

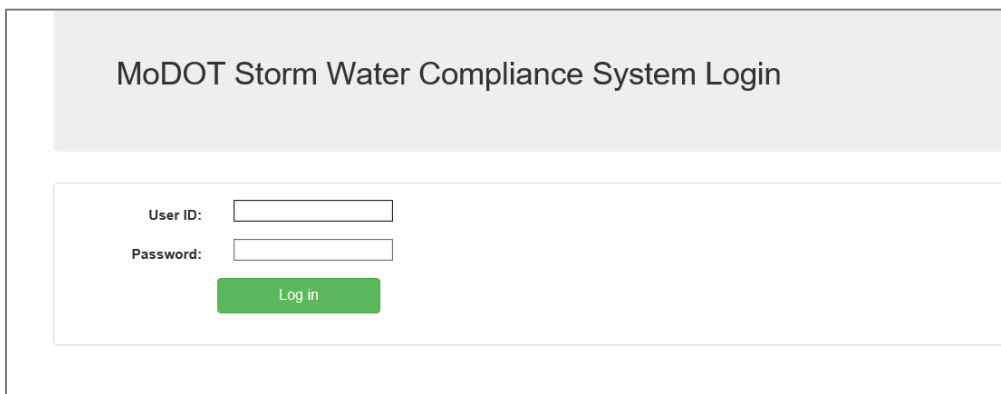
# Quick Reference Guide – Land Disturbance Storm Water Database Initial Setup for Construction Projects

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.](#)

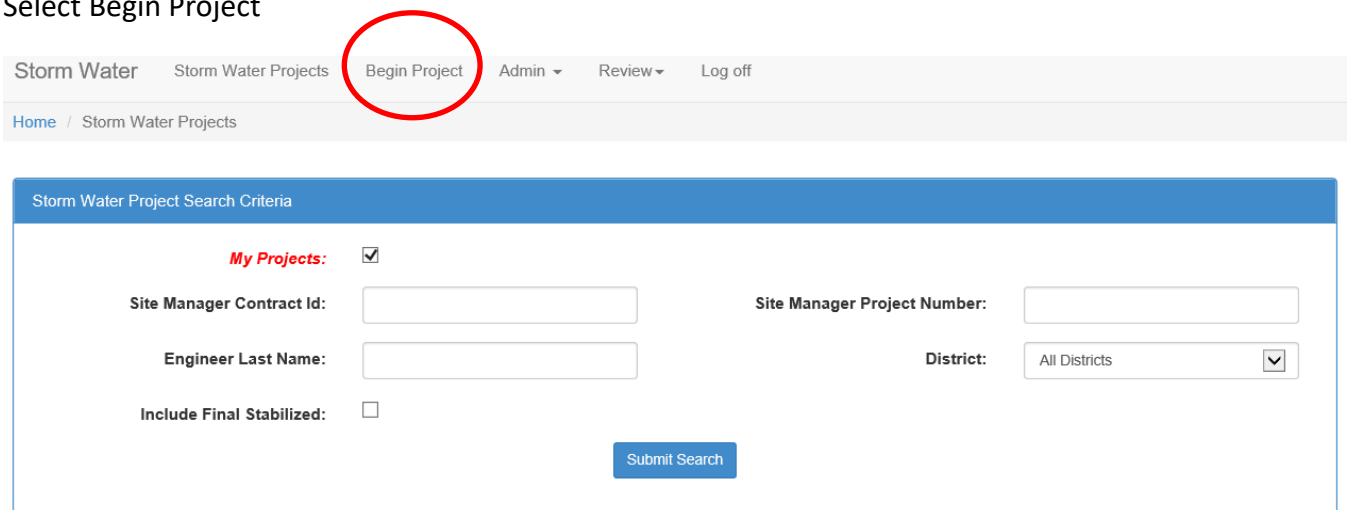
## HOW TO CREATE A CONSTRUCTION PROJECT IN THE DATABASE

Log into the Storm Water Database



The screenshot shows the login interface for the MoDOT Storm Water Compliance System. It features a header with the text "MoDOT Storm Water Compliance System Login". Below the header, there are two input fields: "User ID:" and "Password:". A green "Log in" button is positioned below the password field.

### Select Begin Project



The screenshot displays the navigation menu and search criteria for the Storm Water Database. The navigation menu includes "Storm Water", "Storm Water Projects", "Begin Project" (circled in red), "Admin", "Review", and "Log off". Below the navigation menu, there is a breadcrumb trail: "Home / Storm Water Projects". The main content area is titled "Storm Water Project Search Criteria" and contains the following search options:

- My Projects:**
- Site Manager Contract Id:**
- Site Manager Project Number:**
- Engineer Last Name:**
- District:**
- Include Final Stabilized:**

A "Submit Search" button is located at the bottom right of the search criteria section.

