the Field Team Lead.

**Field Team Lead or Designee**

7. Conduct a technical review of forms and maps. Resolve any discrepancies with the Route Lead.
8. For installations, the FTL or designee field verifies storm water control measures have been properly installed and installed in the correct location.
9. Date and initial "FTL" line of the "LANL Personnel Use Only" box on each hard copy form reviewed. Indicate if the FTL made any corrections to the map and if the work performed by the Route Lead was sufficient to fulfill the work requested on the Work Order.
10. Initiate corrective actions and/or follow up work as necessary.
11. Mark Work Order forms "Finalized" in Maintenance Connection.
12. Generate Delegated Official of the Permittees Signature Memo (20012-4, Attachment 4) corresponding to inspection work orders.
13. Obtain a Symbol number from the ADEP Administrator and add to the memo.
14. Deliver the Control Measure Inspection Form(s) (20012-1, Attachment 1) with Delegated Official of the Permittees Signature Memo(s) to the Delegated Official of the Permittees.

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IPC-3

IPC 1



#### **4.6 Perform Review and Acceptance (continued)**

##### **Delegated Official of the Permittees**

15. Review forms and sign Delegated Official of the Permittees Signature Memo(s). Return all forms to the DM Team.

##### **DM Team**

16. Assemble forms, maps, and any other pertinent information into an “IP Alongside” records package and submit to Storm Water Records Management point of contact.

**5. RECORDS PROCESSING**

**Field Team Member**

[1] Ensure that documents generated by the performance of this procedure are processed as follows:

Record Identification	Record Type Determination	Protection/Storage Methods	Processing Instructions
20012-1 20012-2 20012-3 20012-4 Project Map Photos (as applicable) DC review of photos (as applicable) Correspondence	Record	N/A	When complete, submit the work order form to the Stormwater Data Management Team

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**Stormwater Data Management Team**

[2] Ensure that documents generated by the performance of this procedure are processed as follows:

Record Identification	Record Type Determination	Protection/Storage Methods	Processing Instructions
20012-1 20012-2 20012-3 20012-4 Project Map Photos (as applicable) DC review of photos (as applicable) Correspondence	Record	N/A	When the records are ready for final disposition, the record is transferred to Records Management in accordance with EP-DIR-SOP-4004, Record Transmittal and Retrieval Process.

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**6. ATTACHMENTS**

- Attachment 1: Example Hard Copy Post-Storm Control Measure Inspection Form
- Attachment 2: Example Hard Copy Control Measure Installation Form
- Attachment 3: Example Hard Copy Control Measure Maintenance Form
- Attachment 4: Example Delegated Official of the Permittees Signature Memo
- Attachment 5: Example Electronic Copy Post-Storm Inspection Form, Control Measure Installation Form, and Control Measure Maintenance Form

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**ATTACHMENT 1**

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Example Hard Copy Post-Storm Control Measure Inspection Form

Los Alamos National Lab

Work Order BMP-53066

Ind Permit BMP Insp & Maint  
 Printed 4/10/2017 - 4:05 PM (Duplicate Copy)

**Maintenance Details**

**Requested By:** Smith test, Shannon on 4/10/2017 4:01:00 PM  
**Target:** 5/9/2017  
**Priority/Type:** / Inspection  
**Taken By:** Smith test, Shannon  
**Procedure:** Storm Water Control Measures Inspection Form (SOP\_20012-1 IPC3)  
**Last PM:** 11/19/2015  
**Project:** Test project (P-BMP-4518)  
**Reason:** SOP-20012-1 IPC 3 (Example Control Measure Inspection)mp  
**Special Instructions:** Route 1, R002-13-0006-225-R1-R11.

