

**CONSTRUCTION INSPECTOR'S CHECKLIST  
FOR  
REMOVAL AND DISPOSAL OF REGULATED SUBSTANCES**

While its use is not required, this checklist has been prepared to provide the field inspector a summary of easy-to-read step-by-step requirements relative to the proper management of regulated substances. The following questions are based on information found in Section 669 of the Standard Specifications for Road and Bridge Construction, Removal and Disposal of Regulated Substances BDE special provision, and Section 669 of the Construction Manual.

**1. PRE-EXCAVATION**

- a. Has Contractor submitted the Regulated Substances Pre-Construction Plan (BDE 2730) a minimum of 21 days prior to construction commencing for your review and approval? (Art. 669.03) \_\_\_\_\_
- b. Have you provided the BDE 2730 to the District Environmental Unit and obtained their approval recommendation? (Note, excavation activities shall not commence in areas containing regulated substances prior to the BDE 2730 approval.) (Art. 669.03) \_\_\_\_\_
- c. Have you approved the BDE 2730? (Art. 669.03) \_\_\_\_\_
- d. Have you confirmed contractor equipment is in a clean condition (i.e. the equipment does not contain any residual non-special waste, non-hazardous special waste, or hazardous waste) upon delivery to the jobsite? (Art. 669.02) \_\_\_\_\_
- e. If Landfill Waste Disposal Characterization Sampling and Analysis was identified on the approved BDE 2730, has the sampling and analysis been performed to the landfill's satisfaction? (Art. 669.03 and 669.05) \_\_\_\_\_

**2. EXCAVATION and MANAGEMENT**

- a. Is the Contractor complying with various sections of the approved BDE 2730? Note this includes, but is not limited to, regulated substance monitoring, site contamination erosion control, etc. Regulated substance monitoring must be conducted during regulated substance excavation activities. The Contractor shall document monitoring activities via BDE 2732 "Regulated Substances Monitoring Daily Record" (see attached example). (Art. 669.03 and 669.04) \_\_\_\_\_
- b. Regulated soil classified as "a(1)" can be used on site or disposed of at a properly permitted landfill as non-special waste (Art. 669.05). When disposed of at a landfill, has the Contractor provided:
  - (1) A signed letter specifying the proposed disposal site and documentation the landfill is permitted to accept the regulated soil? \_\_\_\_\_

- (2) A signed Waste Material Profile?\* \_\_\_\_\_
- (3) The Generator's Non-Special Waste Certification?\* (Art. 669.06) \_\_\_\_\_
- (4) Has the District signed the Generator's Non-Special Waste Certification? (Art. 669.06) \_\_\_\_\_

\*Typically, this document is prepared by a firm hired by the Contractor.

c. Regulated soil classified as "a(2)" can be used on site, disposed of at a clean construction demolition debris (CCDD) or uncontaminated soil fill operation (USFO) within an MSA County, or disposed of on another IDOT contract in an MSA county. (Art. 669.05 and Construction Manual Section 669)

(1) When disposed of at a CCDD or USFO:

- (a) Has the Contractor provided a signed letter specifying the proposed disposal site? \_\_\_\_\_
- (b) Has the Contractor provided documentation the site is on the IEPA approved CCDD or Solid Waste sites lists or possess the appropriate permit to accept the regulated soil? \_\_\_\_\_
- (c) Has the District provided the Contractor with a completed IEPA LPC 663 form for the Contractor's use? \_\_\_\_\_

(2) When disposed of on another IDOT contract within an MSA county:

- (a) Has the Contractor provided a signed letter specifying the proposed disposal site? \_\_\_\_\_
- (b) Has the Contractor's proposed site been approved by the Resident of each contract involved? \_\_\_\_\_

d. Regulated soil classified as "a(3)" can be used on site, disposed of at a clean construction demolition debris (CCDD) or uncontaminated soil fill operation (USFO) within an MSA County excluding Chicago or excluding the Chicago corporate limits, or disposed of on another adjacent IDOT project covered by the same preliminary site investigation (PSI). (Art. 669.05 and Construction Manual Section 669)

(1) When disposed of at a CCDD or USFO:

