

## CHAPTER 12A – DAILY REPORTS / DIARIES

Day-to-day records of Project activity and progress are extremely important. The Project Manager (PM) is responsible for ensuring Project Records are kept, and that they are accurate and adequate records of the progress of the Project.

The following forms are used to record project progress information, and are discussed in detail in this chapter:

- 12A-1: [General Daily Progress Report, form 734-3474](#), ([Structure Coating Daily Progress Report, form 734-1789](#), may be used for structural coating work)
- 12A-1: [Project Manager's Diary, form 734-3120](#)
- 12A-2: [Traffic Control Inspection Report, form 734-2474](#)
- 12A-3: [Erosion Control Monitoring, form 734-2361](#)
- 12A-4: [Turbidity Monitoring Report, form 734-2755](#)
- 12A-5: [Material Daily Progress Report, form 734-2599](#)
- 12A-6: [Report of Motor Vehicle Accident or Hazardous Material Incident Observed or Investigated by Employee, form 734-3589](#) and [Report of Damage to Highway Structure, form 734-3373](#)

Use the most current forms available on the Construction Section Website at:

<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/HwyConstForms1.shtml>.

### **12A-1 \*GENERAL DAILY PROGRESS REPORT /PROJECT MANAGER'S DIARY**

All personnel associated with the Project (*Inspector, Asst. PM, Project Coordinator, QCCS, etc.*) must use the [General Daily Progress Report form 734-3474](#). [See Example at end of this section] or the [Project Manager's Diary, form 734-3120](#) to record Project activities and events. The [Structure Coating Daily Progress Report, form 734-1789](#) may be used for structural coating work. The PM must ensure that all appropriate information for a Project is recorded on a daily basis.

If the PM uses form 734-3474 or 734-1789 (Daily) as well as form 734-3120 (Diary), the same information does not need to be recorded on both forms. The forms are meant to supplement each other, not to include duplicate information.

It is very important to record each days Work and the resources used for activities; **especially those that are impacting the Project schedule**. This needs to be done daily.

It is often beneficial to augment the record of events or situations with sketches, pictures, videotape recordings, or other methods.

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\* All marked text updated October 2013

On large Projects, each Inspector assigned to a major operation must keep a separate General Daily Progress Report or diary. The PM and other key Project personnel must record Project information, including:

- Weather, Contractor personnel, and Equipment (including a list of Equipment downtime and Subcontractors).
- Location and description of the Work and estimated quantities performed that day.
- Arrivals and departure of major Equipment.
- Condition of traffic control and Roadway. Also record significant changes or problems with traffic control and devices.
- Significant communications with the Contractor, especially those pertaining to Work schedule, Work methods, Materials, or payment.
- Orders and directives given the Contractor. The PM must also send a memo or letter to confirm significant verbal instructions or agreements.
- References to significant letters, minutes of meetings and attendees, reports, photographs, telephone conversations, etc.
- Disagreements with the Contractor over Work quality or performance, including rejected Work or Materials. List reasons for disagreement, and specific reasons why Work and/or Materials were rejected.
- Delays, difficulties, accidents, Utility damages, and other unusual conditions. Describe factors or conditions that may hinder the Contractor's operations and cause delays. Also include the time of suspending or resuming Work and explanations.
- Comparison between scheduled Work activities (from Contractor's schedule) and actual Work activities. Explain differences.
- Significant visits or communications within Agency or with FHWA, Utilities, local officials, or property owners.
  - Days or periods when no Work is in progress or no Work was accomplished and reasons why.

The diaries and daily or other reports are meant to supplement each other and do not need to contain identical information. The daily diaries and reports are considered public records. Include only factual information in them. Do not include personal remarks and opinions regarding operations and/or personnel on the Project.

Submit the original General Daily Progress Reports and Project Manager Diaries with the final Project documentation. Arrange the reports in chronological order and assemble them into pads. [Daily Progress Report \(Cover\), form 734-1825D](#) may be used. On larger projects group General Daily Progress Reports by Inspector. [*Refer to [Chapter 37 – Submittal of Final Project Documentation](#)*]

The PM must also ensure that other needed reports, including those discussed below are completed as required.

