



**Department of Transportation & Public Facilities**  
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**MEMORANDUM**

**TO:** Distribution

**DATE:** April 6, 2020

**THRU:** Carolyn Morehouse, P.E.  
Chief Engineer

*CM*

**FROM:** Doug Kolwaite *DK*  
Statewide Environmental Program Manager

**SUBJECT:** Spring Thaw  
Inspection Procedure  
Due to COVID-19

This memorandum serves to assist with the specific CGP requirement 6.2.3 on conducting spring thaw inspections. Due to COVID-19 and Health Mandates 011 and 012, this specific requirement cannot be met. This guidance provides the steps that must be completed to demonstrate to the Department of Environmental Conservation that the inspection cannot be conducted.

CGP 6.2.3 requires a spring thaw site inspection “at least 21 calendar days prior to the anticipated spring thaw.” The following instructions are for projects affected by the COVID-19 Health Mandates 011 and 012 to minimize intrastate travel and social distancing to avoid introducing new COVID-19 cases. The spring thaw inspection must be conducted as soon as the health mandates are revoked by the Governor’s office.

1. The project engineer must document the inability to comply with the CGP permit requirements by completing a Non-Compliance Form. The form is located on DEC’s Permittee Self-Reporting Tool website (<https://dec.alaska.gov/water/compliance/permittee/>). The non-compliance form documents the reason (COVID-19) for the non-compliance and will not result in a NOV.
2. Document the circumstances explaining, in detail, that due to the COVID Health Mandates 011 and 012, non-essential travel and social distancing, the spring thaw inspection will be suspended.
  - a. Example: The unstaffed project is located in Dillingham, AK. All staff will need to fly to the project site to conduct 21 day site inspection, which will not be in accordance with Health Mandates 011 and 012. The project will continue to stay in winter shutdown until further notice.
3. Submit the form to DEC Compliance and Enforcement and the regional stormwater specialist.
4. Amend a copy of the DEC Non-Compliance Form in Appendix Q of the projects SWPPP.

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