SW Database Entry and Close Out Procedures Checklist

**For those projects that will <u>never</u> go over 1 acre, do not enter projects into the SW Database.

1) For each Project that goes into the SW Database, Inspectors are required to hold a pre-activity stormwater meeting prior to any land disturbance. See process below:

  ☐ For each Project, complete "Stormwater Erosion Pre-Con Form" located in EPG 806.8 Forms and Figures.

  ☐ For each Project, complete "Project-Specific SWPPP Informational Form" 806.8.2 located in EPG 806.8 Forms and Figures.

  ☐ For each Project, Follow QRG – Consent Decree Initial Setup and enter the data in site manager by entering everything <mark>except Date Consent Decree Penalties On.</mark> The QRG can be found @ EPG/QRG/<u>LAND DISTURBANCE PROJECT INFORMATION.</u>

  ☐ For each Project, upload the "Stormwater Erosion Pre-Con Form" and "Project-Specific SWPPP Informational Form 806.8.2" into eProjects.

  ☐ Notify the RE that the project has been created and ready for updates/review. (Before the RE can perform updates, this can take up to 24 hours. If you are in a hurry, you can contact Brian Williams to bring a project into the system sooner). <u>Projects must have at least 2 acres authorized to be pulled into the database.</u>

2) RE to perform the following:

  ☐ Verifies that SW Database is accurate & updates the project prerequisites, which includes assigning the Environmental Inspector's and WPCM's. (This can be found in the QRG – Consent Decree Initial Setup under Editing the Storm Water Compliance System Project Prerequisites)

  ☐ Verifies that the inspector uploaded the documents into eProject accordingly

  ☐ **STOP - MAKE SURE THAT ALL DATA FIELDS IN THE STORM WATER DATABASE REPORT ARE ENTERED AND ACCURATE. (Do Not Enter The Date Until All Required Data Fields Are Entered And Accurate)!**

  ☐ <mark>If everything is complete, enter the date for DATE CONSENT DECREE PENALTIES ON (this turns on penalties) in Site Manager.</mark>

  ☐ Notify the inspector that the data is correct in the SW Database and that they can begin their inspections.

3) Inspectors are required to do the following: Once penalties are turned on, an inspection report should be entered within 48 hours.

☐ Enter your updated open acreage and disturbed acreage in Site Manager.

☐ At a minimum, create a weekly inspection report once every 7 days or a post run-off inspection report within 48 hours of the end of a rain event (72 hours if the end of the rain event falls on a weekend)into the SW Database as per SWPPP Requirements)

☐ The SWPPP Map must be updated as work progresses. At a minimum, if updates are made on the SWPPP Plans, upload a copy of the updated SWPPP Map every estimate period as needed into eProjects.

☐ The disturbed acreage, open acreage and authorized acreage must be updated every estimate period in site manager and on newly created SW Database Inspection or post run-off reports. (These should match)

☐ Close out deficiencies as they are taken care of in the field. <u>New inspection reports are not required to close out deficiencies</u>. (As per 5.1 of the Stormwater Compliance Requirements JSP, contactor deficiencies not initiated after 5 calendar days could result in a notification letter from the RE).

☐ Continue reporting as per SWPPP requirements shown above until your RE ENTERS THE FINAL STABILIZATION DATE. When you feel a project has reached Final Stabilization, notify your RE.

4) Close Out Projects - RE's - Once notified by inspectors that a project has reached final stabilization, please confirm in the field. Once everyone agrees, the following can happen:

☐ Currently, Inspectors will generate and approve a Final Report in the SW DATABASE. The open and/or disturbed acreage will need to be at least an acre to be able to create the report. (This is currently how the database works)

☐ RE's and the WPCM will receive notification and approve this report in the SW Database.

☐ Once approvals are made, Inspectors will then change the open and disturbed acreage in Site Manager to 0 and notify RE.

☐ RE's can now enter the FINAL STABILIZATION DATE INTO the SW Database