



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

100 North Senate Avenue
Room N925 - CM
Indianapolis, Indiana 46204

PHONE: (317) 232-5456
FAX: (317) 232-5551

Michael R. Pence, Governor
Brandye L. Hendrickson,
Commissioner

May 10, 2016

CONSTRUCTION MEMORANDUM 16-04

TO: District Deputy Commissioners
District Construction Directors
District Technical Services Directors
District Area Engineers
District Project Management Director
Project Management Director
District LPA Coordinators
Project Engineers/Supervisors
Field Engineers

FROM: Mark A. Miller, Director *Mark Miller*
Division of Construction Management and District Support

SUBJECT: Field Assistant Application for Stormwater, Erosion, and Sediment Control Inspection Reports

The purpose of this memorandum is to notify all INDOT and Contractor field personnel of the Field Assistant Application to use for the Stormwater, Erosion, and Sediment Control Inspection Reports required weekly and for post precipitation events.

This Field Assistant Application can be accessed by tablet, laptop, or cell phone and located at <http://itap.indot.in.gov/>. In order to use this application, access must be granted to ITAP by the user's direct supervisor.

For Contractors, only those who have successfully completed the Department's Construction Storm Water Training course and hold a current training verification document for that course (SWQM) will be accepted on Part F of the form for signature. The report may be prepared by another individual under the direction and supervision of the SWQM as part F describes.

This application **shall** be used on all Stormwater, Erosion, and Sediment Control Inspection Reports effective on September 1, 2016 but will be available for field use on May 4, 2016.

Instructions are attached to help users obtain access and use the application effectively. Any questions should be directed to your Construction Management Field Engineer.

ATTACHMENT: Field Assistant Erosion, Sediment, and Storm Water Inspection user's instructions

MAM/ajp

INDOT Technical Application Pathway (ITAP)

You will need an ITAP account, if you don't have one go to <https://itap.indot.in.gov/login.aspx> and complete a user enrolment request. Or this link [Complete a user enrollment form](#).

Once your ITAP account information is sent to you, you need to request access to Contractor Field Assistant. By clicking this link [Click here to request a new application](#) . On the Application Enrollment window, select **Contractor Field Assistant**. On the Application Details window, select **Application User** in the drop down list and click Submit. Once you have been given access Contractor Field Assistant will be displayed on the Main Page.

If you are new to ITAP, tutorial videos can be accessed at <https://itap.indot.in.gov/F06/S024.aspx> .

Field Assistant

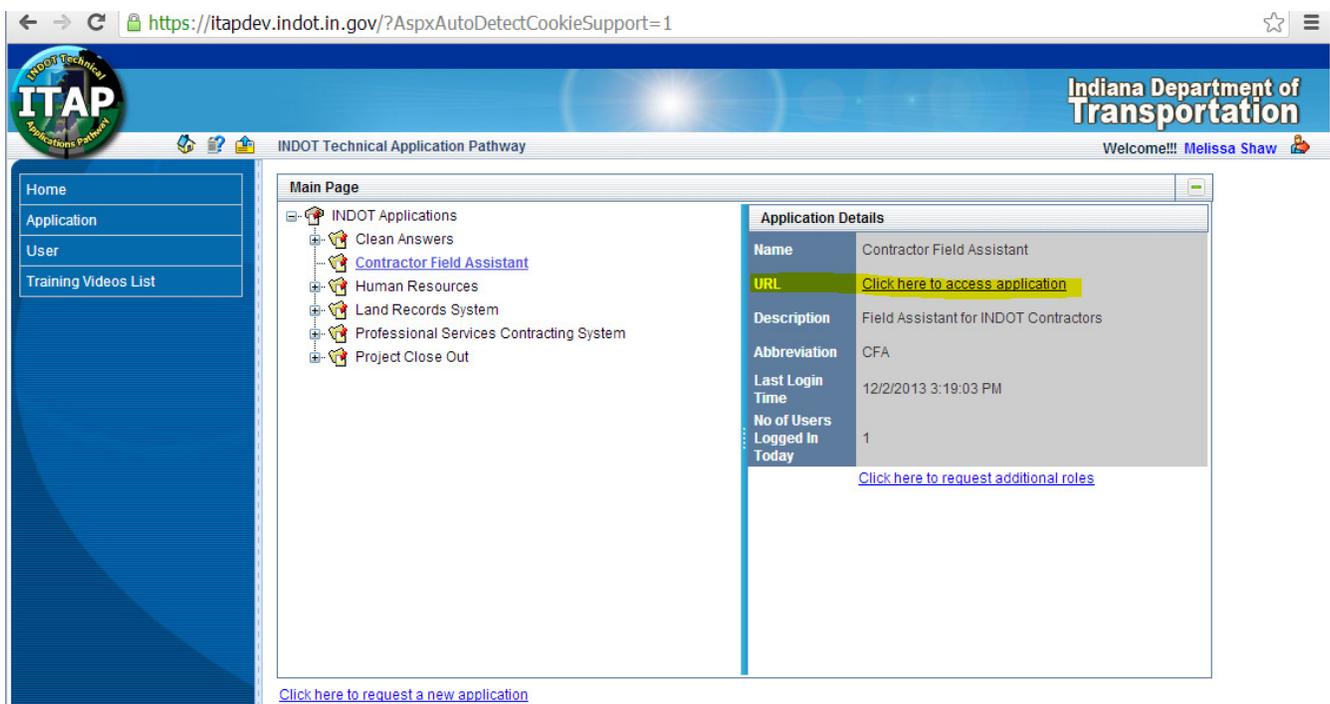
Erosion, Sediment, and Storm Water Inspection

