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Clean Water State Revolving Fund Design Bid Build Manual



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Executive summary

The Oregon Department of Environmental Quality offers low-interest loans to public agencies through the Clean Water State Revolving Fund for projects that enhance, protect or restore water quality. The loans have state reporting and documentation requirements. Loan recipients, as well as their consultants and contractors, will use this manual when executing wastewater treatment construction projects as defined by Section 212 of the Clean Water Act to comply with process, reporting and documentation requirements.

A DEQ regional project officer will guide you through the process and is your single point of contact for submitting documents before, during and post project construction. Please consult the [staff list](#) to find your regional contact.

Milestones flow diagram

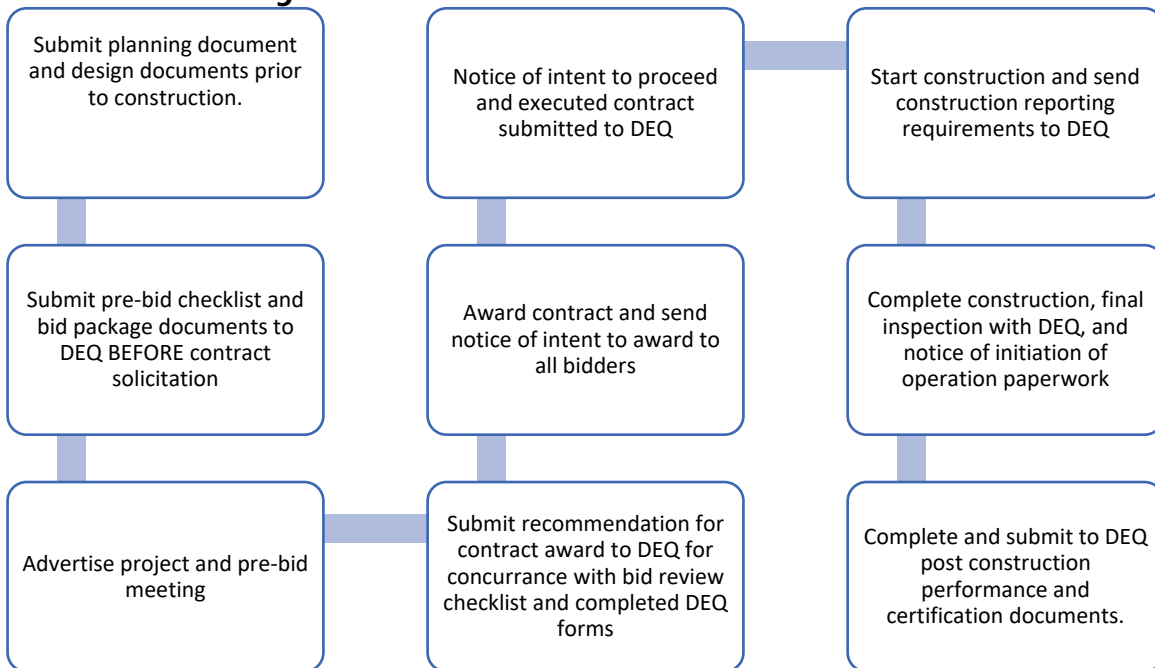


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Before construction

Record keeping guidance:

The [pre-construction record keeping guidance](#) can help the loan recipient track files and records that must be retained.

Important record keeping requirements

Loan recipients must retain project files and records pertinent to a loan for six years after project performance affirmative certification or project completion as determined by DEQ, or longer as required by applicable state or federal law. A loan recipient must also retain financial files and records until all payments due under the loan are fully repaid. If there is unresolved litigation or a claim at the end of the loan repayment period, the project records must be retained subject to final completion or resolution.

DEQ, the Oregon Secretary of State, U.S. Environmental Protection Agency and the federal Office of Inspector General reserve the right to audit the loan recipient's records at any time in relation to a project funded by a program loan, therefore it is in the recipient's best interest to maintain accurate records.

