

Wastewater treatment facility construction record documents

As-built submittal requirements

In order to maintain an accurate record of the facilities at a wastewater treatment facility the Minnesota Pollution Control Agency (MPCA) requires the submittal of record documents. A condition of a facility's discharge permit and plans and specifications approval is that a copy of the as-built plans and specifications (also known as record drawings) be submitted. In addition, any project that receives financial assistance from the State of Minnesota is required by rule to submit a copy of as-built plans and specifications (Minn. R. 7077.0288).

Construction record documents are prepared as part of a construction project to show any changes from the original approved plans and the actual conditions as installed in the field. They are often referred to as "as-built" or "red-line" plans and specifications.

Construction record documents requirements

- Final **signed** project record drawings shall be submitted as a Portable Document File (.pdf, PDF). **No other format will be accepted.**
- The submittal shall be a single separate file for plans with all plan sheets/drawings combined into one file.
- The submittal shall be a single separate file for specifications. For certain large projects, specifications may be prepared as multiple volumes. In these cases, the submittal may include a separate file for each volume with a file name to indicate the volume number, such as "Volume 1 of 2".
- The submittal shall be a single file for each addendum issued.
- The submittal shall be a single file for each change order executed.
- Plan drawings shall be legibly marked to record actual constructed conditions and include the following information:
 - The National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) permit number for the facility.
 - The assigned six-digit MPCA project number (i.e. 28****).
 - Measured depths in relation to established finished datum.
 - Measured horizontal and vertical locations of underground utilities, structures, or other appurtenances concealed in construction and referenced to visible and accessible features.
 - Field changes of dimensions and details.
 - Any other details not included on the original approved contract drawings, including all changes made by addendum and/or change orders.
 - Deviations from the original approved drawings shall be clearly shown on the record drawings in red ("red-lined"), or highlighted with a similar clearly distinguishable notation.
- Specifications and contract documents shall be legibly marked to record actual construction conditions including:
 - The NPDES/SDS permit number for the facility.
 - The assigned six-digit MPCA project number (i.e. 28****).

- Manufacturer's name and product model and number for equipment installed.
- Product substitutions or alternates used.
- Changes made by addenda, change order, or other contract modifications.
- MPCA staff email accounts have limited capacity and are unable to accept large submittals by email. If the total cumulative size of all attached documents is greater than 25 MB, they cannot be submitted via email. Alternative options include use of a file transfer site, etc. Contact the MPCA review engineer assigned to your project to determine the preferred method of submittal.

Plans and specifications submittals for review and approval

Documents submitted to the MPCA for review and approval must be submitted in PDF format. A paper copy of the documents may be required. Work with the MPCA review engineer assigned to your project to determine if a paper copy should also be submitted.