IP  
 RG-NCOM  
 R002  
 R-SMA-1

**Contact:** Smith test, Shannon  
**Phone:**

**Tasks**

#	Description	Meas.	No	Yes
20	Project Map Review, If Yes, submit altered Project Map.			
20	2 Have you changed the location of a BMP on the Project Map?		<input type="checkbox"/>	<input type="checkbox"/>
30	3 Have you ammended the Project Map in any other way?		<input type="checkbox"/>	<input type="checkbox"/>
<b>Control Measure Review. Describe recommended action in task comment line as appropriate.</b>				
50	4 Seed and Wood Mulch [R00201010011] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
60	5 Seed and Wood Mulch [R00201010011] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.		<input type="checkbox"/>	<input type="checkbox"/>
70	4 Erosion Control Blanket [R00201060019] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
80	5 Erosion Control Blanket [R00201060019] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.		<input type="checkbox"/>	<input type="checkbox"/>
90	4 Established Vegetation [R00202040008] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
100	5 Established Vegetation [R00202040008] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.		<input type="checkbox"/>	<input type="checkbox"/>
110	4 Rip Rap [R00204060006] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
120	5 Rip Rap [R00204060006] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.		<input type="checkbox"/>	<input type="checkbox"/>
130	4 Rip Rap [R00204060007] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
140	5 Rip Rap [R00204060007] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.		<input type="checkbox"/>	<input type="checkbox"/>
150	4 Rip Rap [R00204060009] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
160	5 Rip Rap [R00204060009] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.		<input type="checkbox"/>	<input type="checkbox"/>
170	4 Rip Rap [R00204060010] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>

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**ATTACHMENT 1**

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Example Hard Copy Post-Storm Control Measure Inspection Form

		No	Yes
180	5 Rip Rap [R00204060010] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.	<input type="checkbox"/>	<input type="checkbox"/>
190	4 Rip Rap [R00204060013] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
200	5 Rip Rap [R00204060013] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.	<input type="checkbox"/>	<input type="checkbox"/>
210	4 Rip Rap [R00204060014] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
220	5 Rip Rap [R00204060014] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.	<input type="checkbox"/>	<input type="checkbox"/>
230	4 Rip Rap [R00204060016] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
240	5 Rip Rap [R00204060016] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.	<input type="checkbox"/>	<input type="checkbox"/>
250	4 Rip Rap [R00204060017] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
260	5 Rip Rap [R00204060017] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.	<input type="checkbox"/>	<input type="checkbox"/>
270	4 Rip Rap [R00204060018] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
280	5 Rip Rap [R00204060018] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.	<input type="checkbox"/>	<input type="checkbox"/>
290	4 TRM-Lined Swale [R00204080012] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
300	5 TRM-Lined Swale [R00204080012] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.	<input type="checkbox"/>	<input type="checkbox"/>
310	4 Rock Check Dam [R00206010005] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
320	5 Rock Check Dam [R00206010005] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.	<input type="checkbox"/>	<input type="checkbox"/>
330	4 Rock Check Dam [R00206010015] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
340	5 Rock Check Dam [R00206010015] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.	<input type="checkbox"/>	<input type="checkbox"/>
350	4 Gabions [R00207010002] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
360	5 Gabions [R00207010002] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify maintenance type (repair, replacement, or modification) and describe the maintenance recommendation.	<input type="checkbox"/>	<input type="checkbox"/>
<b>SMA Controls. Describe recommended action in task line as appropriate</b>			
380	6 Is there evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters?	<input type="checkbox"/>	<input type="checkbox"/>
390	7 Is there evidence of dust generation or evidence of off-site vehicle tracking of raw, final, or waste materials or sediments?	<input type="checkbox"/>	<input type="checkbox"/>
400	8 Is there evidence of the introduction of raw, final, or waste material to the SMA?	<input type="checkbox"/>	<input type="checkbox"/>
410	9 Has there been a significant increase in erosion potential at the SMA since the last inspection?	<input type="checkbox"/>	<input type="checkbox"/>
420	10 Asphalt and Tar Remnant Site [C-00-041] Has there been an increase in erosion potential at the Site since the last inspection?	<input type="checkbox"/>	<input type="checkbox"/>

Labor Report

14

**ATTACHMENT 1**

Page 3 of 7

IPC 2

IPC-3

Example Hard Copy Post-Storm Control Measure Inspection Form

Completed: \_\_\_\_\_

Report: 11, 12, 13, or continuation of task comments \_\_\_\_\_

EXAMPLE

**ATTACHMENT 1**

Page 4 of 7

IPC-3

Example Hard Copy Post-Storm Control Measure Inspection Form

WO ID: \_\_\_\_\_ <sup>14</sup> Page <sup>14</sup> of \_\_\_\_\_  
Responded Date: \_\_\_\_\_ <sup>1</sup> Time: \_\_\_\_\_ Completed Date: \_\_\_\_\_ <sup>14</sup> Time: \_\_\_\_\_  
Name/Z#: \_\_\_\_\_ <sup>1</sup>  
Name/Z#: \_\_\_\_\_  
Lead Signature: \_\_\_\_\_ <sup>15</sup>

"I confirm the information as recorded is true, accurate and complete."

