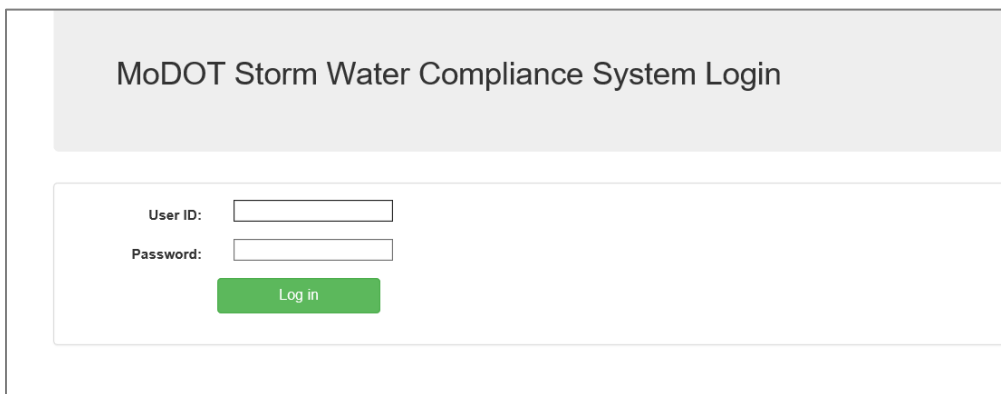# Quick Reference Guide – Land Disturbance Storm Water Database Initial Setup for Construction Projects

This quick reference guide is intended to assist the user in creating a project and entering the information into the storm water database.

The database is to be utilized on projects that will have one acre or more of disturbed ground. For each project, complete the Project Specific SWPPP Informational Form 806.8.2.,
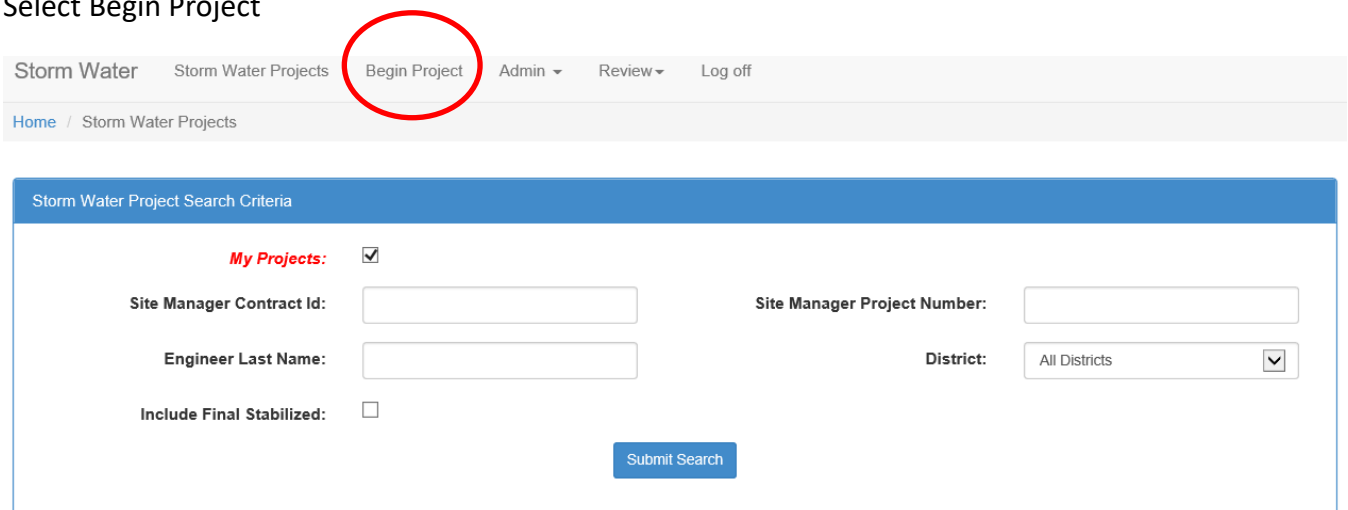
HOW TO CREATE A CONSTRUCTION PROJECT IN THE DATABASE

Log into the Storm Water Database

Select Begin Project

Search for your specific project by any of the available criteria: Contract ID, Project Number, Project Source (AASHTOWEAR or SiteManager), District, or Engineers last name.

