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DATE: October 17, 2014
TO: Engineering and Development Community
FROM: Quinn Martin, Chief Construction Inspector
SUBJECT: Greenville County Phase-Sequence Verification Process Notice

Our division has been having issues with many permitted sites not following the Greenville County Phase-Sequence Verification Process. This process was started approximately a year ago and should be standard practice by now.

Pre-Construction Meeting

During the Pre-Construction Meeting, the project Engineer of Record must complete the top portion of the form.

Verification Process 1 - Initial Sediment and Erosion Control BMPs installed (prior to clearing and grubbing)

- Once Verification Process 1 is completed, the Grading Contractor must print, sign, and date the form verifying that the initial Sediment and Erosion Control BMPs were installed.
- Once a (CEPSCI) inspection of the first process is has been completed, the CEPSCI must print, sign and date the form.

Verification Process 2 – Installation of main Sediment Control Features and diversion swales/berms

- Once Verification Process 2 is completed (pond has been graded with baffles, skimmer, forebay, etc.), a site meeting must be scheduled. The County Construction Inspector, Grading Contractor, and CEPSCI are **required** to be present.
- At this time, the Grading Contractor must provide the County Inspector with an official letter stating the pond was built according to the shape, grades, inverts, etc. on the approved plans, therefore confirming the pond constructed is built to the volume requirements of the approved SWPPP.
- Upon receipt of the letter, the Grader Contractor and CEPSCI will print, sign, and date their respective spots next to Verification Process 2 on the form.
- Note: the As-Built Certification is not required at this time.

*****Please note that no other work should have been performed at this time.**

The Land Development Construction Sequence is:

- Clear for entrance
- Install entrance
- Clear for perimeter control
- Install perimeter controls
- Clear for ponds and traps
- Install ponds and traps
- Install diversions
- Begin rough grading

The Verification Processes should be followed *in order* and signed off by the Grading Contractor and CEPSCI once completed. Items should not be skipped and should be completed in the order they are listed on the form. In instances where there are special circumstances, approval must be granted by the site Inspector and noted on the form. If you have any questions or concerns regarding the Phase-Sequence Verification Process as it is related to your project you must resolve them at the Pre-Construction Meeting.

Beginning Monday, October 27th, our Inspection Team will be visiting random sites to verify that the Phase-Sequence Verification process is being performed correctly. **Stop Work Orders** will be given to any that is not following the process as it is outlined above.

This memo serves as a warning; if a Stop Work Order is posted on one of your sites, you can expect a Notice of Violation to accompany it. If a Stop Work Order is posted, the design Engineer must provide our Inspector with an Action Plan outlining what steps will be taken to bring the site into compliance. S/he will be responsible for certifying and reporting the completion of these Action Plan items to the Construction Inspector. Lastly, a \$500.00 Stop Work Order will need to be paid before any site work can be done.

If you have any questions please feel free to contact me by email at gmartin@greenvillecounty.org or by phone at 864-467-5945.