- (a) Has the Contractor provided a signed letter specifying the proposed disposal site? \_\_\_\_\_
- (b) Has the Contractor provided documentation the site is on the IEPA approved CCDD or Solid Waste sites lists or possess the appropriate permit to accept the regulated soil? \_\_\_\_\_

- (c) Has the District provided the Contractor with a completed IEPA LPC 663 form for the Contractor's use? \_\_\_\_\_
- (2) When disposed of on another adjacent IDOT contract, covered by the same PSI:
  - (a) Has the Contractor provided a signed letter specifying the proposed disposal site? \_\_\_\_\_
  - (b) Has the Contractor's proposed site been approved by the Resident of each contract involved? \_\_\_\_\_
- e. Regulated soil classified as "a(4)" can be used on site, disposed of at a clean construction demolition debris (CCDD) or uncontaminated soil fill operation (USFO) within an MSA County excluding Chicago, or disposed of on another adjacent IDOT project covered by the same preliminary site investigation (PSI). (Art. 669.05 and Construction Manual Section 669)
  - (1) When disposed of at a CCDD or USFO:
    - (a) Has the Contractor provided a signed letter specifying the proposed disposal site? \_\_\_\_\_
    - (b) Has the Contractor provided documentation the site is on the IEPA approved CCDD or Solid Waste sites lists or possess the appropriate permit to accept the regulated soil? \_\_\_\_\_
    - (c) Has the District provided the Contractor with a completed IEPA LPC 663 form for the Contractor's use? \_\_\_\_\_
  - (2) When disposed of on another adjacent IDOT contract, covered by the same PSI:
    - (a) Has the Contractor provided a signed letter specifying the proposed disposal site? \_\_\_\_\_
    - (b) Has the Contractor's proposed site been approved by the Resident of each contract involved? \_\_\_\_\_
- f. Regulated soil classified as "a(5)" must disposed of at a properly permitted landfill as non-special waste if disturbed (Art. 669.05). When disposed of at a landfill, has the Contractor provided:
  - (1) A signed letter specifying the proposed disposal site and documentation the landfill is permitted to accept the regulated soil? \_\_\_\_\_
  - (2) A signed Waste Material Profile?\* \_\_\_\_\_
  - (3) The Generator's Non-Special Waste Certification?\* \_\_\_\_\_

(4) Has the District signed the Generator’s Non-Special Waste Certification (to demonstrate the waste is not a special waste)? (Art. 669.06) \_\_\_\_\_

\*Typically, this document is prepared by a firm hired by the Contractor.

g. Regulated soil classified as “a(6)” must disposed of at a properly permitted landfill as special waste or hazardous waste (as applicable) if disturbed (Art. 669.05). When disposed of at a landfill, has the Contractor provided:

(1) A signed letter specifying the proposed disposal site and documentation the landfill is permitted to accept the regulated soil? \_\_\_\_\_

(2) Documentation the Contractor is operating with a valid Illinois special waste transporter permit? \_\_\_\_\_

(3) A signed Waste Material Profile?\* \_\_\_\_\_

(4) A Uniform Hazardous Waste Manifest?\* \_\_\_\_\_

(5) Has the District signed the Uniform Hazardous Waste Manifest? (Art. 669.05) \_\_\_\_\_

\*Typically, this document is prepared by a firm hired by the Contractor.

h. Is the transportation and disposal of excavated material classified as “a(5)” or “a(6)” being completed each day so that none of the material remains on-site by close of business (unless temporary staging has been approved and is being implemented per Art. 669.07)? \_\_\_\_\_

i. Regulated soil classified as “b(1)”, “b(2)”, or “c” can be used on site, disposed of offsite according to Article 202.03, or disposed of on another IDOT contract. This soil cannot be disposed of at a CCDD or USFO (Art. 669.05).