Project Search Criteria

⚠ Use this page to search for construction projects that need to be setup with pre-requisites to start the Stormwater Inspection cycle. If the maintenance project has already been set up, use the "Storm Water Projects" menu item to enter inspections and update the project.

Contract Id: [ ]   Project Number: [ ]

Project Source: [Both ▾]   District: [All Districts ▾]

Engineer/Maintenance Liason Last Name: [ ]

[Submit Search]

Select your project by clicking the "Finalize Project Setup" button

Project Search Criteria

⚠ Use this page to search for construction projects that need to be setup with pre-requisites to start the Stormwater Inspection cycle. If the maintenance project has already been set up, use the "Storm Water Projects" menu item to enter inspections and update the project.

Contract Id: [ ]   Project Number: [ ]

Project Source: [Both ▾]   District: [All Districts ▾]

Engineer/Maintenance Liason Last Name: [ ]

[Submit Search]

Action	Source	Contract	Project Number	Description	District
Project Already Setup	SM	120323-H09	J0S2254	Thin Lift overlay	SE
Finalize Project Setup	SM	120323-H09	J0S2255	Resurfacing (BP-2) and pave shoulders	SE
Finalize Project Setup	SM	120323-H09	J0S2256	Resurfacing (BP-2) and pave shoulders	SE
Finalize Project Setup	SM	120323-H09	J0S2291	Add shoulders and rumble strips	SE

Finalize project set up by completing the project information and prerequisites

| Update | Cancel |

Project Information

Receiving Waters:	
Authorized Acres:	0
Disturbed Acres:	0
First Disturbed Date (Date Inspections Begin):	
Inspection Frequency:	7
2-year 24-hour Storm Freq:	0

Prereqs

Date Storm Water Compliance & Environmental Specialist Designated:	03/12/2015
Date RE Assigned:	
Date of Grading Pre-activity Meeting:	
Date Inspection Protocols in Place:	
Is WPCM required?	⦿ Yes ◯ No
Date Water Pollution Control Manager Assigned:	
Is staff properly trained?	⦿ Yes ◯ No
Is project environmentally sensitive and over 5 acres?	

Primary Receiving Waters: Can be found on the front page of the plan sheets – enter it in the box. **If there is not a receiving water within a mile radius of the project enter "Unnamed Tributary"**

Authorized Acreage: Input the total authorized/anticipated acreage to be disturbed. **One (1) acre or greater must be entered to pull the project in the S.W. Database.** This should be entered prior to disturbing any acreage. The default maximum authorized acreage that should be disturbed at any point in time is 20 acres, as specified in Sec 806.4.4, except as allowed by the engineer in Sec 806.4.5. For projects that will have less than 20 acres of total area disturbed, enter the anticipated total amount.

Disturbed Acreage: Input the total disturbed acreage as defined herein. This is the amount that MoDOT reports to DNR on a quarterly basis. For this purpose, Disturbed Acreage is defined as areas that have been cleared but do not yet have final/permanent stabilization. Areas that have been covered with temporary stabilization, such as mulch or erosion control blankets, remain in this measurement until they have achieved permanent stabilization. In order to be considered permanently stabilized, the area must have 70% growth over 100% of the project or have been covered with final building materials such as buildings, sidewalks, pavement or rock. **One (1) acre minimum will be required to complete weekly and post runoff inspections. The only inspection that will allow zero (0) disturbed acres will be the Final inspection.**

First Disturbed Date (Date Inspections Begin): Input the first date of disturbance. This date should be the date the contractor starts any land disturbance activities, and when the project will begin inspections. This date starts all tracking operations in the Stormwater Database, automatic email notifications, liquidated damage assessments, etc.