<https://itap.indot.in.gov>

Enter the above URL into your browser, either Internet Explorer 10 or the latest version of Chrome.

Log into ITAP, select Contractor Field Assistant. Click on the URL link on the right menu to launch Contractor Field Assistant.

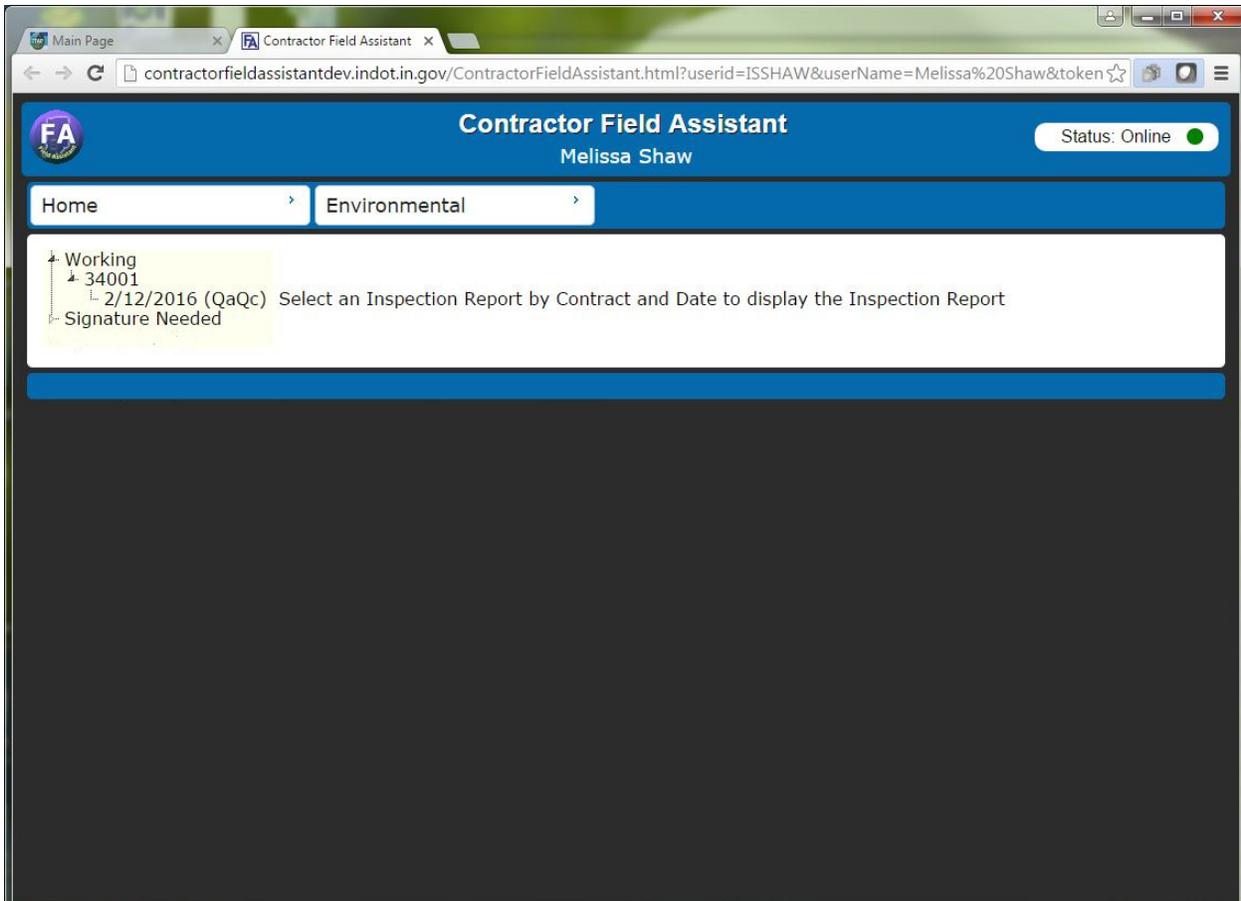
You will always have to launch Contractor Field Assistant from ITAP.