**Certification Statement of Authorization**

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations."

Name of Delegated Official of Permittees: Steve Veenis Z#: 109949

Date: Date on file Delegated Official Signature: Signature on File

LANL PERSONNEL USE ONLY (initials and dates)

Accepted: \_\_\_\_\_ Tech QC \_\_\_\_\_ FTL: \_\_\_\_\_

EXAMPLE

IPC 2

**ATTACHMENT 1**

Page 5 of 7

Example Post-Storm Control Measure Inspection Form Instructions

**NOTE:** The hosted MainConn database system configuration is subject to change. This will affect how hard-coded sections in forms appear on hard copy and electronic versions of work orders. Checkbox selections on the hard copy will appear as “No” and “Yes” and the same checkbox selections on the electronic version will appear as “Failed” and “Complete”.. If conducting work order electronically, follow the instructions in Attachment 1, using Attachment 5 for an electronic version example of a Post Storm Control Measure Inspection Form.

IPC-3

1. Enter the date and time the inspection is *started* as follows:
  - Hard Copy: On the section provided on the signature page. Also document the names and Z numbers of the field personnel performing the work. List the field lead first. If more than two personnel conduct the work, enter the additional names in the “Labor Report” section.
  - Electronic version: Select the appropriate Work Order from the My WOs page, and select “Responded” from the Status dropdown. Add the labor accounts of all field personnel performing the work.
2. Verify if the location of any control measure has changed on the Project Map by checking the “Failed” (i.e. “No”) or “Complete (i.e. “Yes) box. If map corrections are made, mark the Project Map with corrections. Document the Work order ID and initial and date all changes on the Project Map.
3. Verify if any other amendments have been made to the Project Map by checking the “Failed” (i.e. “No”) or “Complete (i.e. “Yes) box. If map amendments are made, mark the Project Map with corrections. Document the Work Order ID and initial and date all changes on the Project Map.
4. Verify if each control measure at the site is operating effectively on arrival by checking the “Failed” (i.e. “No”) or “Complete (i.e. “Yes) box. If a control measure is not operating effectively, document the existing or installed backup control in the task comment line. If more space is needed on the hard copy, continue notes in the Labor Report section (including the WO task number in continuation).
5. Verify if maintenance is needed or conducted at inspection for each control measure by checking the “Failed” (i.e. “No”) or “Complete (i.e. “Yes) box. If maintenance is needed/conducted at inspection, document the maintenance type and recommendation/description of work conducted

in the task comment line. If more space is needed on the hard copy, continue notes in the Labor Report section (including the WO task number in continuation).

**ATTACHMENT 1**

Page 6 of 7

Example Post-Storm Control Measure Inspection Form Instructions

IPC 2

IPC-1

6. Verify any evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters by checking the “Failed” (i.e. “No”) or “Complete (i.e. “Yes) box. If materials are found, the field inspector must remove and properly dispose of the materials or describe how appropriate controls are managing the materials in the task comment line. If more space is needed on the hard copy, continue notes in the Labor Report section (including the WO task number in continuation).
7. Verify any evidence of dust generation or off-site vehicle tracking of raw, final, or waste materials or sediments by checking the “Failed” (i.e. “No”) or “Complete (i.e. “Yes) box. If dust or off-site tracking is found, the field inspector must describe the condition and recommend controls for controlling discharge to receiving waters in the task comment line. If more space is needed on the hard copy, continue notes in the Labor Report section (including the WO task number in continuation).
8. Verify any evidence of introduction of raw, final, or waste material at the SMA (e.g. roll off bins, metals, stockpile materials, containerized waste water from another program) by checking the “Failed” (i.e. “No”) or “Complete (i.e. “Yes) box. If new material is found, the field inspector must describe the condition of the materials (e.g. covered, stored above ground, containerized) and recommend controls for controlling discharge to receiving waters in the task comment line. If more space is needed on the hard copy, continue notes in the Labor Report section (including the WO task number in continuation).
9. Verify and document any significant increase in erosion potential at the SMA since the last inspection by checking the “Failed” (i.e. “No”) or “Complete (i.e. “Yes) box. If significant erosion is found, the field inspector must describe the changes and recommendation controls in the task comment line. If more space is needed on the hard copy, continue notes in the Labor Report section, (including the WO task number in continuation).
10. Verify and document any significant increase in erosion potential at each Site since the last inspection by checking the “Failed” (i.e. “No”) or “Complete (i.e. “Yes) box. If significant erosion is found, the field inspector must describe the changes and recommendation controls in the task comment line. If more space is needed on the hard copy, continue notes in the Labor Report section, (including the WO task number in continuation).