Inspection Frequency: Select the inteded inspection frequency for the regularly scheduled inspections. Frequencies for regularly scheduled inspections are 7-day or 14-day inspections. Each frequency has post runoff inspection requirements, consider post runoff requirements when choosing an inspection frequency. Projects with temoprary stabilization when other operations are still ongoing may utilize a 30-day inspection frequency. See EPG 806.5 and 806.8 for requirements.

Pro Tip: Changes to inspection frequencies require documentation in the Project Specific SWPPP

2-year 24-Hour Storm Freq: The frequency is determined from NOAA Atlas 14 for the project location. This value is used for sediment basin design and for determining 7-day inspection frequency post runoff inspection thresholds.

Date RE Assigned: Contract Award Date

Date Grading Preactivity Meeting: The date the preactivity meeting was held out on the project site.

Water Pollution Control Managers are required for all Construction projects.

Date Water Pollution Control Manager Assigned: Input the date of the preactivity meeting or any date earlier the prime contractor identified the WPCM.

For projects let in combination, the database is project driven. Disturbed acreage data is to be entered for each project that will be inspected.

ADDING INSPECTORS AND WATER POLLUTION CONTROL MANAGER (WPCM)

**This step can only be performed by someone with Resident Engineer access in the database.
Once the project information and prerequisites have been updated, users will be taken to the project page where inspectors and WPCMs can be added.

Scroll down to the "Inspectors" and "Water Pollution Control Managers" section

Inspections

Type	Id	Date	Inspector	Inspector Certified	RE Certified	Require WPCM?	WPCM Received

Inspectors Search By LastName [   ]   **District** [All Districts ▼]   [🔍 Search]

First Name	Last Name	Type	Userid	District	Email	Certified/Trained Date

Water Pollution Control Managers
Search By LastName [   ]   [🔍 Search]

First Name	Last Name	Type	Userid	District	Email	Certified/Trained Date

Add Inspector to Project: Users can search for inspectors by typing their last name or select a specific district and selecting the search button or they can select the search button and receive the complete list of all users in the database.

Current Inspectors

Remove from Project	Userid	Last Name	First Name	Inspector Type	District	Email	Certified/Trained Date

[Add and Remove Inspectors]

Available Inspectors

Add To Project	Userid	Last Name	First Name	Inspector Type	District	Email	Certified/Trained Date
☐	willijg	WILLIAMS	JARED	Internal	KC	jared.williams@modot.mo.gov	2/22/2018
☐	willij7	WILLIAMS	JAMES	Internal	CD	james.williams@modot.mo.gov	2/22/2018
☐	willit5	WILLIAMS	TIMOTHY	Internal	NW	timothy.williams@modot.mo.gov	3/16/2017
☐	willib3	WILLIAMS	BRADLEY	Internal	KC	bradley.williams@modot.mo.gov	2/21/2018
☐	willic1	WILLIAMS	CHRISTOPHER	Internal	KC	Christopher.Williams@modot.mo.gov	4/11/2017
☐	willid1	WILLIAMS	DONALD	Internal	NE	Donald.Williams@modot.mo.gov	2/14/2017

Select the desired inspector by clicking the check box to the left of the inspector and click "Add and Remove Inspectors". **Pro Tip:** Add several inspectors from the office to each project, this allows them to cover in absence of project inspector.

Add Contractor Water Pollution Control Manager (WPCM) to Project: Users can search for WPCMs the same way as they search for inspectors - type their last name and select the search button or they can select the search button and receive the complete list of all users in the database.

Select the desired WPCM by clicking the check box to the left of the WPCM and click "Add and Remove Water Pollution Control Manager"

It is recommended that more than one WPCM is added to the project to be sure to prevent a fracture critical communication condition.

Storm Water Database Initial Setup (Revised 11/20/2019)

Updating Prerequisites

It will be necessary to update the prerequisites to make any adjustments to authorized acre amounts, if the projects progress exceeds the original amount indicated, or inspection frequencies. These adjustments must be done by an RE. To make these adjustments select the [Update Prereqs] button on the Project level view. Modify the required information and select "Update"