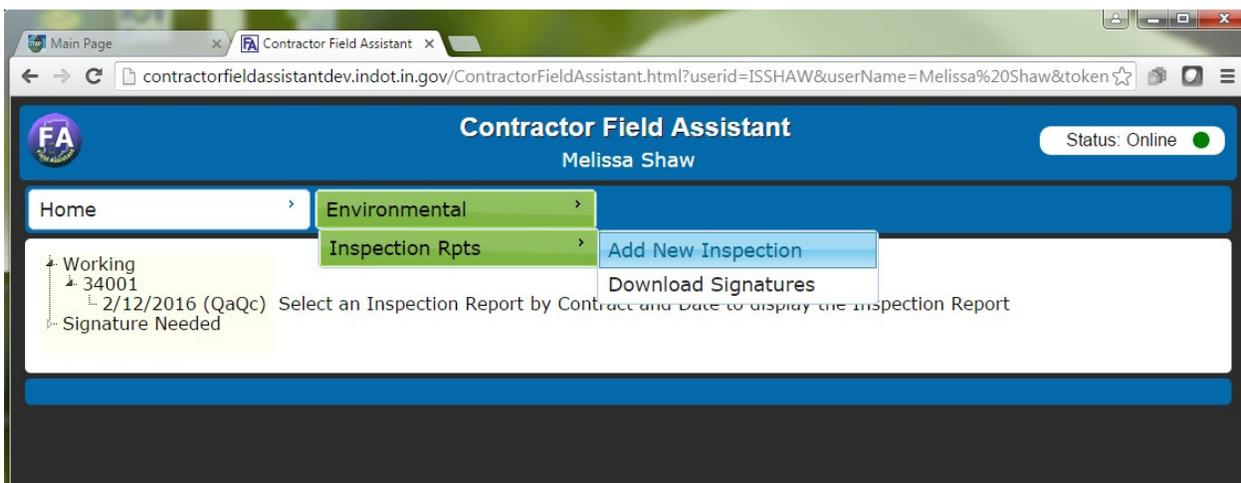
The screenshot shows the ITAP web application interface. The browser address bar displays <https://itapdev.indot.in.gov/?AspxAutoDetectCookieSupport=1>. The page header includes the ITAP logo and the text "Indiana Department of Transportation" and "Welcome!!! Melissa Shaw". The main content area is titled "Main Page" and features a tree view of "INDOT Applications" with "Contractor Field Assistant" selected. To the right, the "Application Details" section provides the following information:

Application Details	
Name	Contractor Field Assistant
URL	Click here to access application
Description	Field Assistant for INDOT Contractors
Abbreviation	CFA
Last Login Time	12/2/2013 3:19:03 PM
No of Users Logged in Today	1

Below the application details, there is a link: [Click here to request additional roles](#). At the bottom of the page, there is a link: [Click here to request a new application](#).



1. On the top left of the screen click or touch the **Environmental** drop down.
2. Click or touch the **Inspection Rpts** option
3. Finally click or touch the **Add New Inspection** option.



This screen will open.

Add New Inspection Report

Inspection Date: 5/9/2016

Contract Id: INR Number:

Road: County:

Date of Last Precipitation: Amount of Last Precipitation:

Inspection Type:

Post Precipitation Event Weekly QA/QC

How was inspection conducted? (check all that apply): Walking Windshield Other

To fill out the New Inspection Report please follow the steps listed below.

The Tab key on the keyboard of the PC or iPad work to move from field to field. On the iPad you can use the touch screen to move in between fields as well.

1. Inspection Date auto populates with the date the Inspection Report was created.

Inspection Date:

2. The Contract **Number** (number only, no prefix) for the Inspection Report. Example: contract IR-33066, you would enter 33066.

Contract Id:

3. The **INR Number** for the Inspection Report. This can be found in the CIB under Rule 5.

INR Number:

4. The **name of the Road** where the Inspection Report was done.

Road:

5. The **name of the County** where the Inspection Report was done.

County:

6. The **Date of Last Precipitation** at the site of where the Inspection Report was done.

Date of Last Precipitation:

7. The **Amount in inches of Last Precipitation** at the site of where the Inspection Report was done.

Amount of Last Precipitation:

8. The **Inspection Type** for the Inspection Report.

Inspection Type:

24 hr after a > 0.5" Event

Weekly

QA/QC

9. **How the inspection was conducted** and must check all that apply.

How was inspection conducted? (check all that apply): Walking Windshield Other

10. Select **Cancel** to delete the New Inspection Report

Cancel

12. Select **Save** to save the New Inspection Report

Save

After the Inspection Report is saved, the screen below will appear. The report can be updated on this screen, and in order to save the changes, the **Update** button must be clicked.

