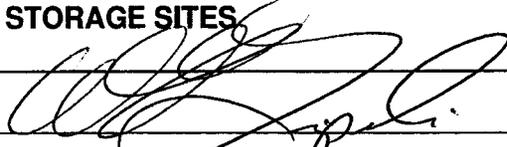


STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: TEMPORARY PROCESSING, STOCKPILING AND STORAGE SITES

APPROVED: 
Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 01 -005G

CATEGORY.... : ADMINISTRATION
Subcategory : SUBMITTALS

Keywords Stockpile, Storage,
DOS

Supersedes... : N/A

Supplements.... : N/A

Sheet..... : 1 of 1

Issue Date..... : May 2, 2001

Attached please find the procedure and associated forms for the approval of temporary processing, stockpiling and storage sites for Infrastructure construction projects. The project's Engineer-in-Charge must ensure that the attached procedures are followed.

Attachments: Procedures, Temporary Stockpile Location Checklist, Route Slip, DOS Notification Letter, Inspection Form, Stockpile Status Memo, DOS Closing Letter

CITY OF NEW YORK
DEPARTMENT OF DESIGN AND CONSTRUCTION
DIVISION OF INFRASTRUCTURE

**PROCEDURES FOR THE APPROVAL OF
TEMPORARY PROCESSING, STOCKPILING AND STORAGE SITES
ON INFRASTRUCTURE PROJECTS**

SUMMARY OF CHANGES

- An information and location database of all approved temporary processing, stockpiling and storage sites for infrastructure projects will be centralized utilizing a designated DOS liaison.
- The procedures outlined herein must also be followed for temporary stockpiling on the project site, including any undeveloped City Right of Way.
- All sites must be restored and signed-off under the previous project before a new project can utilize the site as a temporary processing, stockpiling and storage area. There is no guarantee that permission will be granted for subsequent projects.
- Only the Assistant Commissioner will be authorized to approve and notify DOS of the temporary processing, stockpiling and storage sites.

1. **PRELIMINARY INVESTIGATION**

- Check proposed site versus the current database. For the latest list call the DOS liaison. If a site has been previously used it should not be used again. However if a site is isolated, etc., the Borough Director may recommend reuse. In general it is not acceptable to permit multiple projects (same contractor) to use the same site. However if in the Borough Director's opinion it is the best option he may recommend it.
- The contractor must provide a map of the proposed stockpile site showing all surrounding properties and structures within an 800 feet radius. The current use of all properties / structures must be indicated (i.e. residential, school, park, wooded lot, etc.) and the access route must be shown on the map.
- The proposed stockpile site must be surveyed by the Engineer-In-Charge for "sensitive receptors" in the surrounding area. (e.g. schools, public parks, hospitals, places of worship, homes, etc.)

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- A sealed statement, from a licensed P. E. retained by the contractor, is required stating that the proposed stockpile site is not within or adjacent to a NY State DEC Wetland or Adjacent Area. In addition, if the proposed stockpile site may affect a nearby NY State DEC Wetland or Adjacent Area a Wetland Protection Plan must be submitted for review.
- If the Engineer-in-Charge determines that the proposed stockpile site is acceptable based on the above, the borough will send the DOS liaison the Temporary Stockpile Location – Checklist Form completed through Phase I. The DOS liaison will check the central database for information regarding the current use of the site and notify the Engineer-in-Charge of the acceptability of the site by returning the form completed through Phase II.
- After obtaining the acceptability of the proposed stockpile site from the DOS liaison, the Engineer-in-Charge shall proceed with Phase III of the Temporary Stockpile Location – Checklist Form.

2. PROCESS AND REQUIREMENTS FOR SITE APPROVAL

- Contractor required action/submittals (after preliminary investigation is completed).
 - Photos of the original condition (prior to use).
 - A copy of the lease, or permit/agreement if public land to be provided (shows agreement and indicates party responsible for maintaining location).
 - A survey of the existing topography (elevations) employing a 50ft grid system.
 - The above to be submitted to the Engineer-in-Charge, who will review and recommend approval, and submit to the Borough Director for approval.
- Engineer-in-Charge and Borough required action for Site approval.
 - The Engineer-in-Charge, after receiving the submittals from the contractor, will ensure that all required submittals were received and complete the Temporary Stockpile Location – Checklist Form Phase III.