(1) When disposed of offsite according to Article 202.03, has the waste site been approved according to BDE Manual Chapter 27; Section 27-2? \_\_\_\_\_

(2) When disposed of on another IDOT contract:

(a) Has the Contractor provided a signed letter specifying the proposed disposal site? \_\_\_\_\_

(b) Has the Contractor’s proposed site been approved by the Resident of each contract involved? \_\_\_\_\_

j. If groundwater is encountered, is it being managed in accordance with Art. 669.05(d) and the approved BDE 2730? \_\_\_\_\_

k. When underground storage tank (UST) removal activities are necessary: (Art. 669.08)

(1) Have you ensured the UST(s) will be removed by an Illinois licensed removal contractor? \_\_\_\_\_

(2) Have you ensured an Office of the State Fire Marshal (OSFM) representative will be present during UST removal? \_\_\_\_\_

(3) If a petroleum release occurred during the UST removal: \_\_\_\_\_

(a) Was a petroleum release reported to the Illinois Emergency Management Agency (IEMA)\*? \_\_\_\_\_

(b) Was a petroleum release reported to the BDE Geologic and Waste Assessment Unit\*? \_\_\_\_\_

\*Ensure the date and name of person making the notification is captured.

I. Are changed field conditions being captured via the BDE 2730A "Regulated Substances Pre-Construction Plan Addendum"? (Art. 669.03) \_\_\_\_\_

Also Note, per Article 107.19 if any abnormal condition is encountered which may indicate the presence of a regulated substance, work shall be immediately discontinued. The District environmental staff should be contacted for additional guidance.

**5. POST-EXCAVATION**

Has the Contractor submitted a "Regulated Substances Final Construction Report (RSFCR)" to the Engineer using form BDE 2733 and required attachments for review and approval? (Art. 669.09) \_\_\_\_\_

Note, the Contractor shall submit this report not later than 90 days after completing all work associated with regulated substances. The report shall be signed by an Illinois licensed Professional Engineer or Professional Geologist. The Resident shall forward the report to the District environmental staff for their review and approval recommendation. (Note, BDE 2734 "Regulated Substance Final Construction Report Checklist" is available to facilitate the report review.)



**Regulated Substances Monitoring  
Daily Record (RSMDR)**



A Regulated Substances Monitoring Daily Record (RSMDR) shall be completed for each day of work and submitted to the Resident Engineer (RE) for all work areas regulated under Section 669 of the Standard Specifications for Road and Bridge Construction (SSRBC) by the qualified regulated substances monitoring personnel who completed the field work.

Date	Contract Number	Route	Marked Route
02/01/20	12345	FAS 123	IL 29
Payment Item No.	Description	Excavation Contractor	
Various	Excavation	Acme Excavating	
On-Site Monitoring Personnel		Monitoring Company/Firm	
Jane Doe		Jane Doe Environmental	
Time On-Site (24 hr format)	Time Off-Site (24 hr format)		
0730	1530		

**Contractor's Field Screening Equipment**

Equipment Used On Site	Model No.	Serial No.	Equipment Operator	Firm's Name
- Acme PID	MDM1102	MMM0505	Jane Doe	Jane Doe Environ.

FID/PID Calibration Gas	Time (24 hr)	Calibrated Reading (MU)	Background Reading (MU)	Weather	Time (24 hr)	Temp. (F)	Conditions
- Isobutylene	0745	100	2.1		0745	45	Cloudy, wind
- Isobutylene	0915	99.5	2.5		0915	55	Light rain
- Isobutylene	1300	101	2.4		1220	65	Sunny

Note: The FID/PID should be calibrated regularly, including, the start of work day, significant temperature changes, precipitation event, change in wind direction, barometric pressure or humidity, change in work location, non-zeroing meter, equipment malfunction, etc.

Provide a narrative of the activities completed during the daily regulated substances monitoring activities.

Excavation for new storm sewer in ares containing regulated soils.

**Variations from Regulated Substances Special Provision\***

Authorized by:	Station/PESA Site No	Station/PESA Site No.	Station/PESA Site No.
<input type="checkbox"/> None found today	912+60	913+00	1102-1
<input checked="" type="checkbox"/> Found variations that require corrective action or deduction			
	-		

\*Note: Areas shown in the Regulated Substances Special Provision shall not be reduced without prior approval from BDE.

Narrative of Variations from Regulated Substances Special Provision

Variation from Rem. & Disp. Reg. Sub. Spec. Prov. (Unexpected regulated substance found at 912+60. Waiting further instruction from IDOT.

Other	Remarks
1. Provide photo log sheet(s), as an attachment showing primary activities. Include captions, date/time, direction, PESA site number, pertinence of information, etc. (Required)	Photos from 9/1/2020 representative. No photos taken today.
2. Attach copies of associated manifests. (If applicable)	Manifest copies on file and provided to the Resident. Copies will also be provided with the BDE 2733 RSFCR.
3. Attach copies of associated disposal weight tickets. (If applicable)	Disposal ticket copies on file and provided to the Resident. Copies will also be provided with the BDE 2733 RSFCR.