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**General Daily Progress Report**

**Project Information**

Oregon Highway Construction		12345
Project Name (Section)		Contract No.
OR 34		N/A
Highway		Federal Aid No.
Big Construction Inc.	Morra Less	Supervisor Present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Contractor / Subcontractor	On Site Supervisor	

Weather						Number of Personnel and Major Equipment																		
Clear	Fair	Cloudy	Shower	Rain	Snow	The first four columns are fixed and cannot be changed. In each of the remaining columns, please enter a heading specific to your job (e.g., Trainees, Backhoe, Flagger) and record the numbers used by each contractor or sub.																		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	Operators	Truck Drivers	Laborers	TCS	QC Technician	Flagger	Pilot Car	Back hoe Case-12B	Blade Cat-318a	Compactor Plate	Dozer CAT-D9C	Paver	Roller Hamm,CAT	Truck (dump)	Truck (pickup)	Truck (water)	Truck (Tack)	
TEMP	10-32	32-50	50-70	70-83	Over 83																			
WIND	Still	Low	Med	High																				
HUMIDITY	Dry	Low	Med	High																				
Contractor/Subcontractor						Hours																		
Paving crew						10.5	1	6	6	3	1													
Grade crew						0																		
Pro. Flagging (sub)						11.5					2	1									1			
Foundation Engineering (sub)						10					1										1			

Location	and/or Description of Work	Estimated Quantities		
		Item No.	This Date	Total
CN 91+32 - 114+25 RT	Traffic Control Supervisor	140	1	3
Same as above	Flagging	150	23 hrs	46.5 hrs
Same as above	Paving Level 3 3/4" Dense HMA	580	1380.0 tns	1380.0 tns

**Temporary Traffic Control** Photo(s)  Yes  No

All traffic control items have been inspected and found to be satisfactory  Yes  No (if no, explain below)

- AM check of TCD showed "Stop Light Ahead" warning sign knocked over and temp sign support not placed correctly
- TCS notified and issues were promptly corrected
- TCD were rechecked after accident and complied with TC plan and STD DRW RD900-RD915 (continued in remarks box)

**Equipment** Photo(s)  Yes  No

All of grade crew equipment shut down for the day while paving crew is on-site.

**Effects on Work (weather, accidents, breakdowns, delays, personnel, etc.)** Photo(s)  Yes  No

Three car accident at 10:30 AM next to paving area at CN 100+32.  
Fire engine and EMS truck arrived on-site at 10:43 AM.  
Pictures were taken of accident and traffic control devices.

Inspector on project \_\_\_\_\_ 12345  
Prepared by \_\_\_\_\_ Cert No. \_\_\_\_\_ Signature \_\_\_\_\_

Day  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday 20 Aug 2013  
Shift \_\_\_\_\_ Work Date \_\_\_\_\_

734-3474 (5-3012) <http://www.oregon.gov/DOOT/HRM/CONSTRUCTION/DayConeForms1a.html> 1

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<b>General Daily Progress Report</b>	
Oregon Highway Construction <small>Project Name (Section)</small>	20 Aug 2013 <small>Work Date</small>
<b>Materials Rejected</b>	Photo(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
None	
<b>Project Visitors</b>	Photo(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ODOT QA technician, lam Checking, on-site at 1230 and took required density tests on first lift of paving. The lift passed with 92.8% compaction.	
<b>Remarks</b>	Photo(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<small>Include condition of traffic control and roadway; important discussions with contractors regarding rejected work or materials and reasons; delays, difficulties, accidents, utility damage and other unusual conditions and events; arrivals and departures of major equipment, visitors.</small>	
<p>-Paving Crew on-site at 0730. Joe Tester, QC Tech from Foundation Engineering, on-site at 0800. Paving started at CN/CL intersection and proceeded south on CN alignment. Check with Joe Asphalt shows that all five trucks are loaded and on the road at this time.</p> <p>-Discussed the need for tack application to sawcut edge of existing roadway.</p> <p>-Confirmed with Joe Tester 91% first lift and 92% second lift compaction requirements.</p> <p>-Also confirmed each lift will be in separate lots.</p> <p>-First truck of mix on-site at 0810 and paving started at 0830.</p> <p>-Noted that inspection of sawcut edge was not tacked.</p> <p>-First lift of paving completed at 11:45 AM.</p> <p>-Paving 2nd lift began again at CN/CL intersection.</p> <p>-First lift compaction passed with 92.3%.</p> <p>-It began to rain at 1630.</p> <p>-Discussed with Joe Asphalt(Foreman) the rain procedure.</p> <p>- The last five trucks began at Station 113+20 (paint mark made on existing roadway).</p> <p>-Foreman is confident that the last trucks will cover the remaining portion of lift 2.</p> <p>-Foreman also said that each truck will be tarped.</p> <p>-There is no standing water in area but foreman is warned that he is proceeding at his own risk. -</p> <p>Paving finished at 1715.</p> <p>-Rolling finished at 1745.</p> <p>-Foreman said paving for tomorrow is canceled as grade crew did not bring up to grade the CL widening.</p> <p>-Joe tester showed that 2nd lift passed compaction with 92.8%.</p> <p>Continuation of Traffic Control -</p> <p>-Pictures were taken.</p> <p>-TCD removed at 1800.</p> <p>-Inspection of job-site showed Stop/Street Sign at station CL 35+18 has not been re-installed.</p> <p>-TCS was notified and returned to job-site with laborer at 1900.</p> <p>-Sign re-installed; TCS and laborer left at 1945</p>	
<small>734-3474 (5-2012)</small>	<small><a href="http://www.oregon.gov/ODOT/IMVY/CONSTRUCTION/HwyConst/forms1.shtml">http://www.oregon.gov/ODOT/IMVY/CONSTRUCTION/HwyConst/forms1.shtml</a></small>
<small>2</small>	

