



# **ATLANTIC INTRACOASTAL WATERWAY MAINTENANCE DREDGING NASSAU COUNTY REACH I, FLORIDA**

## **APPENDIX J General Forms**

Certification Letter

Example Turbidity Form

Example Manatee Reporting Log

Example Daily Report of Operations

Project Environmental Summary Sheet

Phase Checklists

Payment Documents

**CERTIFICATION LETTER ACKNOWLEDGING RECEIPT AND  
UNDERSTANDING OF ALL PERMITS AND LICENSES**

**PERMIT/LICENSE:** FDEP Permit No. 45-0291060 (001-EE, 002-EI, 003-EM) & 45-75835-009-EE.  
USACE Permits SAJ-2016-00719 (RGP-SCW), SAJ-2008-03402 (SP-SCW) & SAJ-1997-02063 (SP-  
BAL)

**PROJECT:** ATLANTIC INTRACOASTAL WATERWAY NASSAU COUNTY REACH I  
MAINTENANCE DREDGING; NASSAU COUNTY, FLORIDA

I \_\_\_\_\_ have a copy of all permits and license agreements for the **Atlantic**  
CQC System Manager

**Intracoastal Waterway Nassau County Reach I Maintenance Dredging; Nassau County Florida**

project and have read, understand, and will comply with the conditions stated therein.

\_\_\_\_\_  
Signature of Contractor's Quality Control (CQC)  
System Manager

\_\_\_\_\_  
Date

CQC System Manager Business Name, Address, and Phone No.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**TURBIDITY MONITORING**

**PERMIT/LICENSE:** FDEP File No. 45-0344374-001-EE, USACE Permit SAJ-2016-00719 (RGP-SCW)

**PROJECT:** ATLANTIC INTRACOASTAL WATERWAY NASSAU COUNTY REACH I MAINTENANCE DREDGING; NASSAU COUNTY, FLORIDA

**DATE:** \_\_\_\_\_ **COLLECTOR:** \_\_\_\_\_

**DATE AND TIME OF TURBIDITY METER CALIBRATION:** \_\_\_\_\_

**DREDGE STATUS:** WORKING (\_\_\_\_) NOT WORKING (\_\_\_\_) STATION (\_\_\_\_\_)

**WEATHER AND WATER OBSERVATIONS:**

WIND VELOCITY: \_\_\_\_\_ DIRECTION FROM: \_\_\_\_\_ CURRENT DIRECTION: \_\_\_\_\_

TIDAL STAGE: HIGH: \_\_\_\_\_ LOW: \_\_\_\_\_ (PREDICTED) EST

WEATHER CONDITIONS: \_\_\_\_\_

**AIWW BACKGROUND STATION** WATER BODY DEPTH \_\_\_\_\_  
*Approximately 100 ft up-current of dredge*

ICWW BG SAMPLE COLLECTION DATA	1-FT BELOW SURFACE	MID-DEPTH	1-FT ABOVE BOTTOM
WATER TEMPERATURE (°F)			
COLLECTION DEPTH			
COLLECTION TIME			
ANALYSIS TIME			
TURBIDITY (NTU)			

**AIWW COMPLIANCE STATION** WATER BODY DEPTH \_\_\_\_\_  
*Immediately outside the 150-meter mixing zone*

ICWW CS-1 SAMPLE COLLECTION DATA	1-FT BELOW SURFACE	MID-DEPTH	1-FT ABOVE BOTTOM
WATER TEMPERATURE (°F)			
COLLECTION DEPTH			
COLLECTION TIME			
ANALYSIS TIME			
TURBIDITY (NTU)			
TURBIDITY VARIANCE (NTU) (Compliance - Background)			

**DMMA BACKGROUND STATION DATA** WATER BODY DEPTH \_\_\_\_\_  
*Approximately 100 ft up-current of discharge*

DCC BG SAMPLE COLLECTION DATA	1-FT BELOW SURFACE	MID-DEPTH	1-FT ABOVE BOTTOM
WATER TEMPERATURE (°F)			
COLLECTION DEPTH			
COLLECTION TIME			
ANALYSIS TIME			
TURBIDITY (NTU)			