By checking this box and typing my name below, I acknowledge this form is accurate and complete to the best of my knowledge.

Prepared by	Company/Firm	Date
Jane Doe	Jane Doe Environmental	02/01/20

By checking this box and typing my name below, I acknowledge this form has been reviewed and accepted.

Accepted by IDOT RE/RT Name	Date

**Regulated Substances Daily Construction Oversight Record**

Field Data											Office Follow-Up		Notes
Time (24 Hr)	Station From (include off-set)	Station To (include off-set)	PESA Site Number	Classification from Special Provision	PID/FID Reading (MU)	Volume (CY)	Management Method	Management Location/Facility	Manifest Number	Landfill Weight Ticket Number	Disposal Weight (Tons)		
1	0745	910+00 RT 24'-30'	910+15 RT 24'-30'	1102-1	669.05(a)(5)	265	13	NSW Landfill	Sangamon Valley Landfill	505101	1063	21.04	<input type="checkbox"/>
2	0815	910+15 RT 24'-30'	910+30 RT 24'-30'	1102-1	669.05(a)(5)	350	13	NSW Landfill	Sangamon Valley Landfill	505102	1066	20.26	<input type="checkbox"/>
3	0845	910+30 RT 24'-30'	910+45 RT 24'-30'	1102-1	669.05(a)(5)	10	13	NSW Landfill	Sangamon Valley Landfill	505103	1069	22.03	<input type="checkbox"/>
4	0915	910+45 RT 24'-30'	910+60 RT 24'-30'	1102-1	669.05(a)(1)	10	13	NSW Landfill	Sangamon Valley Landfill	505104	1075	20.42	<input checked="" type="checkbox"/>
5	1130	910+60 RT 24'-30'	911+60 RT 24'-30'	1102-1	669.05(a)(1)	0.1	N/A	On-Site	Soil used on-site as fill	N/A	N/A	N/A	<input type="checkbox"/>
6	1300	911+60 RT 24'-30'	911+95 RT 24'-30'	1102-1	669.05(a)(2)	2.0	31	Other	Soil taken to contract 12356	N/A	N/A	N/A	<input checked="" type="checkbox"/>
7	1400	911+95 RT 24'-30'	912+45 RT 24'-30'	1102-1	669.05(a)(2)	1.8	44	CCDD	Buckhart Sand and Gravel	N/A	N/A	N/A	<input checked="" type="checkbox"/>
8	1430	912+45 RT 24'-30'	912+60 RT 24'-30'	1102-1	669.05(b)(1)	0.0	13	TEMP Stage	Staged on-site for future use as fill on project	N/A	N/A	N/A	<input type="checkbox"/>
9	1500	912+60 RT 24'-30'	913+00 RT 24'-30'	1102-1	669.05(c)	751			Worked stopped waiting for further instructions from IDOT	N/A	N/A	N/A	<input checked="" type="checkbox"/>
10													<input type="checkbox"/>

**Notes (Reference the row number from above)**

- 4	910+45 - 669.05(a)(1) soil exhibited PID readings above background levels. Sent to landfill
- 6	See Resident's file for approval to use Contract 12356 for disposal.
- 7	Unsuitable soil taken to CCDD
- 9	Variation - Unexpected regulated substance encountered. Worked stopped in this area. Awaiting further instructions from IDOT.
-	

NSW Landfill - Non-Special Waste Landfill (manifest not required)  
 SW Landfill - Special Waste Landfill (manifest required)  
 HW Landfill - Hazardous Waste Landfill (manifest required)  
 CCDD - Clean Construction / Demolition Debris  
 USFO - Uncontaminated Soil Fill Operation  
 TEMP Stage - Temporary Staging/Stock piling  
 Other - Provide a full description and copy of written authorization for alternative disposal method.  
 MU - Meter Unit  
 CY - Cubic Yard

Notes:  
 If material from one area is managed in multiple ways, i.e. (a)(2) material is partially used on site and the remaining volume is taken to CCDD, use multiple lines to document how the material was managed.