Working
33786
5/9/2016 (QaQc)
Signature Needed

Contract Id: 33786
Road: SR 18
Last Precipitation: Date: 05/05/2016
Inspection Type:
 Post Precipitation Event Weekly QA/QC
How was inspection conducted?
(check all that apply): Walking Windshield Other

INR Number: INR10F412
County: Dekalb
Amount: 0.25

Update

Erosion and Sediment Control Best Management Practices Inspected

Search:

BMP	GPS (Lat/Lon)	Location Description	BMP Maintenance or Corrective Action	Image
No data available in table				

Showing 0 to 0 of 0 entries

Fill out the rest of your report completely including all areas inspected and Parts A, B, C, D, E and F for the day of your field investigation.

Additional Explanation of discrepancy parts A, B, C, and E:

- **Part A: Erosion and Sediment Control Best Management Practices Inspected** – Only put BMPs in Part A that were deemed to be in need of maintenance or alteration. Do not provide a list of every BMP inspected on the project. The intent is to document only those which were deemed in need of maintenance or alteration in order to continue to meet the intent of the measure at the location.
- **Part B: Additional Quantities or Additional BMPs Needed** – Only put additional BMPs not yet installed on the project site in Part B. These can be BMPs intended for a different construction phase of the project or BMPs planned for other areas of the project that make sense to be deployed now. This is also where recommendations of measures would occur that identify new BMPs not in the contract documents.
- **Part C: Temporarily or Permanently Suspended Construction Activities** – This is a list of known bare/exposed areas of the project and the justification for remaining bare or exposed during the review period despite a lack of construction activities.

- **Part E: Potential Noncompliance Issues** – List of areas on the project where storm water or erosion and sediment control are in violation of the contract permits and demonstrate the lack of oversight of the project by qualified personnel.



There are three options for each discrepancy type based these Explanations.

Add Discrepancy - which will add a new discrepancy



After clicking on the **Add Discrepancy** button, this menu form will appear.

1. BMP Type of the New Discrepancy.

The BMP Type can either be manually typed in or you can click on the **Get BMP Type** button, which will open this menu below. You can select the BMP Type and either click **Select** to save the selection or **Cancel** to remove the selection.

Select BMP Type

<input checked="" type="radio"/> (1) Diversion Interceptor	<input type="radio"/> (8) Check Dam, Traversable	<input type="radio"/> (15) Filter Berm	<input type="radio"/> (22) Concrete Washout	<input type="radio"/> (29) Dewatering
<input type="radio"/> (2) Temporary Seeding	<input type="radio"/> (9) Slope Drain	<input type="radio"/> (16) Filter Sock	<input type="radio"/> (23) Secondary Spill Containment	<input type="radio"/> (30) Rock Chute
<input type="radio"/> (3) Permanent Sod or Seed	<input type="radio"/> (10) Splash Pad	<input type="radio"/> (17) Turbidity Curtain	<input type="radio"/> (24) Other (must take a picture)	<input type="radio"/> (31) Dust Control
<input type="radio"/> (4) Mulch (hydraulic or bonded fibre mulch)	<input type="radio"/> (11) Sediment Trap	<input type="radio"/> (18) Surface Roughening	<input type="radio"/> (25) Earthwork (slope)	<input type="radio"/> (32) Riprap Ditch
<input type="radio"/> (5) Straw Mulch (blown/laid)	<input type="radio"/> (12) Sediment Basin	<input type="radio"/> (19) Vegetative Filter Strip	<input type="radio"/> (26) Earthwork (ditch bottom)	<input type="radio"/> (33) Notice of Termination
<input type="radio"/> (6) Manufactured Surface Protection Products	<input type="radio"/> (13) Retention Pond	<input type="radio"/> (20) Inlet Protection	<input type="radio"/> (27) Cofferdam	
<input type="radio"/> (7) Check Dam	<input type="radio"/> (14) Silt Fence	<input type="radio"/> (21) Construction entrance/exit	<input type="radio"/> (28) Pump Around	

Cancel Select

2. GPS location's Latitude and Longitude

You can either manually type in the latitude and longitude of the discrepancy location or click on the **Get GPS(Lat,Lon)** button. Clicking on the Get GPS(Lat,Lon) button will automatically get your current latitude and longitude. *Note: most mobile devices require cellular or wifi connectivity to triangulate your GPS location. A lack in some connectivity will result in an error given in the Get GPS window. You will also need to ensure your location services are on and available to the application. On the first use, you will be prompted to allow use of the location services on your device.*

Get GPS

3. Location Description – Where any additional information about the location can be typed into here. This field allows for 75 characters.

4. BMP Maintenance or Corrective Action Needed

The most common actions per BMP type are listed on a drop down for you to select one or more actions. It is also a free typed field if you would like to elaborate on a selected action or no action is available in the drop down list. This field has a 500 character maximum.

