# Quick Reference Guide – Storm Water Land Disturbance Erosion Reporting

This article is intended to guide the user in:

1. Creating erosion reports
2. Certifying erosion reports
3. How to reject an inspection.

## HOW TO ENTER A REPORT IN THE DATABASE

Navigate to the Storm Water Compliance Reporting Website:
https://www6.modot.mo.gov/StormWaterCompliance/Account/Login?ReturnUrl=/StormWaterCompliance

Navigate to Storm Water Projects –
Inspectors and REs will see their projects they are assigned to at the bottom of the screen via the

*My Projects:* ☑ toggle. **Note: To search by any of the other criteria, Contract ID, Project Number, Engineer's Last Name, or District, the My Projects toggle must be UNCHECKED.**

| Storm Water Project Search Criteria | |
|---|---|
| *My Projects:* ☑ | |
| **Site Manager Contract Id:** [            ] | **Site Manager Project Number:** [            ] |
| **Engineer Last Name:** [            ] | **District:** [ All Districts ▾ ] |
| **Include Final Stabilized:** ☐ | |
| | Submit Search |

Export to Excel

| | Project Number | Contract Id | District | Engineer Name | Counties | Route | Location | Disturb Acres | Auth Acres | Last Cert Inspect | Final Stabilize | Date Disturbed |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Select | J0S2254 | 120323-H09 | SE | HOLT, BRIAN | BOLLINGER, STODDARD | C | from Rt. 51 to Rt. 91 near Advance | 2 | 4 | 06/03/2019 | Not Final | 05/31/2019 |

Select the Project Number you wish to edit

Select "+Add Inspection"



**Inspection Type:** Select Either Regularly Scheduled, Post-Runoff, or Final. Regularly Scheduled are performed every 7-days, 14-Days or 30-Days depending on the frequency selected in the prerequisites area. Post-Runoff inspections shall take place as specified for the inspection frequency chosen. See EPG Article 806.5 or Article 806.8 for inspection frequency post runoff requirements. **Pro-tip:** Post-Runoff can take the place of a weekly inspection if the post runoff and weekly inspection fall on the same day.

**Inspection Date:** Enter the date the inspection took place. Does not have to be the same date the inspection is entered – however the 7-day window for corrections begins on the inspection date.

**Acres Disturbed:** Update the disturbed acres. The acres should be adjusted in the inspection report as the work progresses. Disturbed acres in the header of the database will be adjusted based on acres shown in each inspection report. Note: Cannot save inspection unless at least 1 acre is shown as 'disturbed."

**Authorized Acres must be adjusted by the RE. See QRG for Initial Set Up.**

**Continue** Click Continue to fill out inspection checklist. Note the below error message will show up, scroll down to complete checklist.



# ADDING DEFICIENCIES

If you answer "No" to any of the checklist questions and deficiencies exist, click "Add Deficiency"





**Deficiency Location** Describe the location of the BMP deficiency. They can be entered separate or as groups. For example, an individual ditch check can be entered, or runs of the same device type can be entered as one deficiency.

**Deficiency Description** Describe the deficiency. Alternate ditch check, gutter buddy, sediment trap, silt fence, are examples

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**Action Needed** Describe the resolution needed. Examples include "repair alternate ditch check," "staple silt fence back up to posts," "clean out sediment gutter buddy," or "remove device – no longer needed."

**Need to Modify SWPPP** Typical answer is No.

**Add Attachment** Attach a photo, and photo description to clearly identify the deficiency. Photos are recommended but not required.
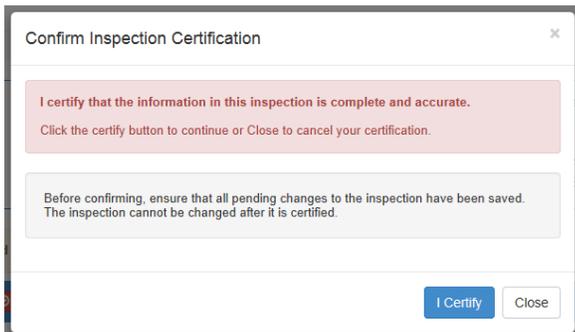
Click [Add Deficiency] - You will be returned to the inspection report screen **Repeat process as necessary for additional deficiencies.**

Once all questions are ansered and all deficiencies have been added Click [⬇ Save Inspection]

**Inspector Certification** Review inspection checklists to ensure all items accurately depict the condition of erosion and sediment control on the project and then proceed to certifying the report. Once certified, it cannot be deleted.
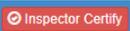
Click [⊘ Inspector Certify] - The confirm certification box will appear and the inspector will click [I Certify]

**(This can now be done without closing out of the inspection and reentering before certifying)**

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Confirm Inspection Certification                                                ×

I certify that the information in this inspection is complete and accurate.
Click the certify button to continue or Close to cancel your certification.

