

*CHAPTER 12A – DAILY REPORTS / DIARIES

Day-to-day records of Project activity and progress are extremely important. The Project Manager (PM) is responsible for ensuring Project Records are kept, and that they are accurate and adequate records of the progress of the Project.

The following forms are used to record project progress information, and are discussed in detail in this chapter:

- 12A-1: [General Daily Progress Report, form 734-3474](#), ([Structure Coating Daily Progress Report, form 734-1789](#), may be used for structural coating work)
- 12A-1: [Project Manager's Diary, form 734-3120](#)
- 12A-2: [Traffic Control Inspection Report, form 734-2474](#)
- 12A-3: [Erosion Control Monitoring, form 734-2361](#)
- 12A-4: [Turbidity Monitoring Report, form 734-2755](#)
- 12A-5: [Report of Motor Vehicle Accident or Hazardous Material Incident Observed or Investigated by Employee, form 734-3589](#) and [Report of Damage to Highway Structure, form 734-3373](#)

The most current forms and examples are available on the Construction Section Website at:

<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/Pages/HwyConstForms1.aspx>

12A-1 *GENERAL DAILY PROGRESS REPORT /PROJECT MANAGER'S DIARY

All personnel associated with the Project (*Inspector, Asst. PM, Project Coordinator, QCCS, etc.*) must use the [General Daily Progress Report form 734-3474](#). If additional information is deemed necessary the [Project Manager's Diary, form 734-3120](#) may be used to record Project activities and events. The [Structure Coating Daily Progress Report, form 734-1789](#) may be used for structural coating work. The PM must ensure that all appropriate information for a Project is recorded on a daily basis.

If the PM uses form 734-3474 or 734-1789 (Daily) as well as form 734-3120 (Diary), the same information does not need to be recorded on both forms. The forms are meant to supplement each other, not to include duplicate information.

It is very important to record each days Work and the resources used for activities; **especially those that are impacting the Project schedule**. This needs to be done daily.

It is often beneficial to augment the record of events or situations with sketches, photos, video recordings, or other methods.

* All marked text updated January 2017

On large Projects, each Inspector assigned to a major operation must keep a separate General Daily Progress Report or diary. The PM and other key Project personnel must record Project information, including:

- Weather, Contractor personnel, and Equipment (including a list of Equipment downtime and Subcontractors).
- Location and description of the Work and estimated quantities performed that day.
- Arrivals and departure of major Equipment.
- Condition of traffic control and Roadway. Also record significant changes or problems with traffic control and devices.
- Significant communications with the Contractor, especially those pertaining to Work schedule, Work methods, Materials, or payment.
- Orders and directives given the Contractor. The PM must also send a memo or letter to confirm significant verbal instructions or agreements.
- References to significant letters, minutes of meetings and attendees, reports, photographs, telephone conversations, etc.
- Disagreements with the Contractor over Work quality or performance, including rejected Work or Materials. List reasons for disagreement, and specific reasons why Work and/or Materials were rejected.
- Delays, difficulties, accidents, Utility damages, and other unusual conditions. Describe factors or conditions that may hinder the Contractor's operations and cause delays. Also include the time of suspending or resuming Work and explanations.
- Comparison between scheduled Work activities (from Contractor's schedule) and actual Work activities. Explain differences.
- Significant visits or communications within Agency or with FHWA, Utilities, local officials, or property owners.
- Days or periods when no Work is in progress or no Work was accomplished and reasons why.

The daily diaries and reports are considered public records. Include only factual information in them. Do not include personal remarks and opinions regarding operations and/or personnel on the Project.

Submit the original General Daily Progress Reports and Project Manager Diaries with the final Project documentation. Arrange the reports in chronological order and assemble them into pads. [Refer to [Chapter 37 – Submittal of Final Project Documentation](#)]

The PM must also ensure that other needed reports, including those discussed below are completed as required.

12A-2 TRAFFIC CONTROL INSPECTION REPORT

Some Projects require the Contractor to employ a Traffic Control Supervisor (TCS) to perform the duties specified in Subsection 00225.32 of the Contract.

One of the duties of the TCS is to prepare and sign a report on the Project traffic control and submit it to the PM no later than the end of the next TCS construction work shift. The TCS must use the [Traffic Control Inspection Report, form 734-2474](#).

In accordance with Subsection 00225.60 and 00225.90(a)(2), when the bid schedule does not include an item for a TCS, the Contractor's Superintendent or designee will perform the daily traffic control inspection, monitoring, and reporting each working day.

Once submitted, the PM or designated representative will sign form 734-2474 and note the information on the [General Daily Progress Report form 734-3474](#).

The PM must review the Traffic Control Inspection Reports to ensure that traffic control is properly performed and maintained. An ODOT Inspector signature line is located at the bottom of the form to ensure the content and frequency is acceptable. All problems that are identified must be immediately resolved by the Contractor.