**ATTACHMENT 1**

Page 7 of 7

Example Post-Storm Control Measure Inspection Form Instructions

IPC 2

11. If taking photos is necessary, document any digital photos taken by listing the photo IDs in the Labor Report section. Identify the photo by the camera photo identification number. If photos are taken in a secure area, follow the guidance in the Photographic Equipment and Activity Authorization form (see LANL Form 1897PA, PS-1) and have a complete Form 1897PA before taking any photos. Obtain a DC review of the photo(s).

***NOTE: Photography at LANL is governed by section 3.4.3 of P217 of Controlled Articles and the PADOPs Photography Procedure. Ensure that you have read and understand the requirements of these documents and have filled out Form 1897 before taking any photos.***

12. Use the Labor Report section for any additional notes, task comment continuations, or Site information. If no actions were recommended for steps 2-10, write “No Action Recommended” or “NAR”. If actions were recommended for steps 2-10, and section was not used for continuation of task comments, photo numbers or other site information, write “none”.
13. Indicate if a continuation sheet was used by writing “Continuation Sheet attached” in Labor Report Section. If a continuation sheet was used, write the work order ID onto the continuation sheet and attach to the work order.
14. Enter the date and time the inspection is completed as follows:
- Hard Copy: Complete the sections provided on the signature page. In addition, confirm that every page in the work order package has been documented with the WO ID and page # of total # of pages (for page one and any continuation page (s), document in the lower right hand corner).
  - Electronic copy: Select “Completed” from the Status dropdown.
15. The Lead Inspector and a field team member will review the form(s) for accuracy. The Lead Inspector will certify that the information submitted is “true, accurate, and complete” as follows:
- Hard Copy: by signing and dating the “Lead Signature” line on the signature page.
  - Electronic copy: By clicking on the Signature bar to open the signature section and typing the full name and Z# in the “Comments” text field, capturing an electronic signature, then select save to close the signature section.
16. (Applies to electronic form only) If electronic data collection was performed, navigate back to the “My WOs” page. Using the “Menu dropdown” confirm you are in a “Connected” state,

IPC-3

then select “Sync”. All Work Orders placed in Completed status (see Item 14) since the last synchronization will be uploaded to the Maintenance Connection database.

**ATTACHMENT 2**

Page 1 of 4

Example Control Measure Installation Form

Los Alamos National Lab

Work Order BMP-53066

Ind Permit BMP Insp & Maint  
Printed 4/10/2017 - 4:38 PM (Duplicate Copy)

**Maintenance Details**

<b>Requested By:</b> Smith test, Shannon on 4/10/2017 4:37:00 PM	<b>Target:</b> 5/9/2017	 IP  RG-NCOM  R002  R-SMA-1
<b>Taken By:</b> Smith test, Shannon	<b>Priority/Type:</b> / Inspection	
<b>Procedure:</b> Storm Water Control Measures Installation Form (SOP-20012-2 IPC2)		
<b>Last PM:</b> 11/19/2015	<b>Contact:</b> Smith test, Shannon	
<b>Project:</b> Test project (P-BMP- 4518)	<b>Phone:</b>	
<b>Reason:</b> SOP-20012-2 IPC 3 (Example Control Measure Installation)		
<b>Special Instructions:</b> Route 1, R002-13-0006-225-R1-R11.		

**Tasks**

#	Description	Meas.	No	Yes
1.	Mark Site Map with all new BMP updates <span style="border: 1px solid red; padding: 0 2px;">8</span>			
2.	Submit Site Map with this form.			
<b>Best Management Practice (BMP)/Control Measure Installation Instructions</b>				
10	<span style="border: 1px solid red; padding: 0 2px;">2</span> Install BMP according to instructions.	<span style="border: 1px solid red; padding: 0 2px;">4</span>	<span style="border: 1px solid red; padding: 0 2px;">3</span>	

**Labor Report**

**Completed:** \_\_\_\_\_

**Report:** 5, 6, 7 or task continuations

**ATTACHMENT 2**

Page 2 of 4

Example Control Measure Installation Form

IPC 2

WO ID: 9 Page 9 of 9  
Responded Date: 1 Time: \_\_\_\_\_ Completed Date: 9 Time: \_\_\_\_\_  
Name/Z#: 1  
Name/Z#: \_\_\_\_\_  
Lead Signature: 10

"I confirm the information as recorded is true, accurate and complete."

