

**TO:** Deputy Administrators  
District Engineers, Directors  
All Construction Field Personnel



**FROM:** Margaret B Martin, PE  
Deputy Director / Field Operations  
Office of Construction

**SUBJECT:** Request for Revision of Environmental Plans / Permits

**FORM:** OOC62 / QA-3

**SOURCE:** OOC and OED

**CONTACT PERSON:** Don Hoey, Office of Environmental Design, Environmental Programs Division

**PHONE NUMBER:** 410-545-8405

**PURPOSE:**

1. To streamline the approval of minor field changes to the approved plans associated with erosion and sediment control measure contained in the Contract Documents.
2. To separate small changes – those that can be handled through the Quality Assurance (QA) Program – from a more complex change that requires Office of Highway Development / Highway Hydraulics Division and OHD/Project Review Division and/or Office of Environmental Design / Environmental Planning Division and OED / Landscape Operations Division.
3. To enable the QA Program to make minor field approvals associated with erosion and sediment control measures.
4. To document revisions that had prior verbal agreement of the Contractor and SHA. The OOC62 / QA-3 will be completed by the Contractor with the concurrence of SHA and approval by SHA QA program, OHD/HHD/PRD and OED/EPD/LOD.

**NOTE:** If it is found that this revision has created a situation whereby erosion and sediment runoff is not effectively controlled, immediate corrective action will be taken and the originally approved controls will be implemented.

**cc:** Steven Marciszewski, Director, OOC  
Sonal Sanghavi, Director, OED  
OOC Construction Support Section