Add New Discrepancy

BMP Type: 2 GPS(Lat,Lon): 39.7794767: -86.1700894 Sta. 101+15

Get BMP Type Get GPS

Repair eroded areas by reworking the area and reseeding promptly. (Selected)

Apply mulch to reseeded areas within 24 hours.

Fertilize if needed.

Capture Image

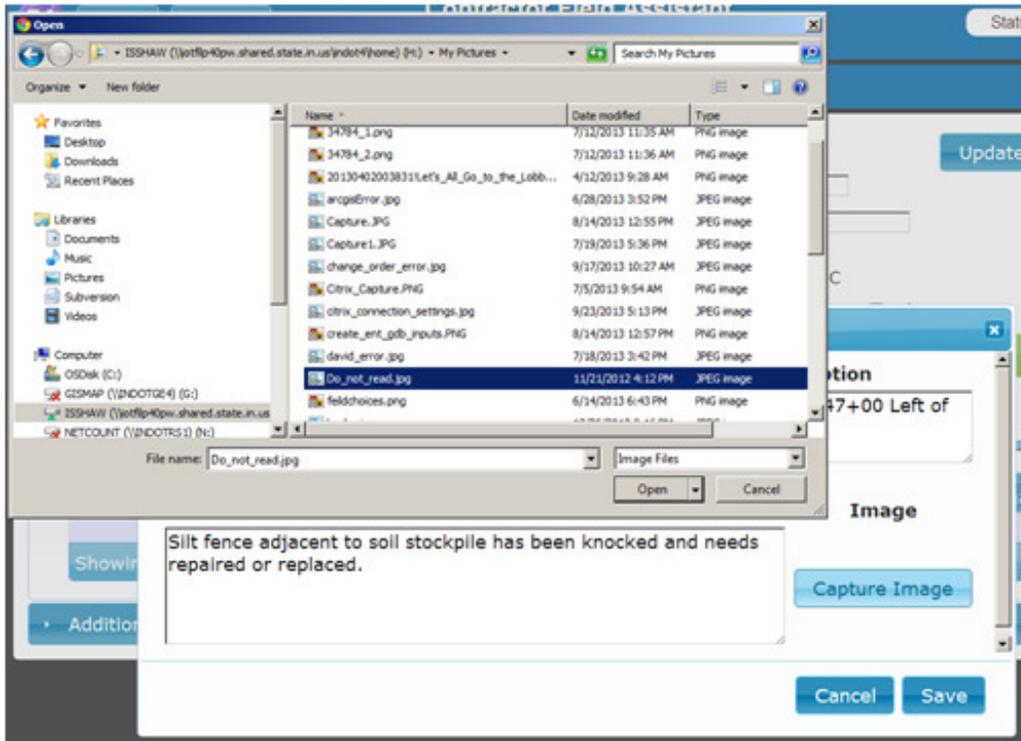
Cancel Save

5. Image



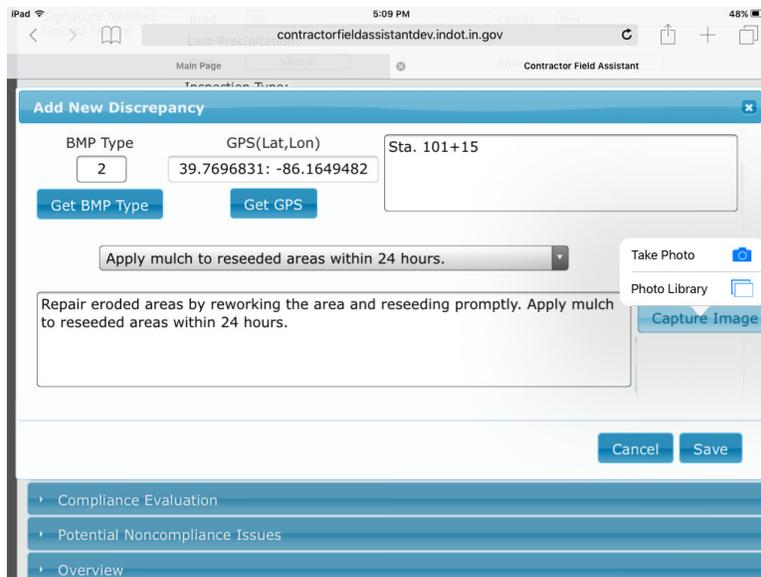
Click on **Capture Image** and you will be able to select an image on file. Your options will be different depending on if you are using an iPad or a Desktop/Laptop

On Desktop/Laptop:



Click **Open** to choose the selected image. Click on **Cancel** to cancel the function.