Application process

Step 1

Before [applying for a construction loan](#) the wastewater utility must submit a DEQ approved wastewater planning document, which is generally a [comprehensive facilities plan](#), but may be an engineering report which meets the requirements of the United States Department of Agriculture-Rural Development if they are the primary lender and the revolving fund provides the interim loan. Contact your project officer for specific requirements. If a planning document has not yet been prepared and approved, please contact your project officer to discuss the appropriate scope and content. New plans require a kick-off meeting with a DEQ project officer and engineer. A DEQ water quality engineer may require updates for plans more than five years old at the time of application.

Step 2

A [value engineering study](#) applies to treatment plant projects which are more than \$10 million. The type of study required depends on whether the project approach is Design-Bid-Build or Construction Management/General Contractor. DEQ's plan review engineer and the project officer will work with the loan recipient to determine the requirements on a case-by-case basis.

For projects that are more than \$10M but are **not** treatment plant projects, DEQ's plan review engineer and project officer will work with the loan recipient to outline the proper approach to using a Cost and Effectiveness Analysis, which is a requirement for all projects.

Step 3

The loan recipient submits design documents to the project officer after signing a loan and before construction begins, and will have required building, stormwater, biosolids and any other relevant permits in place. A DEQ engineer will review the design.

Planning loans: A planning document will be developed and is not required.

Design Loans: A planning document is required

Design and Construction Loans or Construction-Only Loans require:

- Engineering Reports: Planning document and/or preliminary design report
- Plans, specifications, bid documents

The loan applicant or loan recipient must submit an engineering report to DEQ and receive DEQ's acceptance. The engineering report must describe:

- Design objective
- Basis of design criteria
- Intended operation
- Summary of hydraulic calculations
- Standard details for trench, turnouts, valve assemblies, etc.
- Evaluations and selection of pipe materials, and hydroelectric facilities if applicable

A DEQ engineer must approve a final set of engineered plans and specifications before construction may start for most projects. DEQ's approval letter will include several conditions, such as:

- Inspection and certification of proper construction by the design engineer.
- Preparation of an Operation and Maintenance Manual in accordance with the [Guidelines for Preparation of Operations and Maintenance Manuals for Domestic Wastewater Treatment Facilities](#)
- Submittal of a Plan of Operation, if one has not already been submitted. A DEQ engineer may waive the requirement for a Plan of Operation through written approval.
- Submit a [Cost & Effectiveness Analysis Certification](#), which is required before final design.
- Preparation of draft and final Performance Evaluation Standards.
- Submittal of Project Performance Certification. The loan recipient shall correct any factors that do not meet the performance criteria as described in a corrective action plan previously approved by the DEQ.
- Effective erosion control requirements.
- Specification defining startup testing conformance to all applicable electrical, plumbing, building, fire, and mechanical codes and safety requirements.
- Preparation of as-built drawings upon completion of construction. The loan recipient must retain the as-built drawings for the life of the facility.

Bidding process

Step 1

Pre-bid documentation helps ensure bids conform to state and federal laws. The loan recipient will submit the [Pre-Bid Document Checklist](#) and the bid document package to the project officer before advertising the invitation to bid.

The loan recipient must incorporate the checklist items into the final bid documents. **“Yes” answers to the questions in this checklist are necessary for bid documents to be clear.** Attach additional sheets, as necessary, to explain any special circumstances. If a question does not pertain to your project, check N/A.

The loan recipient also must resolve protests related to the solicitation of project bids. If clarification is required, the loan recipient should consult their legal counsel.

Step 2

The loan recipient will typically meet with prospective bidders to explain the project and requirements, and answer questions. The project officer or DEQ engineer may attend this meeting, in addition to the loan recipient and their consultants.

Step 3

The loan recipient reviews the bids and makes a recommendation for contract award to the project officer. This should include:

- proof of bid advertisement.
- the [bidders list](#) in accordance with 40 CFR 33.501(b) and (c).
- the bid tabulation, which summarizes the bids received for the project, with the loan recipient’s engineer’s estimate.
- the completed [bid review checklist](#), and a copy of the bid package.
- Applicable Davis-Bacon and BOLI rates should be included with the bid package.
- Before construction can begin, the loan recipient must submit the applicable required contract forms and documents described in the checklist and contract forms sections at the end of this manual.

