



POLICY AND PROCEDURE DIRECTIVE

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TO: ALL MANUAL HOLDERS	PPD NO. No. 17
SUBJECT: ACQUISITION, DISPOSAL, AND USE OF ADOT-LICENSED MATERIAL SOURCES AND STOCKPILE SITES	EFFECTIVE DATE: February 27, 2009

1. GENERAL

1.1 This Policy and Procedure Directive (PPD) describes the procedures, roles, and responsibilities for ADOT Districts and Materials Group to acquire, dispose of, and use ADOT-licensed material sources and stockpile sites. The PPD also advises District and contractor personnel in how to obtain approval to use ADOT-licensed material sources for construction projects. This PPD requires involvement by the Materials Group and the Districts in locating and identifying proposed sites, as well as disposing of sites that are no longer needed. Input from each construction and maintenance Org is imperative to locating new sites and making recommendations to expand or dispose of existing sites.

2. ACQUISITION AND DISPOSAL PROCEDURES

2.1 The ADOT Materials Group, Material Source Supervisor (MSS) will arrange for material sources and stockpile sites, statewide. Stockpile sites that Materials Group will secure for District use include the following:

- sites that have stockpiles only
- sites that have no equipment storage (temporary storage activities are acceptable)
- sites that have no facilities (buildings, restrooms, fueling stations)

2.2 The District personnel and the MSS will continually seek opportunities for developing new material sources and stockpile sites. Input from the Resident Engineer, Maintenance Engineer, State Geotechnical Design Engineer, and land manager or owner will be critical in locating sources/sites suitable for project needs. However, in most cases, the State Materials Engineer and the District Engineer must be agreeable to obtaining or disposing of any material source or stockpile site.

2.3 The MSS will submit an application (SF-299) to the federal land managing agency to identify the need for a new, or renewal of the, license. The term "license" applies to Special Use Permits, Letters of Consent (Title 23 Appropriation), Operational Agreements, Haul Road Easements, and other documents for which the State Materials Engineer has delegated authority. The MSS, or designated representative, will be the sole point of contact with the land

manager. If the source/site is located on private land, the same protocol exists, except a letter or phone call (rather than submitting the SF-299) to the private land owner will be initiated by the MSS.

2.4 Materials Group will coordinate with the District to delineate the material source or stockpile site boundaries. Materials Group will obtain title reports, obtain aerials, sketch the boundary, provide legal descriptions, initiate geotechnical investigations, and request environmental clearance from the ADOT Office of Environmental Services (OES), or in some cases, from the land manager.

2.5 The MSS will coordinate all licensing activities with the District Engineer, or designated representative. The State Materials Engineer, or designated representative, will coordinate with ADOT Risk Management regarding the terms of the license. All permits and licenses shall be reviewed by a representative of the Attorney General's office. The State Materials Engineer will sign the license issued.

2.6 Prior to disposal of a material source or stockpile site, the District Engineer must approve that the disposal process may commence. Reclamation/restoration of the source/site will be completed prior to any action taking place.

2.7 The MSS will work with the ADOT Materials Right-of-Way Agent to facilitate the disposal process.

3. USE OF ADOT-LICENSED SOURCES BY CONTRACTORS

3.1 The Resident Engineer (RE) will ensure that the contractor supplies a new environmental assessment anytime an ADOT-licensed source is proposed for a project. The environmental assessment form will need to have the following attachments:

- copy of the license or permit from the land manager or owner,
- copy of the most current environmental determination or analysis,
- project-specific plan of operations,
- project-specific reclamation/restoration plan, and
- Erosion and Pollution Control Plan (EPCP), or Stormwater Pollution Prevention Plan (SWPPP), as required in Section 3.4.

3.2 The RE will review and submit the documents listed in Section 3.1 to the MSS, who will review and forward the items to the land manager or owner, as appropriate. Review and approval of these documents must be completed by the RE, MSS, and land manager or owner, prior to the contractor bringing any equipment on site.

3.3 The RE will ensure that the contractor adheres to the approved project-specific plan of operation and the approved reclamation/restoration plan. Following these approved plans will ensure that the contractor continues to work toward the goal of remediation while conducting activities such as mining, blasting, and stockpiling. To the extent practicable, any

changes to these plans shall be approved by the MSS, the land manager or owner, and the District prior to any additional work being conducted on-site.

3.4 The RE will ensure that the source/site is included in the SWPPP or EPCP for the construction project. If the construction project does not require a SWPPP or an EPCP, the contractor shall prepare and implement a SWPPP or an EPCP for ancillary facilities; for example, the haul road and the entire pit boundary (as depicted on the plat map and pit sketch). Implementation, inspection, and maintenance of the Best Management Practices (BMPs) will be the responsibility of the District or contractor.

3.5 The RE will provide Materials Group with any revisions to all required documents and all inspection reports upon completion of the project, unless changes are as specified in Section 3.3.

3.6 Representatives from Materials Group and the District, the land manager or owner, and the contractor shall meet on-site no sooner than one week prior to project completion to ensure that restoration activities are being completed as proposed.

4. SUMMARY

4.1 The MSS will facilitate licensing by coordinating efforts between Materials Group, the District, the Right-of-Way agent, the OES, and the land managing agency or owner. All questions or concerns regarding new or existing material sources/sites will be directed to the MSS. Implementing this policy will require cooperation and involvement between Materials Group, Districts, and the OES. This policy is visualized as an opportunity to distribute responsibility, streamline license processing and contractor submittals, maintain our commitment to effective partnering while building teamwork, and most importantly to allow consistent operations statewide.



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