



Pennsylvania
Department of Transportation

Reference Guide for TA-TCI Module: Project Construction Phase - Inspection Responsibilities

Acronyms, Key Important Terms, and Definitions

Best Management Practices (BMP): Best practices refer to a set of proven, effective procedures and guidelines that are widely accepted within the industry to maximize safety, minimize risk, and ensure compliance with regulations during construction activities on or near roadways. These practices are typically based on regulatory standards (e.g., OSHA, FHWA, MUTCD), industry experience and research, lessons learned from past incidents, and technological advancements.

County Conservation District (CCD): County Conservation districts implement a variety of programs and help with a range of issues unique to their counties.

Construction Inspector: The person responsible for observing, testing, and documenting the work happening on a construction site. The construction inspector makes sure everything is done correctly, safely, and according to the plans.

Pennsylvania Department of Environmental Protection (DEP): Protects Pennsylvania's air, land, and water by enforcing environmental laws, regulating pollution, and managing the state's natural resources.

Engineering Construction Management System (ECMS): A website used to manage construction projects, contracts, and agreements.

United States Environmental Protection Agency (EPA): Protects human health and the environment by creating and enforcing regulations that limit pollution in air, water, and land across the United States.

eTicketing App: A mobile app that allows Inspectors and Contractors to view supplier-generated tickets and take action.

eTicketing: PennDOT's initiative to use a paperless ticketing system to improve safety for its workers and reduce the time associated with ticket collection, data entry, analysis, and storage.

Labor & Contract Compliance Manual for Inspector-In-Charge: A downloadable manual in PDF format designed to assist the Inspector-in-Charge in maintaining project compliance with the following contract areas: Equal Employment Opportunity Subcontracting, Labor and Contract Requirements, Project Safety, Disadvantaged Business Enterprises, and Diverse Businesses. The manual must remain a part of the construction project records upon completion.

LLC-25: Pennsylvania Department of Labor Weekly Payroll Certification form for Public Works Projects.

Materials Testing: Ensures that everything used on a project meets the standards for safety and compliance.

Maintenance and Protection of Traffic (MPT): This work involves furnishing, installing, maintaining, and relocating traffic control devices. It may also include flagging and pilot car operations to guide traffic through the temporary traffic control zone and control dust. All work shall be done as specified in Publication 212, Publication 213, the MUTCD, the Special Provisions, Standard Drawings, the approved Traffic Control Plans (TCP), and as directed.

Maintenance and Protection of Traffic (MPT) App: An app that provides a digital checklist and notification system for verifying traffic control setups in work zones, ensures that contractors and PennDOT personnel are complying with traffic safety standards during construction and maintenance activities, allows users to log inspections, report deficiencies, and track corrective actions in real time, and improves accountability and transparency in work zone safety operations.

Manual on Uniform Traffic Control Devices (MUTCD): This sets national standards for all traffic control devices. The Federal Highway Administration publishes and maintains this. Pennsylvania has adopted this and provided supplemental information for it.

National Pollutant Discharge Elimination System (NPDES): Regulates the discharge of pollutants into U.S. waters by requiring permits that set limits and monitoring requirements for wastewater and stormwater releases.

National Pollutant Discharge Elimination System (NPDES) Permit: A regulatory authorization required for facilities or activities that discharge pollutants into surface waters of the United States. In Pennsylvania, this program is administered by the Department of Environmental Protection (DEP) under the authority of the Clean Water Act and Pennsylvania's Clean Streams Law.

PennDOT Form CS-413: Minimum Quality Control Plan for Field Asphalt Paving Operation. Form CS-413 is a legal form released by the Pennsylvania Department of Transportation, a government authority operating within Pennsylvania. Its purpose is to ensure that minimum quality control standards are met for field asphalt paving operations in Pennsylvania.

PennDOT Form CS-4171: Certificate of Compliance. This is an electronic certification form issued by plants, producers, or suppliers. It must accompany material deliveries to the job site and is uploaded to ECMS.

PennDOT Publication 46 - Traffic Engineering Manual: Publication 46 is a comprehensive guide developed by the Pennsylvania Department of Transportation to standardize and support traffic engineering practices across the Commonwealth.

PennDOT Publication 213 - Temporary Traffic Control Guidelines: Publication 213 and the MUTCD apply to contractors, utilities, Federal, State, County, and Municipal governments, and others performing construction, maintenance, emergency, permit work, utility work, or any other

type of work on highways or so closely adjacent to a highway that workers, equipment, or materials encroach on the roadway or interfere with the normal movement of traffic.

PennDOT Publication 408 - Specifications: The main rulebook and most frequently used publication by inspectors. It provides detailed requirements for materials, construction methods, measurements, and payments. It is used to check whether construction is being done correctly.

Personal Protective Equipment (PPE): Equipment like hard hats, safety vests, safety shoes, eye and hearing protection, and respirators that protect workers from potential threats on a job site.

Prime Contractor: Also known as a general contractor, is responsible for the work on an entire project and consistently works on that project for its duration. They hire and lead other contractors, sometimes known as subcontractors.

PSA App: This app records daily reports and contractor payments and does not require an Internet connection. Some people refer to it as the MCPSA App.

Project Site Activity (PSA) Report: The official record of what happened on the jobsite.

Quality Control (QC) Plan: PennDOT Minimum Quality Control Plan for Field Placement Concrete Operations (Form CS-704). The form outlines the materials, specifications, and standards that the project must follow to ensure quality, safety, and compliance. It lists key contacts, contingency plans in case of unexpected issues, and procedures for the installation and evaluation of material.

