

Memorandum

To: PDSWAT
From: DANIEL W. PETERSON
Chief, Office of Storm Water Management
Division of Design
Date: July 31, 2003
File: SWDR
Subject: Storm Water Data Reports for Local Funded Projects

Per the December 18, 2002 and September 25, 2002 Memorandums issued by Mr. Brent Felker, Deputy Director for Project Delivery, the procedures identified in the September 2002 version of the Caltrans Storm Water Quality Handbook - Project Planning and Design Guide (PPDG) shall be implemented during design of all projects, including the requirement for a Storm Water Data Report for every project. For large projects that have been broken into separate construction contracts, each separate contract must have its own Storm Water Data Report. Only those projects that were advertised prior to January 1, 2003 are exempt from the requirement for a Storm Water Data Report.

A Storm Water Data Report is used to document the decision-making process relating to the implementation of BMPs within a project, and also serves as the basis of the Department's Design Compliance Monitoring Program (a requirement of the Department's Storm Water Management Plan). A signed copy of the Storm Water Data Report shall be placed within the Project File. The licensed professional in responsible charge of the project design must stamp the final version of the Storm Water Data Report.

The requirement for Storm Water Data Reports extends to Locally Funded Projects. The Department's Storm Water Management Plan commits the Department to manage all construction within the Department's rights-of-way, and the Storm Water Data Report is seen as a component of the Department's management scheme. The District or Regional Project Delivery Storm Water Coordinators are responsible for reviewing Storm Water Data Reports submitted for Locally Funded Projects. For a Locally Funded Project, a project submittal is considered "complete" only when it includes a SWDR appropriate for the current phase of the project. Local agencies may download the PPDG and the Storm Water Data Report template at the following web address:

<http://www.dot.ca.gov/hq/oppd/stormwtr/index.htm>

If you have any questions or comments, please contact me at (916) 653-5747, or by e-mail at the following address:

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