

Maintenance charging to Storm Water Erosion control repairs: R-0381-14

R-0381-14 should be used to charge repair activities to completed construction projects that have open storm water permits. If construction employees are assisting maintenance with repairs to the storm water erosion control devices they should charge their time to R-0381-14 with a valid maintenance activity.

R-0381-14 should not be used to charge activities to an active construction project. The contractor will be responsible for repairs to erosion control measures during an active project.

If substantial repairs to storm water devices are needed; emergency contracts should let for the repairs.

Activities that can potentially be used under the R-0381-14 include:

- 461 Drainage – Maintain Erosion Control Devices, and install new ones, clean silt, etc.
- 471 Seeding – Seeding and Mulching Areas
- 472 Mowing - Maybe
- 473 Spraying - Maybe
- 474 Slope Erosion – Repairing eroded areas
- 711 Training – any special training related to this work

Maintenance employees will not be put on standby for storm water inspection. Construction employees that have been through the storm water compliance environmental training that are certified to do the inspections will be put on standby, coding to the construction project. Storm water activities may need to be added to these active projects by contacting Program and Project Management.

Construction Employees charging to Storm Water Inspection:

Coding for inspections with an active construction project will be charged to the appropriate KA# for the active project using the activity number 378. In many cases we now have open storm water permits on completed construction projects. Do not charge time or materials to a completed project number. The generic KA-3523-01 number will be used along with the 378 activity code for a completed construction project for storm water. In the future, construction project numbers will remain active for charging time until the storm water permit has been closed. The generic number (KA 3523-01) should only be used if the construction project number has been closed. There could be times when the construction contract has been closed but the project/permit is still active.

Standby can be charged to multiple projects if the inspectors are expected to monitor multiple active construction projects.

Employees can be put on standby for one day, the whole weekend, or on a holiday that meets the criteria set forth in the Standby for storm water inspection policy. The time frame for standby will be 8 am to 4 pm. The inspections will only take place during day light hours. Time cannot be coded for both standby and worked time. Standby stops during the time the employee charges work hours to the project.

Coding to special projects:

Updated 11/2013

CIT classes:

Registration fees for CIT are coded to RE-0639-14 project number. Any other charges (employee time, equipment time, travel vouchers) for the CIT training will be charged to the appropriate project number they would typically charge their time to for training. All costs associated with training are charged to the operating budget where the employee is assigned, regardless of the project used. For example, a District 1 employee's travel costs would be coded to District 1.

MQA coding:

MQA coding should be charged to the R-3805-FY number. The R-3805-FY number will be charged to the appropriate District on the travel voucher for accommodations in connection with this project number.