**Certification Statement of Authorization**

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations."

Name of Delegated Official of Permittees: Steve Veenis Z#: 109949

Date: Date on file Delegated Official Signature: Signature on File

LANL PERSONNEL USE ONLY (initials and dates)

Accepted: \_\_\_\_\_ Tech QC \_\_\_\_\_ FTL: \_\_\_\_\_

EXAMPLE

## ATTACHMENT 2

Page 3 of 4

### Example Control Measure Installation Form Instructions

**NOTE:** The hosted MainConn database system configuration is subject to change. This will affect how hard-coded sections in forms appear on hard copy and electronic versions of work orders. Checkbox selections on the hard copy will appear as “No” and “Yes” and the same checkbox selections on the electronic version will appear as “Failed” and “Complete”. If conducting work order electronically, follow the instructions in Attachment 2, using Attachment 5 for an electronic example of Control Measure Installation Form.

1. Enter the date and time the installation is *started* as follows:
  - Hard Copy: On the section provided on the signature page. Also document the names and Z numbers of the field personnel performing the work. List the field lead first. If more than two personnel conduct the work, enter the additional names in the “Labor Report” section.
  - Electronic copy: Select the appropriate Work Order from the My WOs page, and select “Responded” from the Status dropdown. Add the labor accounts for all field personnel performing the work.
2. Perform the requested installation task(s) as instructed on Form 20012-2.
3. Verify that each installation was performed as instructed by checking the “Failed” (i.e. “No”) or “Complete (i.e. “Yes) box. Any deviation from the instructions requires a description of the work completed and the reason(s) for the deviation on the task comment line. If more space is need on the hard copy, continue notes in the Labor Report section (including the WO task number in continuation).
4. Document activities performed with a written description on the task comment line. If installation could not be performed as instructed, document the reason(s) on the task comment line. If more space is needed, continue notes in the Labor Report section (including the WO task number in continuation).
5. If taking photos is necessary, document any digital photos taken by listing the photo IDs in the Labor Report section. Ensure the file name includes Work Order number and date when downloaded to a computer. If photos are taken in a secure area, follow the guidance in the Photographic Equipment and Activity Authorization form (see LANL Form 1897PA, PS-1) and obtain a DC review of the photo(s)
6. Document any additional notes or Site information in the Labor Report section. If no notes are needed, write “none”.

IPC 2

IPC-3

IPC-3

IPC-1

7. (Applies to hard copy only) Indicate if a continuation sheet was used by writing “Continuation Sheet attached” in Labor Report Section. If a continuation sheet was used, write the work order ID onto the continuation sheet and attach to the work order.
8. Document location of control measure(s) by drawing the control measure(s) on the Project Map with a fine line permanent marker. Label the drawing with the control measure type. Initial and date all changes and document WO ID on map. Attach the map to hard copy Form 20012-2, or submit hard copy map markup for electronic processing. Other map change requests such as correcting the location of an existing control measure on the map will not be accepted on the Project Map copy used for installation. All such requests must be made separately.

## ATTACHMENT 2

Page 4 of 4

### Example Control Measure Installation Form Instructions

IPC 2  
& 3

9. Enter the date and time the inspection is completed and the names and Z numbers of the field personnel performing the work as follows:
  - Hard Copy: Complete the sections provided on the signature page. In addition, confirm that every page in the work order package has been documented with the WO ID and page # of total # of pages (for page one and any continuation page(s), document in the lower right hand corner).
  - Electronic version: Select “Completed” from the Status dropdown.