**12A-2 \*TRAFFIC CONTROL INSPECTION REPORT**

Some Projects require the Contractor to employ a Traffic Control Supervisor (TCS) to perform the duties specified in Subsection 00225.32 of the Contract.

One of the duties of the TCS is to complete a daily report on the Project traffic control and submit it to the PM. The TCS must use the [Traffic Control Inspection Report, form 734-2474](#). [See example on the next page.]

If required by Subsection 00225.60, the Contractor's Superintendent or designee will perform the daily traffic control inspection, monitoring, and reporting. If the TCS is not on the jobsite and no payment is made under the TCS Pay Item for that day (or if the Project does not have a TCS Pay Item) the Contractor is responsible for preparing and submitting this report to the PM.

Once submitted, the PM or designated representative will sign form 734-2474 and note the information on the [General Daily Progress Report form 734-3474](#).

The PM must review the Traffic Control Inspection Reports to ensure that traffic control is properly performed and maintained. All problems that are identified must be immediately resolved by the Contractor.

The PM will submit the original [Traffic Control Inspection Report, form 734-2474](#), with the final Project documentation. Arrange the reports in chronological order and bind them into pads. [Refer to [Chapter 37 – Submittal of Final Project Documentation](#)]

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\* All marked text updated October 2013

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## Traffic Control Inspection Report

**Project Information**

Construction Manual Chapter 12A - Form Example	6/27/2012	12345
Project Name (Section)	Date	Contract No.
Ronald Pylon		

TCS

6:30 AM 5:00 PM

Arrival Time Departure Time

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Day	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weather	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Temp	10°-32°	32°-50°	50°-70°	70°-83°	Over 83°		
Wind	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Humidity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*(include queues, traffic conditions, TCM cleanliness/performance, & TCP maint.)*

Lane closure from Sta. 30+000 to 100+000 to facilitate grinding and paving operations. Permanent bridge closure maintained. Traffic Conditions were light all day with no queuing.

7:00 am: Checked Traffic Control Devices set up correctly for the days operations.

Moved PCMS Message board from 15 SB to 15 NB at Sta. 36+850 to announce Exit 45 ramp closure that is scheduled to occur 6/29/2012.

9:00 to 11:00 am - Three trucks with bridge beams arrived onsite and were directed into bridge closure with minor delays to traffic.

5:00pm - Checked all Traffic Control Devices removed from the road and work zone open to traffic.

Stage and Phase of Project (include TCP#): Stage 1

TM Drawing #	Location
TM800, 2C-4 through 2C-8	Station 36+850 to 38+900
TM 840	Station 37+330 to 38+430

Equipment	#/Type/Item	Placed Date/Time	Location (Engr. Station or MP)	Removed Date/Time
Pilot Vehicle	1	6/27/12 / 6:45 AM	Various	/ /
Flagger	2	6/27/12 / 6:45 AM	36+650; 36+450	/ /
Construction Signs	24	6/27/12 / 6:50 AM	36+850 to 37+250	/ /
Barricades	4	6/27/12 / 6:35 AM	37+250 & 36+850, 1 damaged, replaced 4:00 PM	/ /
Tubular Markers	180	6/27/12 / 6:50 AM	36+850 to 37+250	/ /
Arrow Board	4	6/27/12 / 7:00 AM	36+650; 36+450	/ /
Variable Message Board	2	6/27/12 /	All correct	/ /
Message 1/ Message 2	Exit 45 Closed / Use Exit 47.			