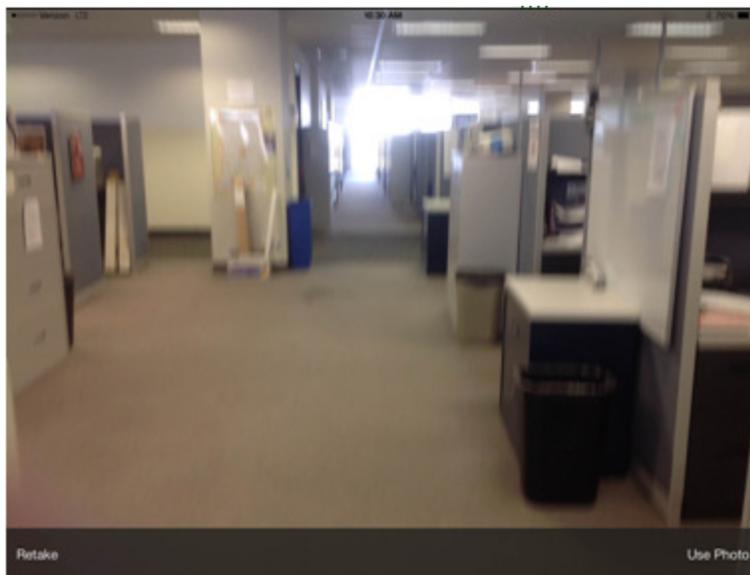
On iPad:



Click on **Capture Image** to capture a single image to depict this discrepancy. You then can choose to **Take Photo** to take a new photo, or **Choose Existing** to choose a photo already on file. If Take Photo is selected, the camera function on your device will open.



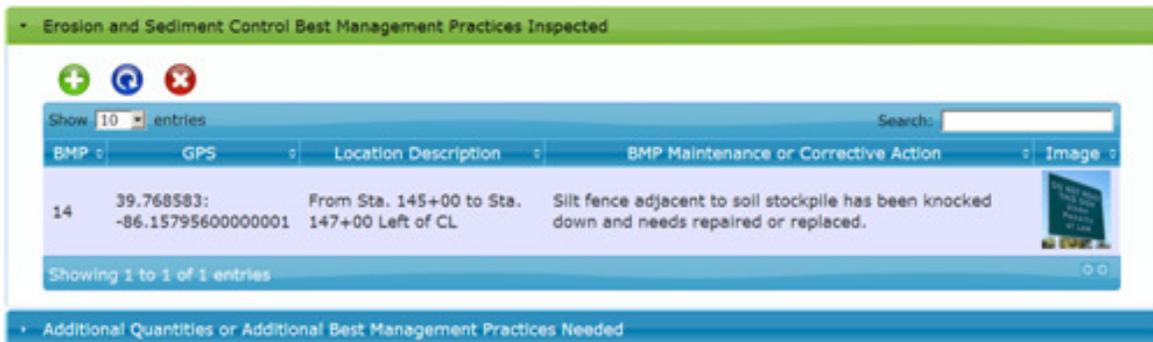
Once the photo is taken, the options to **Use Photo** or **Retake** photo will appear as below.



Click on **Save** to Add the new discrepancy. Click on **Cancel** to close the Add New Discrepancy window without saving the information you just entered.



When the discrepancy is saved it will appear as seen in the image below.



Update Discrepancy - will update any existing discrepancies that have been modified. You must click the discrepancy first and then click the Update Discrepancy button in order to make changes to the discrepancy.

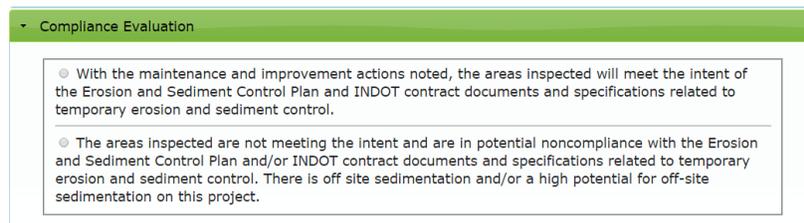


Delete Discrepancy - will delete any discrepancies already entered.



• **Part D: Compliance Evaluation** – Checking that the project is not in compliance with the intent of INDOT standards indicates that despite the additional maintenance measures and BMPs, the project’s oversight is failing to ensure that sediment is prevented from leaving the project site or has the potential to leave the project site. This is a new requirement before syncing your report.

Part D: Compliance Evaluation must be determined.