The project officer approves the recommended contractor if all requirements are met and sends the loan recipient a letter confirming DEQ’s concurrence.

The loan recipient submits a copy of the executed contract and the notice-to-proceed to the project officer after awarding the contract.

Step 4

Preconstruction meeting

The loan recipient and consulting engineer hold a pre-construction meeting with the successful contractor, representatives of the funding agencies, the utilities and other affected parties. The project officer, and possibly the DEQ engineer attends the meeting to explain applicable program requirements.

A loan recipient will typically hold a project management conference on the same day as the pre-construction conference at their main office. The loan recipient, their consulting engineer and the project officer, along with other relevant funders, review DEQ expectations during construction for record keeping and documentation, inspections, submittals, construction management and general conformance with program requirements, among other issues.

The borrower and contractor must follow [American Iron and Steel requirements](#).

During construction

Record keeping checklist

Loan recipients must retain project files and records during construction. [See the record keeping guidance checklist in section above.](#)

Step 1

Reporting continues until the project is complete. This includes:

- [weekly certified payroll](#)
- [monthly inspection reports](#)
- [Disbursement requests](#) are submitted to the project officer at the discretion of the loan recipient in conjunction with the loan specialist.

Step 2

Change orders

DEQ written approval is required before executing any change that could alter project performance, or when a change order exceeds \$100,000 in either added or deducted costs for the construction portion of the project, excluding construction-phase design or inspection services. The loan recipient submits a [Change Order Summary Sheet](#) to the project officer before construction is complete.

Step 3

Inspection and submittals

The loan recipient coordinates with the project officer to schedule inspections within a timely manner.

- The first site inspection for construction projects generally occurs when mobilization is complete, and construction is underway at roughly the 30 percent completion point. The loan recipient may postpone the first inspection for projects that consist of gravity sewer construction until the project is 50 percent complete.

Before the project reaches 50 percent completion the loan recipient must coordinate with DEQ regarding the following, as applicable:

- draft performance evaluation standards
- draft operations & maintenance manual
- next site inspection

Before 90 percent project completion, the loan recipient submits a final version of the project performance standards to DEQ.

- The final operations and maintenance manual must be submitted prior to start-up of the constructed facility; note that the sections on instrumentation and control may be delayed beyond start-up if approved by a DEQ engineer.
- The project officer may schedule inspections as needed.

Step 4

Final Inspection

A DEQ engineer attends a final inspection with the loan recipient's consulting engineer and contractor at substantial completion of construction. Invite any other funding agencies involved with the project to attend. The DEQ engineer will generate a punch list of items for the addressed. The loan recipient or consulting engineer will submit a report to the project officer explaining how they addressed the items. The loan recipient issues a notice of initiation-of-operation to the project officer within 30 days after the project becomes operational or DEQ assigns the initiation date.

Post construction

Initiation of operation

Step 1

The "initiation of operation" is a letter from the loan recipient to DEQ indicating when the newly constructed project will begin to operate. It is a federal requirement of the Clean Water State Revolving Fund program and used to determine the dates of subsequent milestones.

The owner must receive an approval letter from a DEQ engineer of final operation and maintenance prior to start up, per OAR 340-52-040(4). On a case-by-case basis, the DEQ engineer may allow for a short-term start-up of operations under the draft manual.

Step 2

The consulting engineer submits a [Construction Certification Form](#) to DEQ's project officer after initiation of operation.

Step 3

During the first 10 months of operation, the loan recipient will closely monitor project performance, record monitoring data for the performance evaluation report and notify the project officer of any problems that may interfere with a positive certification. For larger projects and those with performance issues DEQ will visit the site to discuss operational issues and review project progress monitoring reports.

Step 4

All construction projects have performance standards, which includes a schedule for evaluating project performance. The loan recipient must submit a final evaluation report to the project officer 10.5 months after the initiation of operation date. The report is based on the performance evaluation standards established during project construction.