The PM will submit the original [Traffic Control Inspection Report, form 734-2474](#), with the final Project documentation. Arrange the reports in chronological order and bind them into pads. [Refer to [Chapter 37 – Submittal of Final Project Documentation](#)]

12A-3 EROSION CONTROL MONITORING (NPDES REPORTS)

The Department of Environmental Quality requires that construction activities, under the authority or jurisdiction of a public agency, comply with the National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit.

Although the NPDES permit is issued to the public agency, it is incorporated into the Contract and the Contractor must comply with the terms of the permit. The permit requires the Contractor to implement and maintain erosion and sediment control measures for storm water discharge. The permit also requires site inspections and monitoring reports be prepared for active Projects.

The Project Plans typically include an Agency-developed Erosion and Sediment Control Plan (ESCP). If changes are made, the Contractor is required to submit an updated ESCP.

The Contractor is required in 00280.62 to perform and document site inspections. Completed [Erosion Control Monitoring, form 734-2361 for each inspection must be submitted to the Engineer.](#)

Throughout the Project, the PM must:

- Work closely with the Contractor when modifications are made to the ESCP or the erosion/sediment control devices.
- Periodically and after significant weather events, inspect the erosion control devices are in place, operating properly, and maintained throughout the Project.
- Complete an Environmental Construction Inspection Report Form [734-2902](#) for each inspection.
- Make certain the Contractor has inspected and submitted the Erosion Control Monitoring reports according to the schedule requirements of the NPDES Permit.
- Consider withholding payment or suspension of Work for noncompliance issues (i.e. missing erosion control monitoring reports and deviations from the ESCP, etc.)
- If a discrepancy or an issue arises on the Project, contact the Region Environmental Coordinator.

The minimum monitoring requirements for all Projects include:

- Inspect all erosion control facilities at least once every seven (7) Calendar Days for active sites and every 14 Calendar Days for inactive sites.
- Inspect within 24 hours after more than 0.5 inches of rain within a 24 hour period.
- When directed by the Engineer.

During active construction, a copy of the approved ESCP with updated changes must be kept at the construction site.

After construction is complete, submit the Erosion Control Monitoring forms with the final Project documentation. Arrange the reports in chronological order and assemble them into pads. [Refer to [Chapter 37 – Submittal of Final Project Documentation](#)]

12A-4 TURBIDITY MONITORING AND REPORTING (“In-water Work”)

The [ODOT Technical Bulletin GE09-03\(B\)](#) defines the turbidity monitoring requirements included in the Contract to comply with the Clean Water Act (CWA) Section 401 Water Quality Certification.

This requirement will **only** apply to Projects with an Army Corps of Engineers CWA Section 404 permit/and or Department of State Lands (DSL) Removal/Fill permits. Turbidity monitoring and reporting is required for Projects with active “in-water” work when there is a potential for sediment discharge, and for Projects involving wetlands. The specific monitoring and reporting requirements will be defined in the Project Special Provisions and the Project-specific permits.

The PM must ensure that all required monitoring and reporting is done by the Contractor per the permit requirements. The Contractor will perform the turbidity monitoring and document the results on the [Turbidity Monitoring Report, form 734-2755](#) unless otherwise specified in the Project-specific permit(s).

The Turbidity Monitoring Reports must be kept on the Project Site and be available for inspection at all times. Failure to monitor and present the monitoring reports when requested by the appropriate agencies constitutes a violation of the 404-Permit and/or 1200-CA permit. This may result in enforcement action against the Contractor which may include civil penalties for each day of violation.

After construction is complete, submit the original Turbidity Monitoring Report forms with the final Project documentation. Arrange the reports in chronological order and assemble them into pads. [Refer to [Chapter 37 – Submittal of Final Project Documentation](#)]

The [ODOT Geo-Environmental Section](#) is available for support and guidance to Consultants, Contractors and Agency staff on turbidity monitoring requirements.

12A-5 ACCIDENT INVESTIGATION AND REPORTING

When a serious or fatal accident involving the travelling public or a pedestrian occurs within the limits of a construction Project, the PM or Inspector must investigate the accident to:

1. Ensure that the traffic control was and is operating adequately and properly. If the traffic control needs to be modified, the PM or Inspector must ensure that it is done immediately by the Contractor.
2. Record information that will allow the Agency to adequately defend itself in the event of legal action or an insurance claim. If possible take pictures and/or video of the accident site. Agency personnel may also be called to testify in private legal actions about conditions at the time of an accident.

Complete a [Report of Motor Vehicle Accident or Hazardous Material Incident Observed or Investigated by Employee, form 734-3589](#), when required or requested to do so by others. For more information regarding Project safety and reporting requirements, refer to [Chapter 17 – Safety](#).

Complete an investigation and [Report of Damage to Highway Structure, form 734-3373](#). Submit the form, along with any accident photos and police reports to the Claims Against Others (CAO) Coordinator. Any questions regarding this process should be directed to the CAO Coordinator at (503) 986-3040. [Refer to [Chapter 31 – Protection of Work / Responsibility for Damages](#)]