COLLECTOR'S INITIALS: \_\_\_\_\_

**DMMA COMPLIANCE STATION**

WATER BODY DEPTH \_\_\_\_\_

*Inside DMMA at weir discharge structure*

<b>DCC CS-1 SAMPLE COLLECTION DATA</b>	<b>1-FT BELOW SURFACE</b>	<b>MID-DEPTH</b>	<b>1-FT ABOVE BOTTOM</b>
WATER TEMPERATURE (°F)			
COLLECTION DEPTH			
COLLECTION TIME			
ANALYSIS TIME			
TURBIDITY (NTU)			
TURBIDITY VARIANCE (NTU) (Compliance - Background)			

**TURBIDITY REVIEW**

DID THE ANY OF THE COMPLIANCE STATION'S NTU EXCEED BACKGROUND NTU BY MORE THAN 29 NTU? CIRCLE: YES OR NO

IF SO, WHEN AND AT WHAT COMPLIANCE STATION: \_\_\_\_\_

**INDICATE LOCATION OF STATIONS ON MAP AND IN TABLE BELOW.**

<b>STATION</b>	<b>X</b>	<b>Y</b>
AIWW BG		
AIWW CS		
DMMA BG		
DMMA CS		

SAMPLES ARE COLLECTED AND IMMEDIATELY ANALYZED FOR TURBIDITY WITH A \_\_\_\_\_ TURBIDITY METER. THE METER IS CLEANED AND CALIBRATED ACCORDING TO UNIT INSTRUCTIONS BEFORE EACH DAY'S SAMPLING.

I HEREBY ATTEST TO THE ACCURACY, PRECISION, AND AUTHENTICITY OF THE DATA PRESENTED IN THIS REPORT.

COLLECTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COLLECTOR'S INITIALS: \_\_\_\_\_

**DAILY MANATEE REPORTING LOG**

**PERMIT/LICENSE:** FDEP File No. 45-0344374-001-EE, USACE Permit SAJ-2016-00719 (RGP-SCW)

**PROJECT:** ATLANTIC INTRACOASTAL WATERWAY NASSAU COUNTY REACH I MAINTENANCE DREDGING; NASSAU COUNTY, FLORIDA

**DATE:** \_\_\_\_\_ **OBSERVER:** \_\_\_\_\_

1. **MANATEES SIGHTED:** YES \_\_\_\_\_ NO \_\_\_\_\_  
(If "NO" proceed to Signature)

2. **TIME:** \_\_\_\_\_

3. **NUMBER OF MANATEES SIGHTED:**  
ADULT: \_\_\_\_\_ JUVENILE: \_\_\_\_\_

4. **NUMBER OF MANATEES INJURED:**  
ADULT: \_\_\_\_\_ JUVENILE: \_\_\_\_\_ Work Related: YES \_\_\_\_\_ NO \_\_\_\_\_

5. **NUMBER OF MANATEES KILLED:**  
ADULT: \_\_\_\_\_ JUVENILE: \_\_\_\_\_ Work Related: YES \_\_\_\_\_ NO \_\_\_\_\_

6. **LOCATION:**  
\_\_\_\_\_  
\_\_\_\_\_

7. **REMARKS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **SIGNATURE:** \_\_\_\_\_

9. **TITLE:** \_\_\_\_\_

DATE: \_\_\_\_\_  
 DAY OF WEEK: \_\_\_\_\_  
 MONTH NO: \_\_\_\_\_ REPORT NO: \_\_\_\_\_

**DAILY REPORT OF OPERATIONS**

**PERMIT/LICENSE:** FDEP File No. 45-0344374-001-EE, USACE Permit SAJ-2016-00719 (RGP-SCW)

**PROJECT:** ATLANTIC INTRACOASTAL WATERWAY NASSAU COUNTY REACH I MAINTENANCE DREDGING; NASSAU COUNTY, FLORIDA

**WEATHER SUMMARY**

TIME	CONDITIONS	TEMPERATURE (F)	HUMIDITY (%)	PRECIPITATION (IN)	WIND SPEED (MPH) AND DIRECTION

**PROGRESS SUMMARY**

ITEM	DAY	TO DATE
WORKED HOURS		
DOWN TIME		
ESTIMATED VOLUME DREDGED (CY)		
DREDGE ADVANCE (FT)		
ESTIMATED VOLUME TRANSFERRED OFF-SITE FROM DMMA (CY)		