Source of Supply (SOS): This refers to the origin or provider of materials, products, or resources used in the construction process.

Subcontractor: A contractor hired to do a specific task by the prime contractor on a project.

Traffic Control Plan (TCP): A TCP defines the layout and use of traffic control devices (e.g., signs, cones, flaggers), warns road users of upcoming work zones, guides them safely through or around the area, and protects both workers and the traveling public.

Toolbox Talk/Safety Meeting: A discussion about safety topics that usually relate to project construction operations scheduled for that day or week.

Visual Site Inspection (VSIR) App: Allows Inspectors to submit mandatory routine reports for construction sites to stay compliant with the EPA's mandate to ensure proper operation of stormwater mitigation. (See separate training requirements below.)

Wage Rate Interview Form: This form is part of the process for determining prevailing wage rates for construction projects in Pennsylvania. It is used to collect information regarding employee classifications, wage rates, and benefits.

WH-347: Davis-Bacon and Related Acts Weekly Certified Payroll Form (U.S. Department of Labor form).

Work Classification: Various criteria for contractors and subcontractors' personnel based on the type of work and experience.

Links to Reference Materials

Qualified Visual Site Inspection (QVSI) for NPDES Permit Training:

Note: Beginning December 8, 2025, visual site inspections for an NPDES Permit must be conducted by individuals who have successfully completed a qualified training program approved by the Pennsylvania Department of Environmental Protection (DEP).

Overview: PA DEP offers self-paced, web-based training to become a Qualified Visual Site Inspector (QVSI), covering construction, inspection, maintenance, and compliance issues related to erosion and sediment controls. PennDOT adds agency-specific material, and the full training takes about 11 hours through the Clean Water Academy.

Both Commonwealth and non-Commonwealth employees will access the training as follows.

How to access the training:

Part 1: If you do not already have a Clean Water Academy login:

1. Go to the Clean Water Academy website: <https://pacleanwateracademy.remote-learner.net/>
2. Scroll down and click CONTACT US.
3. Under New Account Request, click REQUEST NEW ACCOUNT.
4. Fill out the required information (first name, last name, username, email).
5. It generally takes 1-3 business days for DEP to process the request.

Part 2: Once you have created a login, or if you previously had a Clean Water Academy login:

1. Log in to the Clean Water Academy website (same as the link above).
2. Click FIND LEARNING on the top (blue) menu ribbon.
3. On the left-hand side of the page, select Training Programs.
4. Find the PennDOT Qualified Visual Site Inspector Training Program and click on it.
5. Click **Go to program**.
6. You are now enrolled in the program.

Note: Once enrolled in a Training Program, it will also appear on your DASHBOARD.

The courses are as follows:

- How to Access the Qualified Visual Site Inspector Training Program

- E&S Manual Chapter 2: BMP Sequencing
- E&S Manual Chapter 11: Stabilization
- Installation and Maintenance of E&S Best Management Practices
- Proper Installation and Inspection of Stormwater Control Measures (SCMs)
- How to Complete the Visual Site Inspection Report
- PennDOT Qualified Visual Site Inspector Training

To begin a course, click on **Launch course**. Then, under Course Activities, click on the course part. Most courses have multiple lessons, and each lesson has a quiz at the end. A passing score is needed to receive credit for completing the course. You may re-take the quiz if you do not pass. **You will not be credited for completing the course part until you pass the quiz.**

After all the courses are completed, return to the page to the bottom, click the "List All Courses" link, then click the button to receive a record of completion. Retain the completion certificate in case you are required to present it.

About Conservation Districts: https://pacd.org/?page_id=57

Davis-Bacon Act of 1931: <https://www.dol.gov/sites/dolgov/files/WHD/prevailing-wage-presentations/dbra-seminars/When-Are-Federal-Contracts-Covered.pdf>

eTicketing: <https://mobile.penndot.pa.gov/eticketing/>

Federal Department of Labor Form WH-347:
<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/wh347.pdf>

Labor & Compliance Manual for Inspector-In-Charge:
<https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/about-us/equalemployment/documents/labor%20contract%20compliance%20manual.pdf>

NPDES Permit: <https://greenport.pa.gov/elibrary//GetFolder?FolderID=105622>

PennDOT Form CS-413 - Minimum Quality Control Plan for Field Asphalt Paving Operation: <https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/public/pubsforms/forms/cs-413.pdf>

PennDOT Form CS-704: <https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/public/pubsforms/forms/cs-704.pdf>

PennDOT Form CS-4171: <https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/public/pubsforms/forms/cs-4171.pdf>

PennDOT Publication 46 (Draft): <https://docs.penndot.pa.gov/Public/Bureaus/BOO/ct/CT-25-008%20Pub%2046/DRAFT%20Pub%2046%20Change%202%20Rev%2020250606%20Clean.pdf>

PennDOT Publication 213 - Temporary Traffic Control Guidelines:

<https://www.pa.gov/content/dam/copapwppagov/en/pennDOT/documents/public/pubsforms/publications/pub%20213.pdf>

PennDOT Publication 408 - Specifications: https://www.pa.gov/content/dam/copapwppagov/en/pennDOT/documents/public/pubsforms/publications/pub_408/pub%20408.pdf

Pennsylvania Form LLC-25: <https://www.pa.gov/content/dam/copapwppagov/en/dli/documents/documents/mandatory-postings/llc-25.pdf>