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

This quick reference guide is intended to assist the Maintenance Liaison in creating a project and entering the project 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
for new Maintenance projects, select the green “Create New Maintenance Project” button

Users will be taken to the Maintenance Project information Page
**Project Number:** 8-character Roadway or Bridge Maintenance project code.

**District:** Select the appropriate district from the drop-down box.

**Project Status:** All new projects should be marked as active.

**Project Description:** Describe the general work to be accomplished in the project.

**Location Description:** Enter the location of the project. Provide distances from adjacent routes and towns near the project when applicable.

**Route Number:** Enter the state route the work will be conducted on.

**Maintenance Liaison:** Enter the Maintenance Liaison in charge of Roadside operations.

**Date Awarded:** Enter the date the project work order was developed (any date prior to the date forces begin work or for contracted maintenance work the date the contract was physically awarded.

**Vendor Name:** For work that is performed by MoDOT, enter “MoDOT.” For work performed by a contractor, enter the prime contractors name.
Once the project information is added, select the blue “Update Maintenance Project” button in the bottom left of the screen. Then select the Project Prerequisites button on the lower right side of the screen to complete the project setup.
Finalize project set up by completing the project information and prerequisites

**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. **Authorized Acres can be entered as fractions of an acre to the tenth (0.1) of an acre.** 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. **Acres greater than zero (0) will be required to complete regularly scheduled inspections and post runoff inspections. The only inspection that will allow zero (0) disturbed acres will be the Final inspection.** Disturbed acres can be entered as whole numbers or fractions of an acres to the tenth (0.1) of an acre.

**Anticipated Date of Disturbance (Date Inspections Begin):** Input the anticipated date of disturbance. This date should be the date the contractor starts any land disturbance activities, and when the project is anticipated to begin inspections. This date starts all tracking operations in the Stormwater Database, automatic email notifications, liquidated damage assessments, etc.
**Inspection Frequency:** Select the intended 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 temporary 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](https://www.noaa.gov) 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 not required for Maintenance work unless the work was contracted and provisions were included in the contract requiring land disturbance operations have a WPCM.*

**Date Water Pollution Control Manager Assigned:** Input the date of the preactivity meeting or any date earlier the prime contractor identified the WPCM if the maintenance contract requires a WPCM.

**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.
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.

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.**
**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 the Maintenance Liaison or the Stormwater Compliance Coordinator. To make these adjustments select the button on the Project level view. Modify the required information and select “Update.”