Step 5

One year after the project's initiation of operation date, the loan recipient submits to the project officer a positive or negative certification substantiated by the performance evaluation report. Submit the [affirmative certification form](#) when the certification is positive. Then the DEQ engineer conducts a site operation and maintenance inspection to check compliance with performance standards and consistency with procedures in the operations and maintenance manual.

If the certification is [negative](#), the loan recipient must submit a corrective action plan to the project officer within two months. The DEQ engineer will be involved until a positive performance certification is attained, then the inspection and reporting process begins.

Final Project Owner Acceptance and Operation The loan recipient must only accept the project after receiving a final operations and maintenance manual approved by the DEQ engineer and prior to start-up of the facility. For more information, see Guide for Preparation of Operations and Maintenance Manuals for Domestic Wastewater Treatment Facilities on the [loan program website](#).

Loan repayment

Loan repayments begin within six months of the initiation of operation date.

Checklist for documents needed before, during and after construction

The following three checklists can be used to track submittals that must be made to DEQ. Address submittals to the project officer unless otherwise directed by the specific submittal instruction. Submit copies of original documents kept by the loan recipient, unless otherwise noted.

Forms must be completely and properly executed for reimbursement.

Before construction checklist

Form or Document

Submit the following documents to the project officer:

- ☐ Proof of Bid Advertisement

One copy of the affidavit of publication and one copy of the newspaper clipping containing the advertisement.

(Note: bidding requirements for this project are subject to Oregon procurement statutes. If the loan recipient has not adopted its own procurement rules, state statutes require advertising of bids for a minimum period of 14 days.)

- ☐ Bid Tabulation and Engineer's Estimate

- one table of all bidders,
- the loan recipient engineer estimate showing complete line item and lump sum pricing along with subtotals and totals for each.

- ☐ [Bid Package](#)

- one copy of all the items listed in the Bid Review Checklist. Include documentation demonstrating good faith efforts.
- the [Pre-Bid Document Checklist](#)
- the [Bidders' List](#) for loans over \$250,000.

- ☐ Signed Contract Documents

One copy of the signed and dated contracts for each contract award for projects funded by the loan.

- ☐ [Proof of 1200-C Permit](#) (if required)

One copy of the DEQ cover letter approving the 1200-C stormwater discharge permit and the front page of the 1200-C permit to demonstrate that DEQ's stormwater program received the plan.

Form or Document**Submit the following documents to the project officer:**☐

Notice to Proceed

One copy in the loan recipient's format. Signed agreement with date construction will start.

☐

Plan of Operation

Submit one copy to project officer for review by a DEQ engineer at least 30 days prior to groundbreaking. The loan recipient shall incorporate DEQ's comments into the final plan of operation and submit it to the project officer before groundbreaking begins. A DEQ engineer may waive the requirement for a Plan of Operation through written approval.

For treatment plant or pump station projects, a complete Plan of Operation includes:

- a construction sequencing plan.
- a description of how the contractor will avoid interruption of operation of existing facilities.
- how flows will be rerouted temporarily while maintaining facility function if required.
- how to execute the transfer from existing to new facilities.

During construction checklist

Form or Document

Submit the following documents to the project officer:

- | | |
|--|--|
| ☐ Inspection Reports
(monthly) | One original, completed and signed Monthly Inspection Report per month. |
| ☐ Change Orders
(as issued) | DEQ written approval is required before executing any change that could alter project performance, or when a change order exceeds \$100,000 in either added or deducted costs for the construction portion of the project, excluding construction-phase design or inspection services. The loan recipient submits a change order summary sheet to the project officer before construction is complete. |
| ☐ Disbursement Requests | <p>Submitted after expenses are incurred. Supporting documentation must accompany requests. Lengthy requests should include a summary of all payments by cost classification. Supporting documentation includes:</p> <ul style="list-style-type: none">• verified copies of the contractor's pay request• invoices from the engineer, with details on time and expenses• equipment invoices• time sheets and payroll information• System for Award Management report (www.sam.gov) for borrowers, renewed annually• American Iron and Steel Certification form. <p>REMINDER: Requests should be calculated on the basis of invoiced costs less any contractual payment retainage. Retainage will be reimbursed if paid into an escrow account and the public agency submits payment vouchers with the disbursement request.</p> <p>DEQ will process and disburse funds payable to the public agency within 30 days of receiving disbursement requests, when documentation is complete. DEQ will review requests for payment and will make adjustments for, but not limited to: 1) math errors; 2) unacceptable construction; and 3) ineligible expenditures.</p> |