**DREDGE AREA – DREDGING IN PROGRESS**

ACCEPTANCE SECTION NO.	CUT	START STATION	END STATION	START TIME	END TIME

**EXPLANATION OF DOWNTIME**

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**DMMA – OPERATIONS IN PROGRESS**

MATERIAL TRANSFERRED FROM BARGE (CY)	MATERIAL TRANSFERRED OFF-SITE (CY)	START TIME	END TIME	DESCRIPTION OF ON-SITE ACTIVITY

**EXPLANATION OF DOWNTIME**

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CQC SYSTEM MANAGER INITIALS: \_\_\_\_\_

DATE: \_\_\_\_\_  
DAY OF WEEK: \_\_\_\_\_  
MONTH NO: \_\_\_\_\_ REPORT NO: \_\_\_\_\_

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**SUPPORT EQUIPMENT USED TODAY**

ITEM	LOCATION (DREDGE/DMMA)	TOTAL HOURS	DOWN TIME

**ON-SITE PERSONNEL HOURS TODAY**

EMPLOYEE	COMPANY/SUB	POSITION	HOURS

CQC SYSTEM MANAGER INITIALS: \_\_\_\_\_



# PROJECT ENVIRONMENTAL SUMMARY SHEET

Note: This sheet shall be submitted within 30 days following completion of the project. The Contractor will prepare this sheet so as to include all Subcontractor information also. Use additional sheets as necessary.

**PERMIT/LICENSE:** FDEP File No. 45-0344374-001-EE, USACE Permit SAJ-2016-00719 (RGP-SCW)

**PROJECT:** ATLANTIC INTRACOASTAL WATERWAY NASSAU COUNTY REACH I MAINTENANCE DREDGING; NASSAU COUNTY, FLORIDA

**DATE:** \_\_\_\_\_ **NTP DATE:** \_\_\_\_\_

## 1. PROJECT ACTIVITIES THAT HAVE OCCURRED:

Permit Condition/ Activity	% Completion	Date of Anticipated Completion	Date of Actual Completion
_____	_____	_____	_____

## 2. DESCRIBE PROJECT SURVEY BENCHMARK IF A STRUCTURE IS INVOLVED:

## 3. CHECK WHETHER THE FOLLOWING ENVIRONMENTAL INCIDENTS OCCURRED:

Yes\*: \_\_\_\_\_ No: \_\_\_\_\_

- a. Spill of petroleum or hazardous substance
- b. Surface water or ground water contamination event
- c. Air pollution event
- d. Monitoring sample outside limit
- e. Required sampling or monitoring not conducted
- f. Event which threatened or actually harmed:
  - i. Vegetation, habitat, or wetland
  - ii. Human, fish, bird, or other wildlife species
  - iii. Protected soil or water bottom
  - iv. Historic, archeological, or cultural resources
- g. Regulatory violation, regulatory warning, permit violation, newsworthy event, or other (describe):

## 4. FOR EACH ASTERISKED (\*) 'YES' ITEM:

- a. Describe incident and how discovered:
- b. Describe how, when, and if incident reported (initially and subsequently):
- c. Describe act which resulted in incident:
- d. Describe any failures of containment systems, contingency plans, or emergency procedures:
- e. Describe severity or extent of incident and landowner(s) affected:
- f. Describe how situation corrected and verified:
- g. List and describe costs involved with incident correction (\$\_\_\_\_\_):
- h. Additional sheets, sketches, pertinent photographs with annotations and dates, daily reports, or

Typed or Handwritten Name: \_\_\_\_\_  
Position: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

## PROJECT ENVIRONMENTAL SUMMARY SHEET

Note: This sheet shall be submitted within 30 days following completion of the project. The Contractor will prepare this sheet so as to include all Subcontractor information also. Use additional sheets as necessary.

other items attached? Yes\_\_\_ No\_\_\_

Typed or Handwritten Name: \_\_\_\_\_  
Position: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**PREPATORY PHASE CHECKLIST**

**PERMIT/LICENSE:** FDEP File No. 45-0344374-001-EE, USACE Permit SAJ-2016-00719 (RGP-SCW)

**PROJECT:** ATLANTIC INTRACOASTAL WATERWAY NASSAU COUNTY REACH I MAINTENANCE DREDGING; NASSAU COUNTY, FLORIDA

**SPECIFICATION SECTION & PARAGRAPH:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
**DRAWING SHEET NUMBER:** \_\_\_\_\_ **WORK SEGMENT:** \_\_\_\_\_

**A. PERSONNEL PRESENT**

NAME	POSITION	COMPANY
1.		
2.		
3.		
4.		
5.		