**PROCEDURES FOR THE APPROVAL OF
TEMPORARY PROCESSING, STOCKPILING AND STORAGE SITES
ON INFRASTRUCTURE PROJECTS**

- The Engineer-in-Charge, once satisfied, will recommend approval and submit the Temporary Stockpile Location – Checklist Form to the Borough Director for approval. (A copy should be kept for the project files.)
- The Borough Director will review and visit the proposed stockpile site. Once satisfied, the Borough Director will submit the approved Temporary Stockpile Location – Checklist Form and DOS letter for the Assistant Commissioner’s signature to the DOS liaison. If sites not fully meeting all requirements are forwarded for approval, a listing of the issues and Borough’s associated recommendations must be included with the submission. (A copy of the approval should be kept in the project files.)
- DOS Liaison required action for Site approval.
 - The DOS liaison after receiving the approved Temporary Stockpile Location – Checklist Form and DOS letter will submit the letter to the Assistant Commissioner for signature. The DOS liaison will transmit the signed DOS letter to DOS. The DOS liaison will maintain a central file and database of all pertinent information regarding each temporary stockpile site. Once the site has been approved it will be monitored and tracked until final sign-off is transmitted to DOS.

3. SITE PREPARATION

- Install fencing as determined necessary by the Borough Director. (Installation shall be at minimum 6 ft high chain link fence with fabric or slats.)
- Install any necessary wetland or adjacent area protection.

4. MONITORING THE STOCKPILE SITE

- The project staff will be required to inspect the temporary stockpile site at a minimum biweekly. At the time of inspection the conditions must be recorded on the inspection form and faxed or e-mailed to the DOS liaison. The DOS liaison will track the activity of the temporary stockpile site through the receipt of the inspection forms, and monitor the Borough for compliance.

**PROCEDURES FOR THE APPROVAL OF
TEMPORARY PROCESSING, STOCKPILING AND STORAGE SITES
ON INFRASTRUCTURE PROJECTS**

5. SIGNING OFF OF THE TEMPORARY STOCKPILE SITE

- Contractor required action prior to sign-off.
 - Photos of the final existing condition (no further use of the staging area for this project).
 - A survey of the final topography (elevations) employing a 50ft grid system.
- Engineer-in-Charge and Borough required action for sign-off.
 - The Engineer-in-Charge will review photos and survey making field visits to the temporary stockpile site when necessary to certify that the site was restored as required.
 - The Engineer-in-Charge, once satisfied, will inform the Borough Director of the requested sign-off. The Borough Director will notify (letter, fax, e-mail) and submit the survey and photos to the DOS liaison for DOS sign-off.
- Central Liaison required action for DOS sign-off.
 - The DOS liaison will inform DOS (via letter) that the stockpile location is no longer being used and the site has been satisfactory cleaned and restored.



TEMPORARY STOCKPILE LOCATION - CHECKLIST FORM

CAPIS ID: _____ Contract Registration No.: _____

Project Description: _____

Managing Borough: BX-QN BK MN QS SI

Contractor: _____

PROPOSED LOCATION: Bronx Brooklyn Manhattan Queens Staten Island

Block / Lot(s): _____ / _____

Street Boundary: _____

PHASE I - Preliminary Investigation

Location Map: Received Yes Date Received from Contractor _____

Reviewed Yes Date Reviewed by Resident Engineer _____

Sensitive Receptors: Surveyed by EIC for nearby sensitive receptors A. Site B. Access Route
Justification Required Yes If yes, attach justification No

Wetland Statement: by Contractor's Licensed P. E. Date Received _____

BASED ON THE PRELIMINARY INVESTIGATION, THIS LOCATION IS ACCEPTABLE

Engineer-in-Charge _____
Print Name *Signature* *Date*

NOTE: If proposed location fails Phase I, then a new proposed location is required.
(A copy of this form must be submitted to the DOS Liaison at completion of Phase I.)

PHASE II - DOS LIAISON SIGN-OFF

Location is: Accepted Accepted as noted Rejected

DOS Liaison _____
Print Name *Signature* *Date*

IF ALL ITEMS IN PHASE I & II ARE COMPLETED AND ARE ACCEPTABLE THEN DOCUMENTATION FOR DOS APPROVAL CAN BEGIN.

PHASE III - SUBMITTALS FOR DOS NOTIFICATION

| | | |
|------------------------|--------------------------------------|---------------------|
| Contractor Submittals: | Location Site Photos: | Date Received _____ |
| | Copy of the Lease: | Date Received _____ |
| | Topo Survey for Location: | Date Received _____ |
| | Wetland Protection Plan, if required | Date Received _____ |

I certify that I have received and reviewed the submittals from the contractor; have performed an inspection of the proposed staging area location; and the proposed location has met the current requirements.