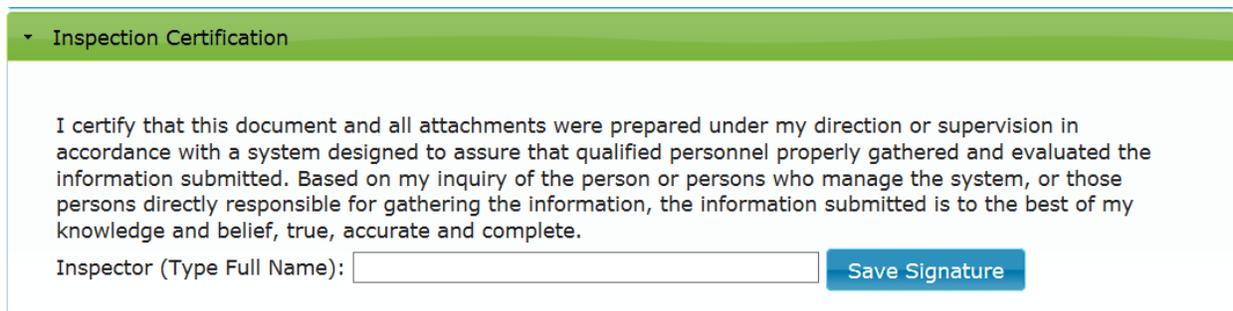


If the second radio button indicating there is potential noncompliance is selected Part E: Potential Noncompliance Issues must have at least one discrepancy.

The Overview section is for notes regarding the contract information. This field has a 1000 character limit and is not required.

- **Part F: Inspection Certification** – The “I certify” signature of the inspector is important in order to document whose opinion is being provided by the filling out of this form.

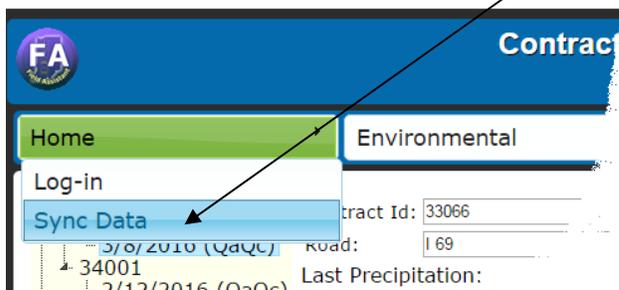
Part F: Inspection Certification is required before you can sync your inspection.



The screenshot shows a section titled "Inspection Certification" with a green header. Below the header is a text box containing a certification statement: "I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate and complete." Below the text box is a text input field labeled "Inspector (Type Full Name):" and a blue button labeled "Save Signature".

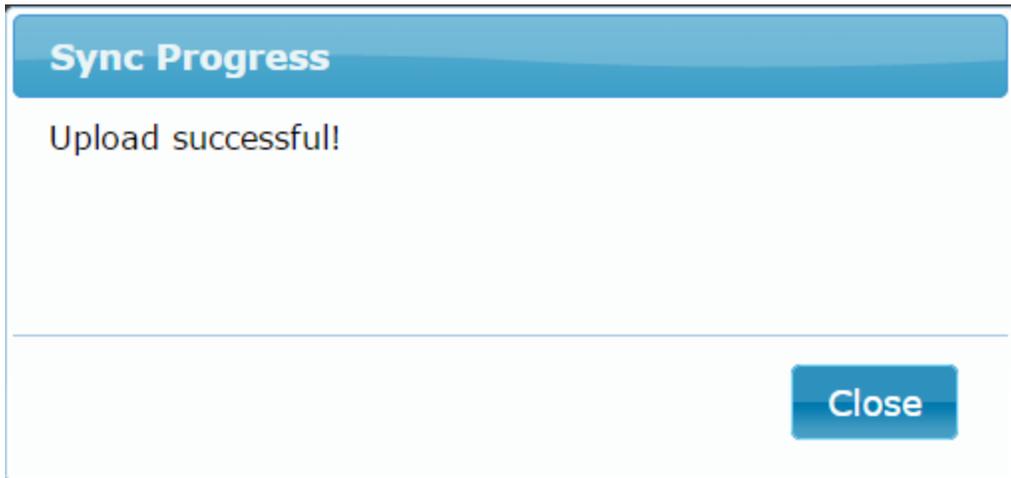
You must type your name in the field provided and click Save Signature button as acknowledgment of the compliance statement above.

On the **Home** drop down, click on the **Sync Data** button to push the inspection report or reports to the database.



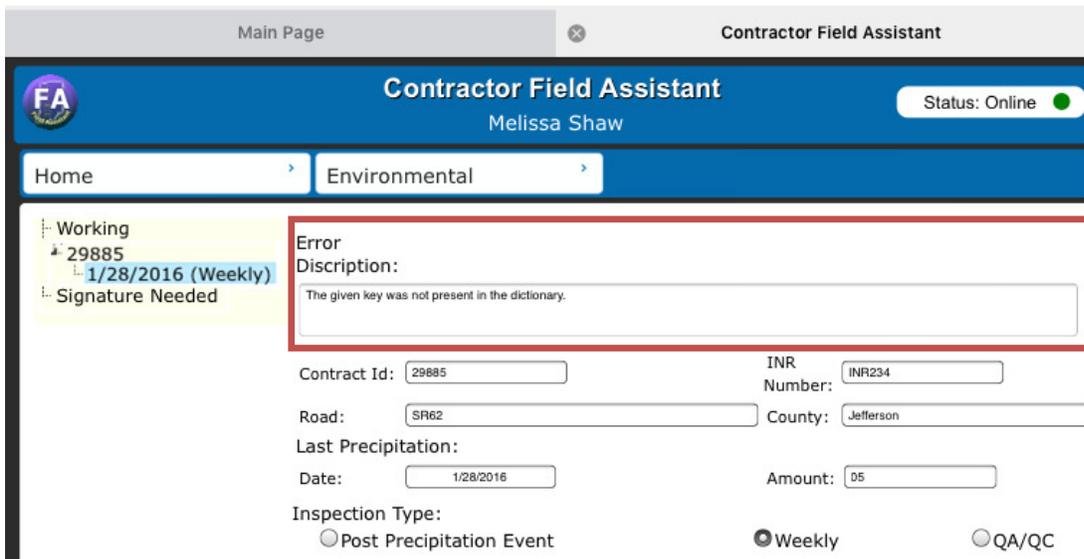
Once the **Sync Data** button is selected all of inspections will be synced to the server.

