

# 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:

Include Final Stabilized:

	Project Number	Contract Id	District	Engineer Name	Counties	Route	Location	Disturb Acres	Auth Acres	Last Cert Inspect	Final Stabilize	Date Disturbed
<input type="button" value="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

Home / Projects / Storm Water Project Display

<b>Project Number:</b>	<b>District:</b>	<b>Engineer:</b>
<b>Counties:</b>	<b>Route:</b>	<b>Location:</b>
<b>SM Total Disturbed Acreage:</b>		<b>SM Tot Auth Acreage:</b>
<b>Prime Contractor:</b>		<b>Receiving Waters:</b>
<b>More Than 1AC Disturbed:</b>		<b>Final Stabilization:</b>

**Project Prerequisites**

<b>Date Compliance &amp; Env Specialist Designated:</b>		<b>Date RE Assigned:</b>	05/03/2017
<b>Date of Grading Pre-activity Meeting:</b>	09/04/2017	<b>Date Inspection Protocols in Place:</b>	
<b>Date Water Pollution Control Manager Assigned:</b>	09/04/2017	<b>Is staff properly trained?</b>	Y
<b>Is project environ sensitive and over 5 acres?</b>		<b>Is WPCM required?</b>	Y

**Inspections** [+ Add Inspection](#)

Type	Date	Inspector	Inspector Certified	RE Certified	Require WPCM?	WPCM Received
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Select “+Add Inspection”

**Inspection Details**

Inspection Type:

Inspection Date:

Acres Open:

Date Entered: 10/17/2016

Acres Disturbed:

Was wireless connection available at site during inspection?  Yes  No

[Continue](#)

**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.

Inspection ID: 18076  
 Inspection Type: Regularly Scheduled  
 Inspection Date: 11/19/2019  
 Acres Disturbed: 1  
 Date Entered: 11/19/2019  
 2-year 24-hour Storm Freq: 0.00

**Land Disturbance Inspection Checklist**

Permit public notification sign(s) posted and visible to the public?  Yes  No  N/A

Are all erosion and sediment control BMPs properly installed in accordance with the Standard Plans or manufacturer's recommendations? If "No", explain each deficiency below.  Yes  No  N/A

Are all BMPs properly maintained as per the SWPPP and are they functioning as intended? If "No" explain each deficiency below.  Yes  No  N/A

Is trackout controlled at project entrance/exit points? If not, describe each deficiency.  Yes  No  N/A

Are active stormwater inlets that are susceptible to receiving sediment properly protected and has weekly or post runoff maintenance been conducted on inlets? If not, describe each deficiency.  Yes  No  N/A

## ADDING DEFICIENCIES

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

Are all erosion and sediment control BMPs properly installed, maintained, functioning as intended according to the SWPPP and depicted on the site map? If ?No?, explain each deficiency below.  Yes  No  N/A

Add Deficiency

**Deficiency**

Are all erosion and sediment control BMPs properly installed, maintained, functioning as intended according to the SWPPP and depicted on the site map? If ?No?, explain each deficiency below.

Deficiency Location:

Deficiency Description:

Action Needed:

Correct By: 10/24/2016

Need to modify SWPPP?  Yes  No

Add Attachment: Description   Browse...

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

**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.”

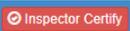
**Need to Modify SWPPP** Typical answer is No.

**Add Attachment** Attach a photo, and photo description to clearly identify the deficiency. Photos are recommended but not required.

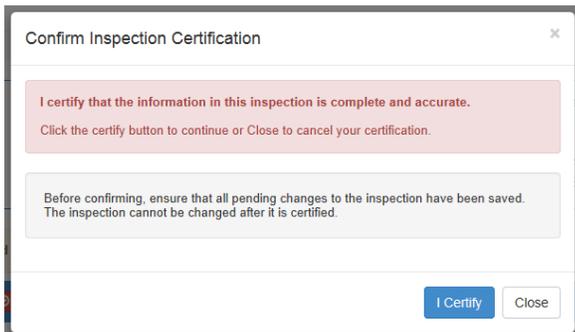
Click  - You will be returned to the inspection report screen **Repeat process as necessary for additional deficiencies.**

Once all questions are answered and all deficiencies have been added Click 

**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  - The confirm certification box will appear and the inspector will click 

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



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”