IPC-3

10. The Lead Inspector and a field team member will review the form(s) for accuracy. The Lead Inspector will certify that the information submitted is “true, accurate, and complete” as follows:
  - Hard Copy: by signing and dating the “Lead Signature” line on the signature page.
  - Electronic copy: By clicking on the Signature bar to open the signature section and typing the full name and Z# in the “Comments” text field, capturing an electronic signature, then select save to close the signature section.
11. (Applies to electronic copy only) If electronic data collection was performed, navigate back to the “My WOs” page. Using the “Menu dropdown” confirm you are in a “Connected” state, then select “Sync”. All Work Orders placed in Completed status (see Item 9) since the last synchronization will be uploaded to the Maintenance Connection database.

IPC 2

**ATTACHMENT 3**

Page 1 of 4

Example Control Measure Maintenance Form

Los Alamos National Lab

Work Order BMP-53066

Ind Permit BMP Insp & Maint  
 Printed 4/10/2017 - 4:46 PM (Duplicate Copy)

**Maintenance Details**

<b>Requested By:</b> Smith test, Shannon on 4/10/2017 4:37:00 PM	<b>Target:</b> 5/9/2017	 IP  RG-NCOM  R002  R-SMA-1
<b>Taken By:</b> Smith test, Shannon	<b>Priority/Type:</b> / Inspection	
<b>Procedure:</b> Storm Water Control Measures Maintenance Form (SOP-20012-3 IPC2)		
<b>Last PM:</b> 11/19/2015		
<b>Project:</b> Test project (P-BMP-4518)		
<b>Reason:</b> SOP-20012-3 IPC 3 (Example Control Measure Installation)		
<b>Special Instructions:</b> Route 1, R002-13-0006-225-R1-R11.		
<b>Contact:</b> Smith test, Shannon <b>Phone:</b>		

**Tasks**

#	Description	Meas.	No	Yes
1.	Mark Project Map with all new BMP updates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Best Management Practice (BMP)/Control Measure Installation Instructions				
2.	Submit Project Map with this form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Maintain as directed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Labor Report**

**Completed:** \_\_\_\_\_

**Report:** 5, 6, 7 or additional task comments

IPC 2

**ATTACHMENT 3**

Page 2 of 4

Example Control Measure Maintenance Form

WO ID: \_\_\_\_\_ 9 Page 9 of \_\_\_\_\_  
Responded Date: \_\_\_\_\_ 1 Time: \_\_\_\_\_ Completed Date: \_\_\_\_\_ 9 Time: \_\_\_\_\_  
Name/Z#: \_\_\_\_\_ 1 \_\_\_\_\_  
Name/Z#: \_\_\_\_\_  
Lead Signature: \_\_\_\_\_ 10 \_\_\_\_\_

"I confirm the information as recorded is true, accurate and complete."

**Certification Statement of Authorization**

*"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations."*

Name of Delegated Official of Permittees: Steve Veenis Z#: 109949

Date: Date on file Delegated Official Signature: Signature on File

LANL PERSONNEL USE ONLY (initials and dates)

Accepted: \_\_\_\_\_ Tech QC \_\_\_\_\_ FTL: \_\_\_\_\_

EXAMPLE



### ATTACHMENT 3

Page 3 of 4

#### Example Control Measure Maintenance Form.

NOTE: The hosted MainConn database system configuration is subject to change. This will affect how hard-coded sections in forms appear on hard copy and electronic versions of work orders. Checkbox selections on the hard copy will appear as “No” and “Yes” and the same checkbox selections on the electronic version will appear as “Failed” and “Complete”. If conducting work order electronically, follow the instructions in Attachment 3, referencing Attachment 5 for an electronic example of a Control Measure Maintenance Form.

1. Enter the date and time the maintenance is *started* as follows:
  - Hard Copy: On the section provided on the signature page. Also document the names and Z numbers of the field personnel performing the work. List the field lead first. If more than two personnel conduct the work, enter the additional names in the “Labor Report” section.
  - Electronic Copy: Select the appropriate Work Order from the My WOs page, and select “Responded” from the Status dropdown. Add the labor accounts of all field personnel performing work. 1
2. Perform the requested maintenance task(s) as instructed on Form 20012-3.
3. Verify that the maintenance was performed as instructed by checking the “Failed” (i.e. “No”) or “Complete (i.e. “Yes) box. Any deviation from the instructions requires a description of the work completed and the reason(s) for the deviation on the task comment line.
4. Document activities performed with a written description on the task comment line. If maintenance could not be performed as instructed, document the reason(s) on the task comment line. If more space is needed on the hard copy, continue notes in the Labor Report section (including the WO task number in continuation).
5. If taking photos is necessary, document digital photos taken by listing the photo IDs in the Labor Report section. Ensure the file name includes Work Order number and date when downloaded to a computer. If photos are taken in a secure area, follow the guidance in the Photographic Equipment and Activity Authorization form (see LANL Form 1897PA, PS-1) and obtain a DC review of the photo(s)
6. Document any additional notes or Site information in the Labor Report section, or to indicate if a continuation sheet was used. If no notes are needed, write “none”.

