

**§20324 SWRCB – CQA Requirements**

(d) **Documentation** - Construction quality assurance documentation requirements shall include, at the minimum: reports bearing unique identifying sheet numbers for cross-referencing and document control, the date, project name, location, descriptive remarks, the data sheets, inspection activities, and signature of the designated authorities with concurrence of the CQA officer.

(1) The documentation shall include:

(A) **Daily Summary Reports** - daily recordkeeping, which shall include preparation of a summary report with supporting inspection data sheets, problem identification and corrective measures reports. Daily summary reports shall provide a chronological framework for identifying and recording all other reports. Inspection data sheets shall contain all observations (i.e., notes, charts, sketches, or photographs), and a record of field and/or laboratory tests. Problem identification and corrective measures reports shall include detailed descriptions of materials and/or workmanship that do not meet a specified design and shall be cross-referenced to specific inspection data sheets where the problem was identified and corrected;

(B) **Acceptance Reports** - all reports shall be assembled and summarized into Acceptance Reports in order to verify that the materials and construction processes comply with the specified design. This report shall include, at a minimum, inspection summary reports, inspection data sheets, problem identification and corrective measures reports;

(C) **Final Documentation** - at the completion of the project, the operator shall prepare a Final Documentation which contains all reports submitted concerning the placement of the containment system. This document shall provide evidence that the CQA plan was implemented as proposed and that the construction proceeded in accordance with design criteria, plans, and specifications. The discharger shall submit copies of the Final Documentation report to the RWQCB as prepared by the CQA officer.

(2) Once construction is complete, the document originals shall be stored by the discharger in a manner that will allow for easy access while still protecting them from any damage. All documentation shall be maintained throughout the postclosure maintenance period.

**NOTE: Authority cited: Section 1058, Water Code. Reference: Sections 13172, 13260 and 13302, Water Code; Section 43103, Public Resources Code.**