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 Source:**  ▼

**Engineer/Maintenance Liason Last Name:**

**Project Number:**

**District:**  ▼

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 Source:**  ▼

**Engineer/Maintenance Liason Last Name:**

**Project Number:**

**District:**  ▼

| Action   | Source | Contract   | Project Number | Description                           | District |
|--|--------|------------|----------------|---------------------------------------|----------|
| <input type="button" value="Project Already Setup"/>                                 | SM     | 120323-H09 | J0S2254        | Thin Lift overlay                     | SE       |
| <input type="button" value="Finalize Project Setup"/>                                | SM     | 120323-H09 | J0S2255        | Resurfacing (BP-2) and pave shoulders | SE       |
| <input style="border: 2px solid red;" type="button" value="Finalize Project Setup"/> | SM     | 120323-H09 | J0S2256        | Resurfacing (BP-2) and pave shoulders | SE       |
| <input type="button" value="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:

Disturbed Acres:

First Disturbed Date:

Prereqs

Date Storm Water Compliance & Environmental Specialist Designated:

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.

**Anticipated Date of Disturbance:** Input the anticipated date of disturbance. This date should be the date the contractor starts any land disturbance activities.

**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 will be 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, it vital that the disturbed acreage data is entered for each project.**

## 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

The screenshot displays two search sections. The top section is for 'Inspectors' and includes a search input field labeled 'Search By LastName', a 'District' dropdown menu currently set to 'All Districts', and a blue 'Q Search' button. The bottom section is for 'Water Pollution Control Managers' and includes a search input field labeled 'Search By LastName' and a blue 'Q Search' button. Both sections feature a table with columns: First Name, Last Name, Type, Userid, District, Email, and Certified/Trained Date. The search input fields and the 'Q Search' buttons are circled in red in the original image.

**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 |
| <input type="checkbox"/> | willijg | WILLIAMS  | JARED       | Internal       | KC       | jared.williams@modot.mo.gov       | 2/22/2018              |
| <input type="checkbox"/> | willij7 | WILLIAMS  | JAMES       | Internal       | CD       | james.williams@modot.mo.gov       | 2/22/2018              |
| <input type="checkbox"/> | willit5 | WILLIAMS  | TIMOTHY     | Internal       | NW       | timothy.williams@modot.mo.gov     | 3/16/2017              |
| <input type="checkbox"/> | willib3 | WILLIAMS  | BRADLEY     | Internal       | KC       | bradley.williams@modot.mo.gov     | 2/21/2018              |
| <input type="checkbox"/> | willic1 | WILLIAMS  | CHRISTOPHER | Internal       | KC       | Christopher.Williams@modot.mo.gov | 4/11/2017              |
| <input type="checkbox"/> | 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.

| Inspections |    |      |           |                     |              |               |               |
|-------------|----|------|-----------|---------------------|--------------|---------------|---------------|
| Type        | Id | Date | Inspector | Inspector Certified | RE Certified | Require WPCM? | WPCM Received |

Inspectors Search By LastName  District

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

Water Pollution Control Managers Search By LastName

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

| Current Water Pollution Control Managers               |            |           |            |                |          |                                 |                        |
|--|------------|-----------|------------|----------------|----------|---------------------------------|------------------------|
| Remove from Project                                    | Userid     | Last Name | First Name | Inspector Type | District | Email                           | Certified/Trained Date |
| <b>Add and Remove Water Pollution Control Managers</b> |            |           |            |                |          |                                 |                        |
| Available Water Pollution Control Managers             |            |           |            |                |          |                                 |                        |
| Add To Project   | Userid     | Last Name | First Name | Inspector Type | District | Email                           | Certified/Trained Date |
| <input type="checkbox"/>                               | wpcmab0003 | SMITH     | MIKE       | External       |          | msmith@americanbridge.net       | 2/14/2017              |
| <input type="checkbox"/>                               | wpcmclark4 | SMITH     | RANDY      | External       |          | rsmith@clarksonconstruction.com | 2/14/2017              |
| <input type="checkbox"/>                               | wpcmess044 | SMITH     | JUSTIN     | External       |          | jsmith@emerysapp.com            | 1/31/2017              |

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.**

### 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. This adjustment must be done by an RE.

To make this adjustment select the **Update Prereqs** button on the Project level view. Modify the required information and select “Update”

Update
Cancel

**Project Information**

Receiving Waters:

Authorized Acres:

Disturbed Acres:

First Disturbed Date:

**Prereqs**

Date Storm Water Compliance & Environmental Specialist Designated:

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