Form or Document**Instruction**

- ☐ Performance Evaluation Standards (if required)

Submit to project officer two copies of the draft performance evaluation standards prior to **50 percent** completion of construction, and one copy of the final before **90 percent** completion. A DEQ engineer is available to discuss these requirements for each project funded by the revolving fund.

Performance evaluation standards are criteria for evaluating the completed project to demonstrate whether or not it performs as intended. For gravity sewers, the performance evaluation criteria and standards will be provided by DEQ in the plan approval letter. For other projects, the criteria upon which the performance evaluation standards are based will vary from project to project and should relate to the problems the project is addressing. The performance evaluation standards must list the criteria upon which they are based, the test schedule, report format, report logs and forms to be used, and shall identify testing personnel, locations and methods.

- ☐ Operation and Maintenance Manual (if required)

All treatment facilities built with program funds, except gravity sewer systems, require the submittal of draft and final copies of an operations and maintenance manual to the project officer. The draft operation and maintenance manual is submitted when project construction is 50 percent complete. The final operation and maintenance manual is submitted when project construction is 90 percent complete. Consult with your project officer to verify the number of draft and final copies to submit. [Guidelines](#) for writing the manual is available. Treatment works, disposal systems, and lift stations require a DEQ approved Operations and Maintenance Manual prior to start-up of such facilities (OAR 340-052-0040(4)).

Post construction checklist

Form or Document	Instructions
☐ Notice of Initiation of Operations	The loan recipient issues a Notice of Initiation of Operations upon substantial completion of the project. Submit one copy to the project officer within 30 days of issuance.
☐ Loan Construction Certification Form	The loan recipient's consulting engineer completes, signs and submits the form to the project officer after the Notice of Initiation of Operations is issued. The completed form documents project construction inspection by the design engineer or his authorized representative and it certifies that the project was constructed according to approved plans and specifications.
☐ Project Performance Progress Report	After initiation of operation the loan recipient will closely monitor project performance, record monitoring data for the performance evaluation report and notify the project officer of any problems that may interfere with a positive certification. For larger projects and those with operational issues DEQ will visit the site to discuss operational issues and review project progress monitoring reports.
☐ Performance Evaluation Report	The loan recipient's engineer submits this report to the project officer 10.5 months after the date of Initiation of Operations. It is an evaluation of the project's performance based on the results of the testing and monitoring performed according to the approved performance evaluation standards. The performance evaluation report must include sufficient information to support the evaluation without being lengthy.

Form or Document	Instructions
☐ Performance Certification Statement	The loan recipient must submit to the project officer either the affirmative certification or negative certification statement one year after the date of Initiation of Operations for the project. Final closeout of the loan can only occur after DEQ accepts and approves an affirmative certification. If the loan recipient submits a negative certification for the project, the loan recipient must also submit a corrective action plan.
☐ Corrective Action Plan (if necessary)	The loan recipient must submit a corrective action plan to the project officer within two months of the signature date on the negative performance certification statement. The plan must analyze the cause(s) of failure, provide proposed alternatives for correction, state the lowest-cost reasonable alternative and provide a schedule for completion of corrective action. DEQ must approve the corrective action plan before construction is undertaken.

Contract insert documents

The use of Federal funds imposes several requirements on contractors.

