

American Iron and Steel Site Visit Checklist

SECTION A - PRE-SITE VISIT

Complete prior to site visit.

1. General Project Information

a. Assistance recipient name: _____

b. Population served: _____

c. General project description:

d. Project location: _____

e. Project or loan number: _____

f. Total project cost: _____ g. Total SRF funding amount: _____

h. Notes:

SECTION B - ONSITE REVIEW

Complete during site visit of project. Sub-sections include a review of documentation kept by the assistance recipient, engineering consultants, or construction contractor, and/or an onsite review of the project and construction site.

2. Site Visit Information

All site visits should include visits to the assistance recipient's office (if construction has not yet begun) or the project or construction site (once construction begins). Site visits may also include visits to the engineering consultant or construction contractor's office, as necessary.

- a. Site visit number: _____ b. Locations and dates of review:
- Assistance recipient offices; on: _____
 - Project or construction site; on: _____
 - Engineering consultant offices; on: _____
 - Construction contractor offices; on: _____
 - Other site: _____; on: _____
- c. State SRF staff reviewer(s): _____

- d. Assistance recipient staff present at review: _____

- e. Engineering consultation staff present at review: _____

- f. Construction contractor staff present at review: _____

- g. EPA/EPA contractor staff present at review: _____

- h. Other individuals present at review: _____

- i. Notes:

- j. Is the project exempt from AIS requirements under the Plans and Specifications Waiver or exemption included in the CAA?

Y N

If the project is exempt, the remaining sections do not apply.

3. Confirm that items covered by a project-specific waiver are in compliance

Section B-3 may not be applicable to this project or this site visit. If so, please check the box below:

N/A - project has not received a project-specific American Iron and Steel waiver

If the project has received a project-specific waiver from the American Iron and Steel requirements, this waiver will be posted on EPA's website.

a. Date project-specific waiver posted on EPA's website:

b. Description of component(s) for which waiver was approved:

c. Component is the same character and type as described in the project-specific waiver. Y N

d. Notes:

4. Confirm that the *de minimis* waiver is applied correctly

N/A - No incidental components have been ordered for this project to date

N/A - Project does not require any incidental components

N/A - Incidental components purchased, but unknown if *de minimis* will be used

Documentation Review

Onsite Review

a. Assistance recipient and/or contractor maintains an itemized list of incidental components Y N

b. Assistance recipient and/or contractor maintains receipts or invoices showing total value of exempted items Y N

c. The *de minimis* waiver is only applied to miscellaneous, generally low-cost iron and steel components that are essential for, but incidental to construction and are incorporated into the physical structure of the project Y N

Compare the value of incidental components subject to AIS requirements and designated as being exempted under *de minimis* to estimated or, if available, actual total materials costs. The total value of exempted items cannot exceed 5% of total materials costs and no single item can exceed 1% of total materials costs.

Value of incidental components exempted under the American Iron and Steel requirement: _____

Estimate/final cost of materials (to be) procured for project: _____

Percentage of material costs exempted: _____

d. Items exempted under the *de minimis* waiver make up 5% or less of total materials cost Y N

e. Does an individual item under *de minimis* waiver exceed 1% of total materials cost? Y N

5. Confirm that procured items are in compliance with American Iron and Steel requirements

State SRF program managers and staff assigned to the project should decide how many components should be reviewed for each project. **Additional copies of this page should be made and completed for each component reviewed.**

a. Description of component reviewed:

Onsite review may not be possible to complete if a component has been ordered and not yet delivered, or if a component has been installed or incorporated into construction. Please indicate the status of the component that is being reviewed:

Component ordered but not yet delivered

Component delivered, but not yet installed (stored material)

Component installed or incorporated into construction

Documentation Review

Onsite Review

b. Indicate the location and type of documentation indicating country-of-manufacture available by writing a location code on the line next to the appropriate documentation type. See box below right for location codes.

- _____ Step certification
- _____ Certification from manufacturer
- _____ Verification of manufacturing location from manufacturer
- _____ Print-outs from manufacturer's website
- _____ Shipping manifest or bill of lading
- _____ Cut sheets or invoice(s)
- _____ Other: _____

N/A: documentation not available at time of site visit

c. Component is the same general character and type as described in the documentation

Y N

d. Country-of-origin labeling is consistent with the documentation (ie., labeling does not indicate foreign origin)

Y N

e. Notes:

Location codes:

- A** - On-file with assistance recipient
- C** - On-file with construction contractor
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