

Processing the CSWGP Transfer of Coverage (TOC) Form

These instructions are intended to help Project Engineers ensure proper internal and external notifications are made and the Transfer of Coverage (TOC) form is filled out correctly before being submitted to the Department of Ecology (Ecology). These instructions should be followed when Construction Stormwater General Permit (CSWGP) coverage will be transferred to the Contractor as is standard practice described in Division 8-01 of WSDOT's [Standard Specifications](#).

Effective March 2020

See also: [Erosion Control webpage](#).

Start procedure: Region Design Office determines that a NPDES Construction Stormwater General Permit (CSWGP) is required for the project.

End procedure: Department of Ecology (Ecology) receives complete signed Transfer of Coverage (TOC) form for the project.

Actor	Action
Region Design Office	<ol style="list-style-type: none"> 1. Determines CSWGP coverage will be transferred to the contractor. <ul style="list-style-type: none"> • Transfer of Coverage (TOC) to the Contractor is standard practice unless the Assistant State Construction Engineer (ASCE) approves a Region request for WSDOT to retain the permit. 2. Fills out the TOC (ECY form 020-87a) form as noted below. <ul style="list-style-type: none"> • Permit # WAR- (upper right corner of the form). • Check “Complete Transfer” box (top of form). • Leave the “Specific date of transfer” at the top of the form blank, the date will be added in step 18. • Current Operator/Permittee Information Section. <ul style="list-style-type: none"> ○ “Total size of project” and “Total area of soil disturbance” do not need to be filled out for a complete transfer. ○ Do not sign the form. The State Construction Engineer will sign the form before it is submitted to Ecology. ○ All other required fields in this section must be completed. • Part II: Property Owner information – all required fields. • Part IV: Site/Project Information – all required fields. <ul style="list-style-type: none"> ○ The Site/Project Name filed should be the same name as submitted on the Notice of Intent (NOI) minus the “WA DOT” or “WSDOT” prefix if it was included previously.

Actor	Action
	<ul style="list-style-type: none"> ○ The remaining information must match that on the NOI permit application. If the information on the NOI was incorrect or if conditions have changed a new NOI must be submitted and the correct (updated NOI) information must be used in the TOC form. ● Part V: Existing Conditions – all required fields. <ul style="list-style-type: none"> ○ The information must match the information contained in the NOI permit application. If the information on the NOI was incorrect or if conditions have changed, a new NOI must be submitted and the correct (updated NOI) information must be used in the TOC form. ● Part VII: Discharge/Receiving Water information – all required fields. <ul style="list-style-type: none"> ○ The information must match the information contained in the NOI. If the information on the NOI was incorrect or if conditions have changed, a new NOI must be submitted and the correct (updated NOI) information must be used in the TOC form. ● If needed, use the guidance on the Erosion Control web page to ensure the NOI is filled out correctly. <p>3. Includes the partially completed TOC form in the contract appendix.</p> <p>4. Includes the TOC form on the Pre-Ad Checklist</p> <p>5. Sends the PS&E package to the Region Plans Office for review.</p>
Region Plans Reviewer	<p>6. Verifies the following:</p> <ul style="list-style-type: none"> ● The TOC form is indicated (check box checked) on the Final Check Sheet. ● All required fields in the Current Operator/Permittee Information section and Parts II, IV, V, and VII are filled in. ● The partially completed TOC is included in the appendix of the contract. <p>7. Sends the contract package to HQ Contract Ad & Award.</p>
HQ Contract Ad & Award Office	<p>8. Reviews contract package, verifies the signature field on page one of the TOC form is blank, and submits it to Printing Services.</p> <ul style="list-style-type: none"> ● If package is incomplete or TOC form is improperly filled out, they return the package to the Region Plans Reviewer for revision. ● If incomplete the Region Plans Reviewer works with the Region Design Office to fill in missing information and sends the revised, complete form to HQ Contract Ad & Award.

Actor	Action
Printing Services	9. Prints the contract. <ul style="list-style-type: none"> • Ensures that the partially completed TOC is published as an appendix in the contract.
Contract is Awarded	
Contract Ad & Award	10. Submits original form to Printing Services with Contract Bond
Printing Services	11. Copies documents and submits the original TOC Form to the WSDOT Contract Administration and Payments Section (CAPS) office with the bond and contract.
Contract Administration and Payments Section (CAPS)	12. Mails contract documents to Contractor for signature.
Contractor	13. Fills out the following parts of the TOC form. <ul style="list-style-type: none"> • Part I: New Operator Section -- all questions. • Part III: Site/Project Information Section – all questions. • Part VIII: Certification of Permittee Section • Signs Form and includes a signature date. • Do not fill in the “Specific date of transfer” at the top of the form. This is different from the signature date in the previous bullet. The “Specific date of transfer” is the official date of transfer of legal responsibility and should be the day after the contract execution date. It will be filled in by the CAPS office in step 18. • Sends the <i>original</i> completed form to the CAPS office with the Contract documents.
Contract Administration and Payments Section (CAPS)	14. Reviews TOC to ensure the following sections are complete. <ul style="list-style-type: none"> • Parts I, III, VIII and Contractor signature. • Verifies that the signature is an authorized signature. • The form is returned to the contractor if incomplete. If they don't turn in the form, or the form is incomplete by the due date, the Contractor must request an extension from the Contract Ad and Award Manager. 15. Verifies the signature box at the top of the TOC form is still empty so the State Construction Engineer can sign. 16. Sends the contract to the WSDOT State Construction Engineer to sign, along with the bonds and contracts for execution.
WSDOT State Construction Engineer	17. Signs the <i>original</i> TOC form and returns the original to the CAPS Office.

Actor	Action
Contract Administration and Payments Section (CAPS)	<p>18. Adds the “Specific date of transfer” at the top of the TOC form.</p> <ul style="list-style-type: none"> • This date will be the day after the contract execution date and will be the official date of transfer of legal responsibility.* <p>19. Sends the completed original TOC form to Ecology.</p> <ul style="list-style-type: none"> • Original copies of the TOC are sent to Ecology. A scanned copy of the form may be sent to Ecology by email, but the hard copy with original signatures must be sent within 10 days of the execution date. The original form will be mailed to Ecology’s physical address: <i>300 Desmond Dr. SE, Lacey, WA 98503-1274 Attn: Construction Stormwater</i>. This form will be express mailed with tracking for proof of delivery containing a scanned signature. • A scanned copy of the form may be sent to Ecology by email, but hard copy with original signatures must be sent within 10 days of the execution date. Use the appropriate email address given on the form for the project location. <p>20. Sends a <i>copy</i> of the complete signed TOC to the Contractor with their executed contracts and bonds, and places a <i>copy</i> of the complete signed TOC in the A&E File.</p> <p>21. Emails a fully signed copy of the TOC form to the Region Construction Engineer, PE Office, the HQ Construction Office (Andrea Billingsley), and the Erosion Control program (Jeannie McCully).</p>

*** IMPORTANT NOTE ABOUT MONTHLY DISCHARGE MONITORING REPORTS (DMRs):**

Monthly DMR requirements begin as soon as CSWGP coverage is issued, even if construction has not started or no discharge has occurred. WSDOT is responsible for monthly DMRs once CSWGP coverage has been issued to WSDOT until it has been transferred to the Contractor. WSDOT staff must use Ecology’s WebDMR system to submit the pre-construction DMRs until the CSWGP has been transferred. Use the [monthly DMR reporting guidance](#) for additional information.