The following checklists are for your convenience. The forms and documents listed must be inserted into contracts between the loan recipient and the prime contractor, the prime contractor and subcontractor, or serve to notice contractors that certain loan recipient requirements will affect subsequent procurements for the project. Instructions for each specific form and document is included on the checklist. The forms can be found on the Clean Water State Revolving Fund website [forms and documents page](#).

Reimbursement by DEQ will depend on these forms being completely and properly executed.

Contract Integrity forms and documents checklist

This group of project construction contract inserts will support the general integrity of the loan recipients' contract.

Form or Document	Instructions
☐ Certification of Independent Price Determination	The prime contractor must sign this form and submit it as part of its bid/proposal to the loan recipient. A copy of this signed form must be included in the contract between the loan recipient and the selected prime contractor that the loan recipient submits to DEQ. The prime contractor must obtain a signed copy of this form from each subcontractor, and retain them in the prime contractor's contract file.
☐ Contract Bidders List	This form applies only to loans over \$250,000. Keep this form current for as long as the loan recipient receives DEQ funding, and retain it in the loan recipients' project file. It must be made available to DEQ, EPA or an auditor auditing this project.
☐ Certification Regarding Lobbying Activities	The prime contractor must sign this form and submit it to the loan recipient by the time the contract is awarded. A copy must be included in the contract copy to DEQ. The prime contractor must obtain a signed copy of this form from each subcontractor, and retain them in the prime contractor's contract file.

**Form or
document**

Instructions

☐ **[Disclosure of
Lobbying
Activities](#)**

[Standard form LLL](#) must be submitted only when the prime or subcontractor uses non-federal funds to lobby in connection with the Clean Water State Revolving Fund program, including a project currently funded with federal funds under an existing loan. Submit via email to grants@omb.eop.gov with the form in the text of the message and not as an attachment.

Disadvantaged business enterprises forms checklist

These forms demonstrate and document the loan recipients' good-faith efforts to achieve participation by disadvantaged business enterprises and their selected prime contractor and subcontractor's awareness and understanding of Oregon's "Fair Share Objectives" regarding subcontractors and suppliers.

Form or Document	Instructions
☐ Fair Share Objectives, Six Good Faith Efforts, Contract Administration and Contract Language	The loan recipient, prime contractor and any subcontractor who will further subcontract on the project within the scope of the loan must complete initial and sign this form. Submit one completed form for the prime contractor as part of the bid/proposal to the loan recipient. Submit one completed form for each subcontractor who will further subcontract, prior to contract award. A copy of those must be included in the contract copy to DEQ, along with one form initialed and signed by the loan recipient.
☐ List of Contacted DBE Businesses	This is an optional form that the prime contractor may complete and submit as part of the bid/proposal to the loan recipient. A copy may be included in the contract copy to DEQ. All Minority Business Enterprises and Woman Business Enterprises must be certified by the either the State of Oregon Certification Office of Business Inclusion and Diversity or the state in which they are located.

Labor relation forms checklist

☐ [Prevailing Wage Agreement](#)

The loan recipient, prime contractor and subcontractors all must initial and sign this form.

The prime contractor copy must be submitted as part of the bid/proposal to the loan recipient.

A copy of this form signed by the loan recipient and the prime contractor must be submitted with the contract copy to DEQ.

The prime contractor must obtain a signed copy of this form from each subcontractor and retain them in the prime contractor's contract file.

The loan recipient conducts wage interviews with a representative group of workers during the project construction at 30 percent, 60 percent and 90 percent project completion.

The loan recipient must conduct additional interviews if there is any reason to suspect a contractor or their subcontractor is at risk for violating wage requirements. As provided in 29 CFR 5.6(a)(6), all interviews must be conducted in confidence. The loan recipient must use [Standard Form 1445](#) or equivalent documentation to memorialize the interviews.

☐ [Oregon Overtime Rules](#)

This is informational and does not require a signature. It does not need to be submitted.

Job site posting forms checklist

After the loan recipient awards the contract, there are some posting requirements at the job site.