Reviewed by: _____
Engineer-in-Charge *Print Name* *Signature* *Date*

Approved by: _____
Borough Director *Print Name* *Signature* *Date*

Original to be filed with project records.
c: DOS Liaison (with attachments), Borough Director, Deputy Director, EIC

**CITY OF NEW YORK
DEPARTMENT OF DESIGN & CONSTRUCTION
Bureau of Infrastructure
STOCKPILING AND STORAGE SITE
ROUTE SLIP**

Contract # _____

Registration # _____

| ROUTE | TITLES & NAMES | INITIALS | DATES |
|----------|----------------------------------|----------|-------|
| 1. _____ | ENGINEER-IN-CHARGE _____ | | |
| 2. _____ | DEPUTY BOROUGH DIRECTOR _____ | | |
| 3. _____ | DIRECTOR _____ | | |
| 4. _____ | DOS LIAISON JOSEPH RACHIELE | | |
| 5. _____ | ASSISTANT COMMISSIONER _____ | | |
| 6. _____ | DOS LIAISON JOSEPH RACHIELE | | |

REMARKS:



City of New York Department of Design and Construction

Kenneth Holden
Commissioner

Richard Ocken
Deputy Commissioner
Infrastructure

30-30 Thomson Avenue
Long Island City, NY 11101

www.nyc.gov/buildnyc

Department of Sanitation
Bureau of Waste Disposal
125 Worth Street
New York, NY 10013

Attn: Martin Bellew, Director

DATE

Re: CAPIS ID:
Contract Reg. #:
Project Description:

**Notification of Temporary
Processing, Stockpiling and
Storage Site**

Dear Mr. Bellew:

The New York City Department of Design and Construction (DDC) has awarded a construction contract to (contractor) (the "Contractor") for work to be performed on the referenced project.

DDC has approved the following location to be used by the contractor for the temporary processing stockpiling and storage of construction materials excavated from the construction site or intended for the construction site:

Stockpile Location:

Block: _____ Lot: _____

Street Boundaries: _____

CAPIS ID:
Contract Reg. #:
Temporary Processing, Stockpiling and Storage Site
Page 2

DDC will ensure that the stockpile site is returned to its original condition. In addition, DDC personnel will monitor the use of the site and upon project completion DDC will ensure that the location is restored to its original condition. The anticipated start of the contract work is _____ and the scheduled duration of the contract is _____ consecutive calendar days.

If you have any questions please contact the project's Engineer-in-Charge, (name), at (phone).

Very truly yours,

William Lipski, P.E. / John Pusz, P.E.
Assistant Commissioner
Infrastructure/Construction

TEMPORARY STOCKPILE SITE - INSPECTION FORM

CAPIS ID: _____ Contract Registration No.: _____

Project Description: _____

Managing Borough: BX-QN BK MN QS SI

Contractor: _____

LOCATION: Bronx Brooklyn Manhattan Queens Staten Island

Block / Lot(s): _____ / _____

Street Boundary: _____

INSPECTION:

Date of Inspection: ____ / ____ / ____ Inspected by: _____ (Print Name)

Stockpile Operation:

Describe materials observed at the stockpile location: _____

Were the materials intended for or from the project site? (i.e. roof shingles, plaster, etc.)

NO YES If yes, then list: _____

Is fencing in acceptable condition?

NO YES If NO, then state condition of fencing. _____

State Dust control measures being utilized: _____

State condition of mud tracking system used at entrance/exit: _____

Were there any field orders issued to the contractor due to the inspection:

NO YES If yes, attach field orders.

The conditions of the temporary stockpile location described above are true and accurate and are in conformance with DOS requirements.

Inspector's Signature _____ Reviewed by: _____ Resident Engineer _____ Print Name _____ Signature _____ Date _____

Original to be filed with project records.
C: DOS Liaison



City of New York Department of Design and Construction

Memo

DATE:

TO:

Deputy Director

FROM:

Engineer-in-Charge

SUBJECT:

CAPIS ID: _____

Contract Reg. #: _____

Project Description: _____

DOS STOCKPILE STATUS

CHECK ONE:

I inspected the stockpile location approved under Interpretive Memo #2 as listed below on (Date) . The contractor has satisfactorily cleaned and restored the stockpile location.

The stockpile location approved under Interpretive Memo #2 as listed below has been submitted for use on another active project, Capis ID, Reg. No. (attach copy of letter notifying DOS of stockpile transfer). All debris and other unsuitable materials have been removed. Only clean fill to be used on the subsequent approved project remains on site.

Stockpile Location:

Block: _____ Lot: _____

Street Boundaries: _____



City of New York Department of Design and Construction

Kenneth Holden
Commissioner

DATE

Richard Ocken
Deputy Commissioner
Infrastructure

Department of Sanitation
Permit and Inspection Unit
137 Centre Street, Room 104
New York, NY 10013

30-30 Thomson Avenue
Long Island City, NY 11101

www.nyc.gov/bulldnyc

Attn: Thomas Milora, Director

Re: CAPIS ID:
Contract Reg. #:
Project Description:

**Closing of Temporary
Processing, Stockpiling and
Storage Site**

Dear Mr. Milora:

The following location has been used as a temporary processing, stockpiling and storage site on the subject project in accordance with Interpretive Memo #2. This project has been completed and the listed location has been satisfactorily cleaned and restored. Therefore, this location is no longer being used for this project. Pre and post construction photos are on file.

Stockpile Location:

Block: _____ Lot: _____

Street Boundaries: _____

If you have any questions please contact the project's Engineer-in-Charge, (name), at (phone).

Very truly yours,

DOS Liaison