# Pre-Dewatering Meeting Agenda

**Project: Date:**

**Location/Description of Work:**

**Schedule/Duration:**

Contractor/Contact responsible for monitoring and maintaining the dewatering operation?

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dewatering operation outlined in the ECIP? \_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_No

* If No: Contractor shall submit an Amendment to the ECIP outlining the dewatering operation.

Verify the dewatering operation follows what is stated in the ECIP/Amendment(s)?

* Soil type?
* Proposed best management practice (BMP)? (Sediment basin, portable sediment tank, etc.)
* Location of BMP? Shall be placed in an upland area, not in a wetland.
* Pump size(s) and discharge rate(s)?
* Size of BMP?
* Proper materials used for BMP?

Note: The DNR Technical Standard on dewatering (Standard 1061) gives guidance on proper type and sizing of BMP’s based on soil type and pumping rate.

Contingency plan:

* Additional materials readily available if needed?
* Secondary measures? Readily available?

EROSION CONTROL, PRE-DEWATERING MEETING

Process:

1. Project Leader shall conduct a dewatering meeting with the contractor prior to starting the operation. The discussion can take place during a weekly meeting or at a separately arranged meeting. Discuss the plan for dewatering, contingency plans, and availability of additional or secondary EC measures should they be needed. Storm Water and Erosion Control Engineer need not be present, but may be available if requested.
2. Project Leader shall ensure that the operation follows what is stated in the ECIP or ECIP Amendments. Project Leader shall request an Amendment if needed.
3. Project Leader shall order corrective action to adjust or stop the dewatering operation if it is discharging material to a wetland or waterway or has the potential to do so. Issue a stop work order if necessary.
4. Project Leader shall write an erosion control inspection form, and write an erosion control order form if corrective action is needed.
5. Project Leader should contact the Storm Water and Erosion Control Engineer for guidance if needed.