IPC 2

IPC-3

- IPC-1
- IPC 2  
& 3
- IPC-3
7. Indicate if a continuation sheet was used by writing “Continuation Sheet attached” in Labor Report Section. If a continuation sheet was used, write the work order ID onto the continuation sheet and attach to the work order.
  8. If control measure(s) have been modified, draw the modification on the Project Map with a fine line permanent marker. Initial and date all changes. Attach the map to Form 20012-3. Other map change requests such as correcting the location of an existing control measure on the map will not be accepted on the Project Map copy used for installation. All such requests must be made separately.
  9. Enter the date and time the inspection is completed and the names and Z numbers of the field personnel performing the work as follows:
    - Hard Copy Complete the sections provided on the signature page. In addition, confirm that every page in the work order package has been documented with the WO ID and page # of total # of pages (for page one and any continuation page(s), document in the lower right hand corner).
    - Electronic copy: Select “Completed” from the Status dropdown.

**ATTACHMENT 3**

Page 4 of 4

Example Control Measure Maintenance Form

- IPC 2  
& 3
- IPC-3
10. The Lead Inspector and a field team member will review the form(s) for accuracy. The Lead Inspector will certify that the information submitted is “true, accurate, and complete” as follows:
    - Hard Copy: by signing and dating the “Lead Signature” line on the signature page.
    - Electronic copy: By clicking on the Signature bar to open the signature section and typing the full name and Z# in the “Comments” text field, capturing an electronic signature, then select save to close the signature section.
  11. (Applies to electronic form only) If electronic data collection was performed, navigate back to the “My WOs” page. Using the “Menu dropdown” confirm you are in a “Connected” state, then select “Sync”. All Work Orders placed in Completed status (see Item 9) since the last synchronization will be uploaded to the Maintenance Connection database.

**ATTACHMENT 4**

Page 1 of 1

Example Delegated Official of the Permittees Signature Memo

IPC-1



To/MS: Memo to File  
From/MS: Steven J. Veenis, ER, M997  
Phone/Fax: 7-0013/ N/A  
Symbol: EP2015-xxxx  
Date: May 28, 2015

**memorandum**

*Surface Water Program*

**CERTIFICATION SIGNATURE OF INDIVIDUAL PERMIT RAIN EVENT INSPECTIONS**  
**Storm Water Control Measures Inspection Form Certification: 5/4/15 RG340**

As per the Environmental Protection Agency issued Individual Permit for storm water discharges from Los Alamos National Laboratory, a signature of the delegated official of the Permittees shall be included on all inspection reports.

This memo serves as the certification to the attached storm water control measures inspection forms for rain event driven inspections. Inspection forms are batched by rain gage identification number.

<u>Work Order ID</u>	<u>Site ID</u>
BMP-45940	A-SMA-3.5
BMP-45941	A-SMA-4
BMP-45942	A-SMA-6

**Certification Statement of Authorization**

*"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations."*

Name of Delegated Official of Permittees: Steven Veenis

Z#: 102949

Date: \_\_\_\_\_

Delegated Official Signature: \_\_\_\_\_

**ATTACHMENT 5**

Page 1 of 3

Example Electronic Post-Storm Inspection Form, Control Measure Installation Form, and  
Control Measure Maintenance Form

Priority: 2

Labor

Parts

Other Costs

Close

Status: Item 1 Issued Responded

Requested

Completed

Finalized

Closed

OnHold

Responded: Click to enter a date...

Completed: Click to enter a date...

Quick Report: Quick Labor Report

Labor Report: Enter a labor report...

Signature

Signatures 2

← Back BMP-53066 Task:50 3:20

50: Is BMP Operating effectively on a

Example for Inspection Form (Attachment 1) Items 2-11, Installation Form (Attachment 2) Items 3-4, and Maintenance Form (Attachment 3) Items 3-4.

hours:

Rating:

Initial reading:

Final reading:

Initials:

Complete Failed

Verify either

Comments: Document here

Asset: V00102040012 (Established Vegetation)

If the task is linked to a specific asset the ID will display here. Confirm you are answering for the right asset.