Form or Document	Instruction
☐ Project Sign	Post the sign on the project site throughout the course of construction and in public view.
☐ Job Site Posting Requirement	Display project posters at the job site for the duration of the work. This U.S. Department of Labor website can help you determine which posters are required at your site.

Overview of what forms are needed when

Form name	Who completes the form	When to submit the form
Certification of Independent Price Determination	Recommended bidder and all subcontractors	With bid review checklist to DEQ and after subcontractors hired.
Contract Bidders List	Loan recipient (borrower)	With bid review checklist to DEQ. Keep updated and on file with all firms that bid or quote on prime contract and including subcontractor.
Certification Regarding Lobbying Activities	Prime contractor and all subcontractors	With bid review checklist to DEQ and after subcontractors hired.
Disclosure of Lobbying Activities	Prime contractor and all subcontractors	Submitted if funds are used to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the project.
Six Good Faith Efforts	Loan recipient, prime contractor, and any subcontractor that will further subcontract	With bid review checklist to DEQ and after subcontractors hired.
List of Contacted DBE Businesses (Optional)	Prime contractor	Option to be submitted with bid review checklist to DEQ.
Prevailing Wage Agreement	Loan recipient, prime contractor, and all subcontractors	With bid review checklist to DEQ. Keep signed subcontractor forms in the project file.

American iron and steel guidance and forms

All iron and steel products used in the construction of a treatment works project shall be produced in the United States, in accordance with P.L. 113-76 Consolidated Appropriations Act, 2014. The Act requires American Iron and Steel to be used when funded by the Clean Water State Revolving Fund through a loan executed on or after October 1, 2014.

The term "iron and steel products" means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials.

A loan recipient can request a waiver from the AIS requirement. A waiver request should be planned during the pre-bid process and only applies under certain circumstances. A waiver is not guaranteed and will take several months to receive a response. The loan recipient should consult with the project officer assigned to their project and ensure that AIS applies to the project before requesting a waiver.

Form or Document	Instruction
☐ US EPA American Iron and Steel Guidance	The EPA provides guidelines and answers to frequently asked questions about the American Iron and Steel requirement.
☐ Step Certification Form	A sample letter of step certification for American Iron and Steel compliance. Documentation must be provided on vendor's company letterhead.
☐ De Minimis Tracking Workbook	Workbook for calculating material costs that are incidental and for which the country of manufacture or alternatives are not readily identifiable.
☐ AIS Waiver Request Form	Under certain conditions the EPA may grant a waiver for the American Iron and Steel requirements. This review process takes several months and waivers are not generally approved. The EPA works with applicants to find domestic suppliers. Contact your project officer for details.

DEQ performance criteria and standards for gravity sewer projects

For gravity sewer projects, no pump stations, DEQ specifies performance criteria and standards, and lists all certification documentation submittal requirements which are outlined below. Successful, timely completion of performance certification is a loan condition.

DEQ performance criteria

Gravity sewers built for the project shall conform to the DEQ-approved plans and specifications. Testing and leakage requirements shall be as defined in DEQ-approved specifications. The DEQ engineer will provide the criteria.

DEQ performance standards

All sewer pipe, manholes, cleanouts and appurtenances shall be tested as specified in the plans. Failing construction elements shall be repaired and retested until satisfactory performance is obtained. The following additional DEQ performance standards apply:

- Deflection testing of flexible pipe shall be conducted on a manhole-to-manhole basis and shall be done after the line is completely flushed out with water. The tests shall be conducted not less than 30 days after completing trench backfill and compaction and may be conducted concurrently with television inspection (Oregon Chapter, Association of Public Works Agencies, Division 3, Section 303.3.10).
- All adjacent surface restoration shall be completed before conducting a sanitary manhole acceptance test, including finish paving and final adjustment to grade. Tests conducted beforehand are informal and will not count for acceptance.
- Manhole test data shall be recorded using DEQ's [Manhole Test Record form](#). Manhole test logs shall be submitted along with the as-built drawings.
- The [Loan Construction Certification Form](#) shall be completed by the loan recipient and its engineer and submitted along with the as-built drawings.