Location (Station #) of Missing or Damaged Devices / Maintenance Action Taken (Limit 500 characters)

3:45 PM, Driver fell asleep, went into the ditch and hit the edge of pavement and flipped over. Called 911 and emergency services arrived. Driver was able to walk away from the scene. Location at 15 SB Sta. 40+970 Rt. Driver damaged 1 barricade and 1 right lane closed sign. New Barricade and sign installed before end of day.

*Ronald Pylon*

TCS's Signature

*Rhoda Head*

ODOT Inspector's Signature

Ronald Pylon TCS's Name (printed)	654321 Certification Number	06/27/12 Date
Rhoda Head ODOT Inspector's Name (printed)	604984 Certification Number	06/27/12 Date

Submit original to Project Manager; cc Project Inspector.

7342474 (07-2012)
[http://www.oregon.gov/ODOT/Hwy\\_Construction/hwyConstForm1.shtml](http://www.oregon.gov/ODOT/Hwy_Construction/hwyConstForm1.shtml)
1 of 2

### 12A-3 \*EROSION CONTROL MONITORING (NPDES REPORTS)

The Department of Environmental Quality requires that construction activities, under the authority or jurisdiction of a public agency, comply with the National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit.

Although the NPDES permit is issued to the public agency, it is incorporated into the Contract and the Contractor must comply with the terms of the permit. The permit requires the Contractor to implement and maintain erosion and sediment control measures for storm water discharge. The permit also requires site inspections and monitoring reports be prepared for active Projects.

The Project Plans typically include an Agency-developed Erosion and Sediment Control Plan (ESCP). If changes are made, the Contractor is required to submit an updated ESCP.

The Contractor is required in 00280.62 to perform and document site inspections. Completed [Erosion Control Monitoring, form 734-2361 for each inspection must be submitted to the Engineer.](#)

Throughout the Project, the PM must:

- Work closely with the Contractor when modifications are made to the ESCP or the erosion/sediment control devices.
- Periodically and after significant weather events, inspect the erosion control devices are in place, operating properly, and maintained throughout the Project.
- Complete an Erosion Control Monitoring Form 734-2361 for each inspection.
- Make certain the Contractor has inspected and submitted the Erosion Control Monitoring reports according to the schedule requirements of the NPDES Permit.
- Consider withholding payment or suspension of Work for noncompliance issues (i.e. missing erosion control monitoring reports and deviations from the ESCP, etc.)
- If a discrepancy or an issue arises on the Project, contact the Region Environmental Coordinator.

The minimum monitoring requirements for all Projects include:

- Inspect all erosion control facilities at least once every seven (7) Calendar Days for active sites and every 14 Calendar Days for inactive sites.
- Inspect within 24 hours after more than 0.5 inches of rain within a 24 hour period.
- Inspect daily during stormy periods or periods of snow melt when runoff occurs daily.

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\* All marked text updated October 2013

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During active construction, the ESCP must be kept at the construction site.

After construction is complete, submit the Erosion Control Monitoring forms with the final Project documentation. Arrange the reports in chronological order and assemble them into pads. [Refer to [Chapter 37 – Submittal of Final Project Documentation](#)]

EROSION CONTROL MONITORING								
PROJECT NAME (SECTION) CONSTRUCTION MANUAL FOR EXAMPLE						CONTRACT NO. C 12345		
HIGHWAY MAIN HIGHWAY			COUNTY MARION			EROSION & SEDIMENT CONTROL MGR (ESCM) NAME & TITLE: James Doolittle, Environmental Manager		
CONTRACTOR AND/OR SUB CONTRACTOR PRIME CONSTRUCTION COMPANY								
EROSION CONTROL FACILITIES AND ACCESS ROAD SURFACING								
LOCATION		DESCRIPTION				EFFECTIVENESS		DATE(S)
Sta 38+500		Supported Silt Fence and Sediment Traps				Good		1/12/2009
Sta 40+280		Non-Supported Silt Fence and Straw Bales				Good		1/12/2009
VISIBLE OR MEASURABLE EROSION LEAVING THE CONSTRUCTION SITE								
LOCATION		DESCRIPTION				EFFECTIVENESS		DATE(S)
VISUALLY COMPARE COLOR & CLARITY 30 FT (10 m) UPSTREAM (U) AND DOWNSTREAM (D)								
RECEIVING WATERS: NAME OF CREEK, RIVER OR LAKE ETC.								
LOCATION - U/D		OBSERVATIONS/ACTIONS TAKEN						DATE(S)
25' U - Little Creek		No difference in water clarity or color 25' U of Little Cr. outlet into Stearns Bay						1/12/2009
COMMENTS AND GENERAL SITE CONDITIONS								
Some standing water at several inlets Sta. 29+700 to 42+700 due to excessive runoff caused by heavy showers. No visible or measurable erosion leaving the project site. Sediment traps were all cleaned and drainage was visibly improved.								
RAINFALL REPORTING STATION		24 HOUR RAINFALLS	0.25"	0.50"	Trace			
		ENDING DATES	1/12/09	1/13/09	1/14/09	1/15/09	1/16/09	1/17/09
PREPARED BY <i>James Doolittle, ESCM</i>		CERT NO. 85541	TELEPHONE NUMBER (503) 980-0098			MONITORING PERIOD January 12 - 18, 2009		
MINIMUM MONITORING AND REPORTING REQUIREMENTS: Inspect all erosion control facilities at least every 7 calendar days on active sites and two weeks on inactive sites. Inspect daily during storm water or snowmelt runoff and within 24 hours after more than 1/2 inch (12 mm) of rain per 24 hour period. See contract subsection 00290.30(a) for additional information. Furnish a completed copy of this report to DBO upon their request.								
DISTRIBUTION: ORIGINAL TO AGENCY PROJECT MANAGER - COPY TO ORIGINATOR								