*\*Attach additional sheets as necessary*

**B. HAS EACH SPECIFICATION PARAGRAPH AND DRAWING BEEN STUDIED?**  
YES \_\_\_\_\_ NO \_\_\_\_\_

**C. SUBMITTALS INVOLVED**

NUMBER AND ITEM	CODE	CONTRACTOR OR ENGINEER APPROVAL
1.		
2.		
3.		
4.		
5.		

*\*Attach additional sheets as necessary*

**HAVE ALL ITEMS INVOLVED BEEN APPROVED?**  
YES \_\_\_\_\_ NO \_\_\_\_\_

**IF NO, LIST:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. ARE ALL MATERIALS ON HAND?**  
YES \_\_\_\_\_ NO \_\_\_\_\_

**HAVE ALL MATERIALS BEEN CHECKED FOR CONTRACT COMPLIANCE AGAINST SHOP APPROVED DRAWINGS?**  
YES \_\_\_\_\_ NO \_\_\_\_\_

**ITEMS NOT ON HAND OR IN ACCORDANCE WITH TRANSMITTALS:**  
1. \_\_\_\_\_  
2. \_\_\_\_\_

3.

**E. TESTS REQUIRED IN ACCORDANCE WITH CONTRACT REQUIREMENTS:**

TEST	NUMBER AND ITEM
1.	
2.	
3.	
4.	

*\*Attach additional sheets as necessary*

**F. ACCIDENT PREVENTION PREPLANNING – HAZARD CONTROL MEASURES**

**APPLICABLE OUTLINES** (attach completed copies):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**OPERATIONAL EQUIPMENT CHECKLISTS**

**ATTACHED FOR:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**ON FILE FOR:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**G. HAVE PROCEDURES FOR ACCOMPLISHING WORK BEEN REVIEWED WITH APPROPRIATE PEOPLE?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**H. HAS ALL PRELIMINARY WORK BEEN ACCOMPLISHED IN ACCORD WITH CONTRACT REQUIREMENTS AND IS THIS SEGMENT OF WORK READY TO START?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**IF NO, EXPLAIN ANY PROBLEMS ON ATTACHED SHEETS.**

**CQC SYSTEM MANAGER SIGNATURE & DATE**

**INITIAL PHASE CHECKLIST**

**PERMIT/LICENSE:** ~~FDEP-ERP-56-0255662-003; USACE-SAJ-2012-01719 (SP-AAZ)~~

**PROJECT:** ATLANTIC INTRACOASTAL WATERWAY NASSAU COUNTY REACH I  
MAINTENANCE DREDGING; NASSAU COUNTY, FLORIDA

**SPECIFICATION SECTION & PARAGRAPH:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
**DESCRIPTION AND LOCATION OF WORK INSPECTED:** \_\_\_\_\_

**A. PERSONNEL PRESENT**

NAME	POSITION	COMPANY
1.		
2.		
3.		
4.		
5.		

*\*Attach additional sheets as necessary*

**B. MATERIAL BEING USED ARE IN STRICT COMPLIANCE WITH THE CONTRACT PLANS AND SPECIFICATIONS?**  
YES \_\_\_\_\_ NO \_\_\_\_\_

**IF NO, EXPLAIN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. PROCEDURES AND/OR WORK METHODS WITNESSED ARE IN STRICT COMPLIANCE WITH THE REQUIREMENT OF THE CONTRACT SPECIFICATIONS?**  
YES \_\_\_\_\_ NO \_\_\_\_\_

**IF NO, EXPLAIN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. WORKMANSHIP IS ACCEPTABLE?**  
YES \_\_\_\_\_ NO \_\_\_\_\_

**STATE AREAS WHERE IMPROVEMENT IS NEEDED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. SAFETY VIOLATIONS AND CORRECTIVE ACTIONS TAKEN?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**CQC SYSTEM MANAGER SIGNATURE & DATE**