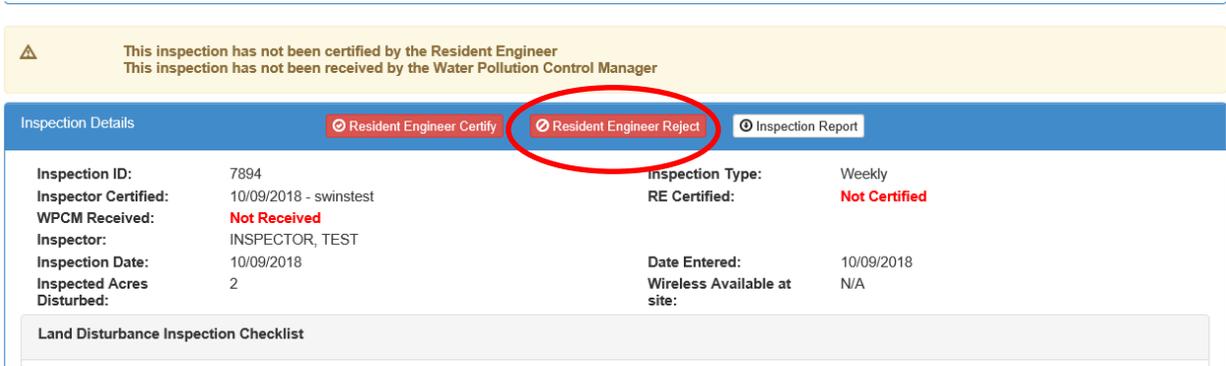
Inspections						
	Type	Date	Inspector	Inspector Certified	RE Certified	WPCM Certified
	Weekly	10/17/2016	...	10/17/2016		

Review the report and click on  and certify the report following same instructions as inspector certification.

## 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.



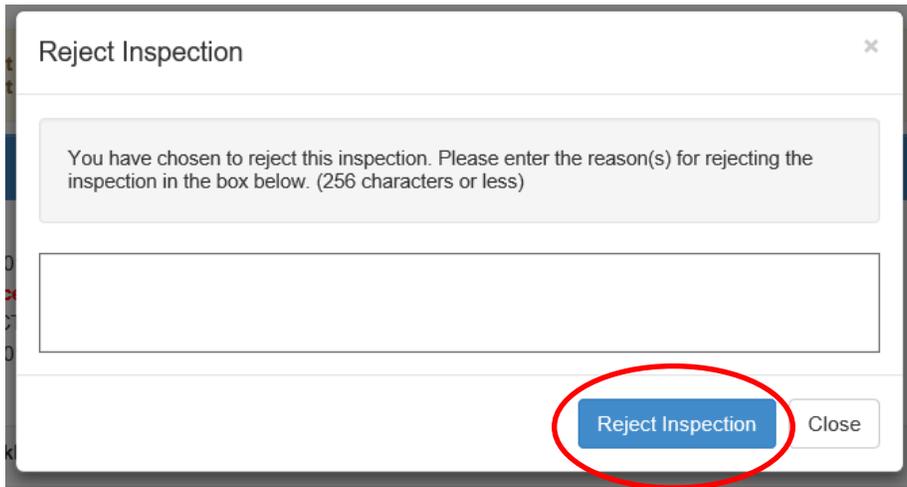
This inspection has not been certified by the Resident Engineer  
This inspection has not been received by the Water Pollution Control Manager

Inspection Details   Resident Engineer Certify   **Resident Engineer Reject**   Inspection Report

Inspection ID:	7894	Inspection Type:	Weekly
Inspector Certified:	10/09/2018 - swinstest	RE Certified:	<b>Not Certified</b>
WPCM Received:	<b>Not Received</b>		
Inspector:	INSPECTOR, TEST		
Inspection Date:	10/09/2018	Date Entered:	10/09/2018
Inspected Acres:	2	Wireless Available at site:	N/A
Disturbed:			

Land Disturbance Inspection Checklist

Enter the reason for the rejection and select Reject Inspection.



A dialog box titled "Reject Inspection" with a close button (X) in the top right corner. The main content area contains a light gray box with the text: "You have chosen to reject this inspection. Please enter the reason(s) for rejecting the inspection in the box below. (256 characters or less)". Below this is a large, empty white text input field. At the bottom right of the dialog, there are two buttons: a blue button labeled "Reject Inspection" which is circled in red, and a white button labeled "Close".