## **12A-4 TURBIDITY MONITORING AND REPORTING (“In-water Work”)**

The [ODOT Technical Bulletin GE09-03\(B\)](#) defines the turbidity monitoring requirements included in the Contract to comply with the Clean Water Act (CWA) Section 401 Water Quality Certification.

This requirement will **only** apply to Projects with an Army Corps of Engineers CWA Section 404 permit/and or Department of State Lands (DSL) Removal/Fill permits. Turbidity monitoring and reporting is required for Projects with active “in-water” work when there is a potential for sediment discharge, and for Projects involving wetlands. The specific monitoring and reporting requirements will be defined in the Project Special Provisions and the Project-specific permits.

The PM must ensure that all required monitoring and reporting is done by the Contractor per the permit requirements. The Contractor will perform the turbidity monitoring and document the results on the [Turbidity Monitoring Report, form 734-2755](#) unless otherwise specified in the Project-specific permit(s).

The Turbidity Monitoring Reports must be kept on the Project Site and be available for inspection at all times. Failure to monitor and present the monitoring reports when requested by the appropriate agencies constitutes a violation of the 404-Permit and/or 1200-CA permit. This may result in enforcement action against the Contractor which may include civil penalties for each day of violation.

After construction is complete, submit the original Turbidity Monitoring Report forms with the final Project documentation. Arrange the reports in chronological order and assemble them into pads. [Refer to [Chapter 37 – Submittal of Final Project Documentation](#)]

The [ODOT Geo-Environmental Section](#) is available for support and guidance to Consultants, Contractors and Agency staff on turbidity monitoring requirements.

## **12A-5 MATERIAL DAILY PROGRESS REPORT**

As required by Standard Specification Subsection 00330.71, on all Projects that have more than 2,500 cubic yards of embankment Material, either excavation or embankment, the Contractor is required to complete a [Material Daily Progress Report, form 734-2599](#). This form documents the quantities of Materials placed and a summary of all tests performed. This form is to be completed daily, and submitted to the PM at least weekly.

The original forms are submitted with the final Project documentation at the completion of the Project. [Refer to [Chapter 37 – Submittal of Final Project Documentation](#)] **Note:** Projects bid after 10/20/2011 will have a Special Provision update of Section 00330 that deletes the requirement.

## 12A-6 ACCIDENT INVESTIGATION AND REPORTING

When a serious or fatal accident involving the travelling public or a pedestrian occurs within the limits of a construction Project, the PM or Inspector must investigate the accident to:

1. Ensure that the traffic control was and is operating adequately and properly. If the traffic control needs to be modified, the PM or Inspector must ensure that it is done immediately by the Contractor.
2. Record information that will allow the Agency to adequately defend itself in the event of legal action or an insurance claim. If possible take pictures and/or video of the accident site. Agency personnel may also be called to testify in private legal actions about conditions at the time of an accident.

Complete a [Report of Motor Vehicle Accident or Hazardous Material Incident Observed or Investigated by Employee, form 734-3589](#), when required or requested to do so by others. For more information regarding Project safety and reporting requirements, refer to [Chapter 17 – Safety](#).

Complete an investigation and [Report of Damage to Highway Structure, form 734-3373](#). Submit the form, along with any accident photos and police reports to the Claims Against Others (CAO) Coordinator. Any questions regarding this process should be directed to the CAO Coordinator at (503) 986-3040. [Refer to [Chapter 31 – Protection of Work / Responsibility for Damages](#)]