**AFFIDAVIT**

**PERMIT/LICENSE:** FDEP File No. 45-0344374-001-EE, USACE Permit SAJ-2016-00719 (RGP-SCW)

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STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, authorized to administer oaths and take acknowledgements, personally appeared \_\_\_\_\_, who, after being first duly sworn, upon oath deposes and says that all lienors contracting directly with, or directly employed by (him, them, it) and that all taxes imposed by Chapter 212, Florida Statutes (Sales and Use Tax) as amended, have been paid and discharged, and that all bills, wages, fees, claims, and other charges incurred by \_\_\_\_\_ in connection with the construction of: \_\_\_\_\_

\_\_\_\_\_ have been paid in full.

SIGNED:

By: \_\_\_\_\_

WITNESSES:

By: \_\_\_\_\_

Sworn and subscribed to before me this day \_\_\_\_\_, 20\_\_AD.

\_\_\_\_\_  
Notary Public  
State of Florida-at-Large  
My Commission Expires: \_\_\_\_\_

**CERTIFICATION OF CONTRACTOR**

**PERMIT/LICENSE:** FDEP File No. 45-0344374-001-EE, USACE Permit SAJ-2016-00719 (RGP-SCW)

**PROJECT:** ATLANTIC INTRACOASTAL WATERWAY NASSAU COUNTY REACH I MAINTENANCE DREDGING; NASSAU COUNTY, FLORIDA

According to the best of my knowledge and belief, I certify that all items and amounts shown on Application for Payment No. \_\_\_\_\_ are correct, and that all work has been performed and/or materials supplied in full accordance with the terms and conditions of this Contract, dated \_\_\_\_\_, 20\_\_\_\_\_, between \_\_\_\_\_ (Owner) and \_\_\_\_\_ (Contractor);

I further certify that all just and lawful bills against the undersigned and his subcontractors and suppliers for labor, materials and equipment employed in the performance of this Contract have been paid in full accordance with their terms and conditions; that all taxes imposed by Chapter 212, Florida Statutes (Sales and Use Tax Act), as amended, have been paid and discharged; and that there are no Vendor's, Mechanic's or other Liens or right to liens or conditional sales contracts which should be satisfied or discharged before such payment is made.

Date: \_\_\_\_\_ Contractor: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_ known (or made known) to me as the \_\_\_\_\_  
\_\_\_\_\_ (Owner) (Partner) (Corporate Officer) – Give Title of \_\_\_\_\_  
\_\_\_\_\_ Contractor(s), who subscribed and swore to the above instrument in my presence.

\_\_\_\_\_  
Notary Public  
State of Florida-at-Large  
My Commission Expires: \_\_\_\_\_



The Contractor shall execute this Certificate and attach it to each Application for Payment.

**FINAL RELEASE OF LIEN**

**PERMIT/LICENSE:** ~~FDEP-ERP-56-0255662-003; USACE-SAJ-2012-01719 (SP-AAZ)~~

**PROJECT:** ATLANTIC INTRACOASTAL WATERWAY NASSAU COUNTY REACH I MAINTENANCE DREDGING; NASSAU COUNTY, FLORIDA

KNOW ALL MEN BY THESE PRESENT, that \_\_\_\_\_  
\_\_\_\_\_ for and in consideration of the sum  
of \_\_\_\_\_ Dollars (\$) paid  
to \_\_\_\_\_ by the \_\_\_\_\_  
\_\_\_\_\_ receipt of which is hereby acknowledged, do(es) hereby release and quitclaim to  
the Owner, its successors or assigns, all liens, lien rights, claims or demands of any kind  
whatsoever which \_\_\_\_\_ now has (have)  
or might have against the property, building, and/or for any incidental expense for the  
construction of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

thereon or in otherwise improving said property situated as above described.

IN WITNESS WHEREOF \_\_\_\_\_ have (has) hereunto set hand and seal this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_, A.D.

WITNESS:

\_\_\_\_\_  
(S Seal)

Sworn and subscribed to before me this day \_\_\_\_\_, 20\_\_\_\_AD.

\_\_\_\_\_  
Notary Public  
State of Florida-at-Large  
My Commission Expires: \_\_\_\_\_