Before confirming, ensure that all pending changes to the inspection have been saved.
The inspection cannot be changed after it is certified.

[I Certify]  [Close]

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Upon certification, the report will automatically generate an email to the Resident Engineer.

# RE CERTIFICATON

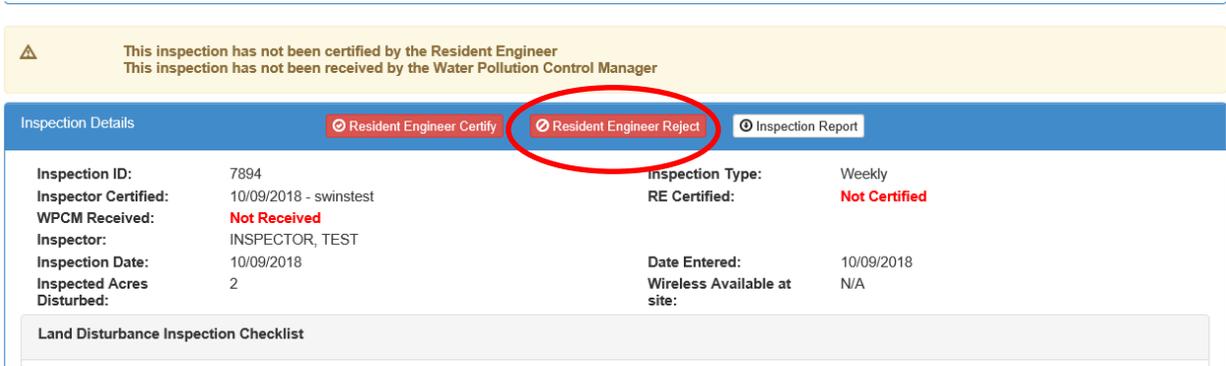Open the project, and scroll down to the Inspections section and click "Select"

| | Type | Date | Inspector | Inspector Certified | RE Certified | WPCM Certified |
|---|---|---|---|---|---|---|
| [Select] | Weekly | 10/17/2016 | | 10/17/2016 | | |

**Inspections**

Review the report and click on [⊘ Resident Engineer Certify] and certify the report following same instructions as inspector certification.

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# RE INSPECTION REJECTION

The RE has the option to return the inspection to the inspector if the inspection contains an error.  This can be done one time per inspection.  This will **not** reset the 7 day count from the date of the inspection so corrections and certifications should be expedited to insure the WPCM receives the inspection timely.

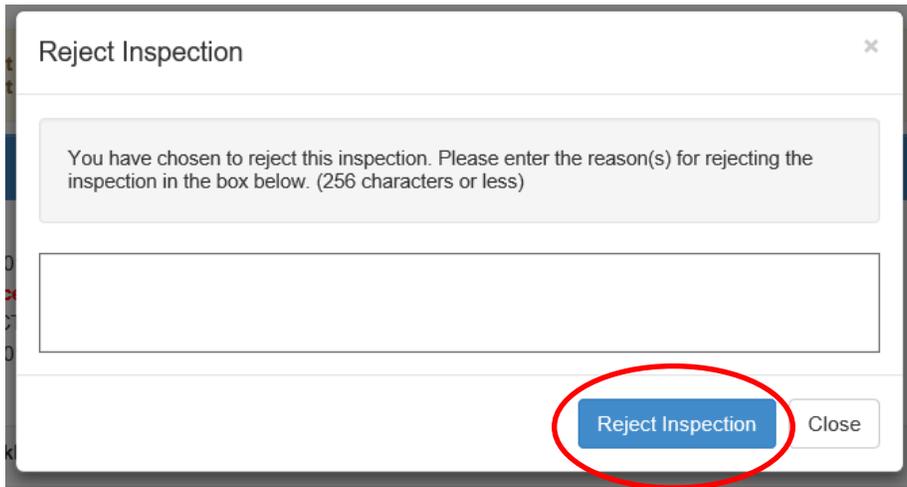To reject an inspection select the Resident Engineer Reject button.

Enter the reason for the rejection and select Reject Inspection.