Previous Task Next Task

IPC-3

**ATTACHMENT 5**

Page 2 of 3

Example Electronic Post-Storm Inspection Form, Control Measure Installation Form, and  
Control Measure Maintenance Form

The screenshot shows a web-based form interface. At the top, there are sections for 'Parts', 'Other Costs', and 'Close'. Below these is a 'Status' dropdown menu with options: Requested, Issued, Responded (highlighted in blue), Completed (circled in red), Finalized, Closed, and OnHold. The 'Status' field is currently set to 'Responded'. Below the status is a 'Responded' date field with the value 'Jun 13, 2016 03:16 PM'. There is a 'Completed' field with a placeholder 'Click to enter a date...'. A 'Quick Report' dropdown is set to 'Quick Labor Report'. The 'Labor Report' field contains the text: 'Inspection form Items 12-13 and 15 as necessary, Installation and Maintenance form Items 5-6, and 9 as necessary.' Below this is a 'Signature' section with a dropdown showing 'Inspection form Item 23, Installation and Maintenance form Item 11'. There is also a 'Signatures' section with a count of 3 and a 'Photo' section.

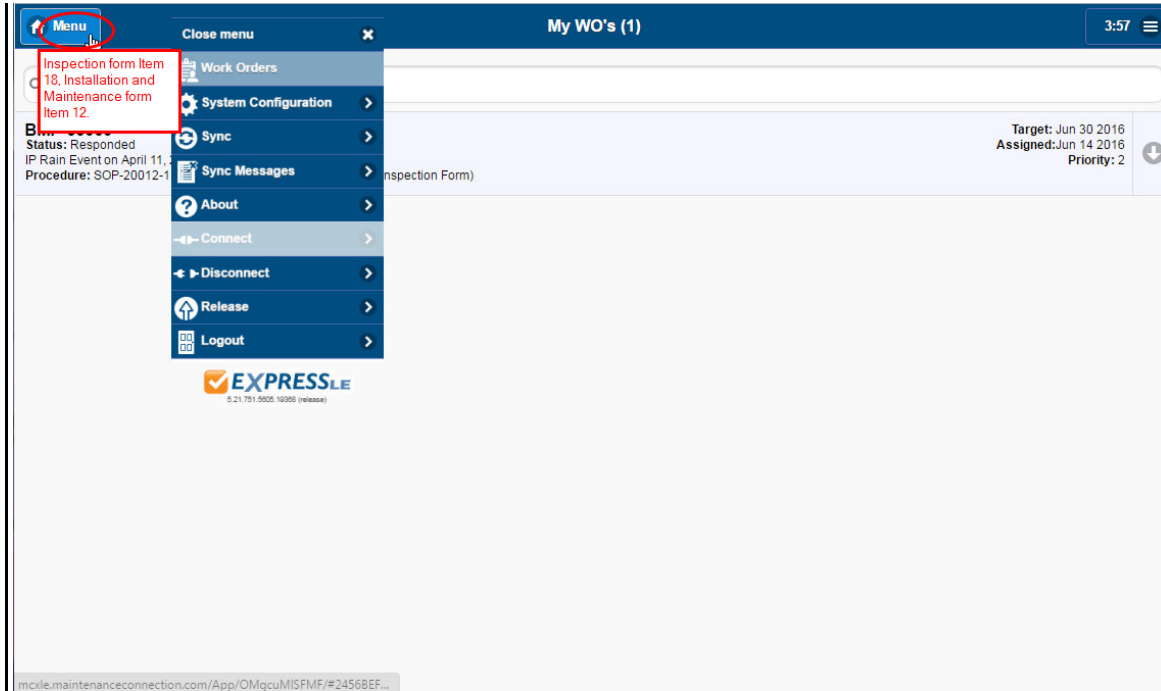
This screenshot shows the signature capture interface. At the top, there are 'Cancel', 'Signature', and '3:52' buttons. Below are 'Save' (checked), 'Undo (25)', and 'Redo (0)' buttons. A 'Comments' field contains the text 'Name, Z#'. Below the comments is a 'Sign here:' label and a large rectangular area containing a handwritten signature in blue ink.

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**ATTACHMENT 5**

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