When the Upload is successful, this screen below will appear. Click **Close**.



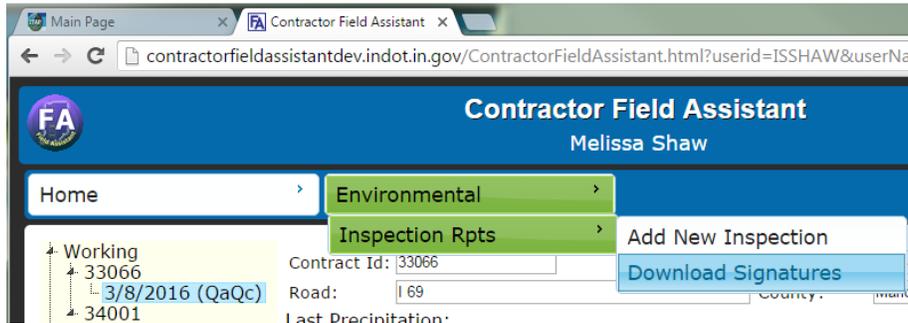
If a report (or reports) failed to successfully sync to the server it will remain in the list **Working** reports to enable you to make corrections or ensure connectivity before attempting to sync again.

When click on the report at the top of the Field Assistant window it will display the reason for the report.



For INDOT personnel only

For inspection reports uploaded by contractors that require INDOT’s signature indicating agreement, return to the **Environmental** drop down select **Inspection Rpts** then **Download Signatures**.



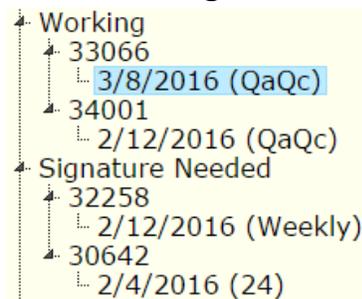
You will then see this window will show until all of the inspection reports requiring INDOT signatures have been downloaded.



Once the download is complete you can click on **Close** on this window to continue.



This will add inspection reports under **Signature Needed** to select, review and concur or not concur.



Select the date and inspection type field to populate the discrepancy listing for review.

The screenshot shows the Contractor Field Assistant interface. The user is logged in as Melissa Shaw. The main menu includes Home and Environmental. The left sidebar shows a tree view of contracts, with the current contract 30642 selected. The main content area displays contract details: Contract Id: 30642, INR Number: INR642, Road: I 70, County: Hendricks, Last Precipitation Date: 1/28/2016, Amount: 0. The inspection type is set to Post Precipitation Event. Below this, a table lists inspected BMPs:

BMP	GPS (Lat/Lon)	Location Description	BMP Maintenance or Corrective Action	Image
30	39.7697056: -86.1648878	Location	Repair or replace any breaks, gaps, washouts or damage in the geotextile or the channel lining material.	
9	39.7694503: -86.1649645	Location	Check the outlet for erosion or sedimentation; clean and repair, or extend if necessary. Check the inlet for sediment or Trash accumulation; clear or restore to proper entrance condition. Check the fill over the pipe for settlement, cracking or piping holes; repair promptly. Once slopes have been stabilized, remove temporary diversions and slope drains, and stabilize all disturbed	

After reviewing the list of discrepancies continue to **Part F: Inspection Certification** to display the inspector's name, select one radio button to indicate concur or do not concur. Click the **Post Selection** button to post the report back to the server with your signature.

The screenshot shows the Inspection Certification section. It contains a text area with a certification statement: "I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate and complete." Below this is a text input field for the Inspector (Type Full Name) with the value "Mickey Mouse". At the bottom, there are two radio buttons: "I concur with the inspector." and "I do not concur with the inspector.", followed by a blue "Post Selection" button.

The reports can be generated in pdf format by logging into SiteManager Web Reports and selecting Erosion Sediment Control Report at the bottom of the Construction reports list.

<https://sitemanager.in.gov>