

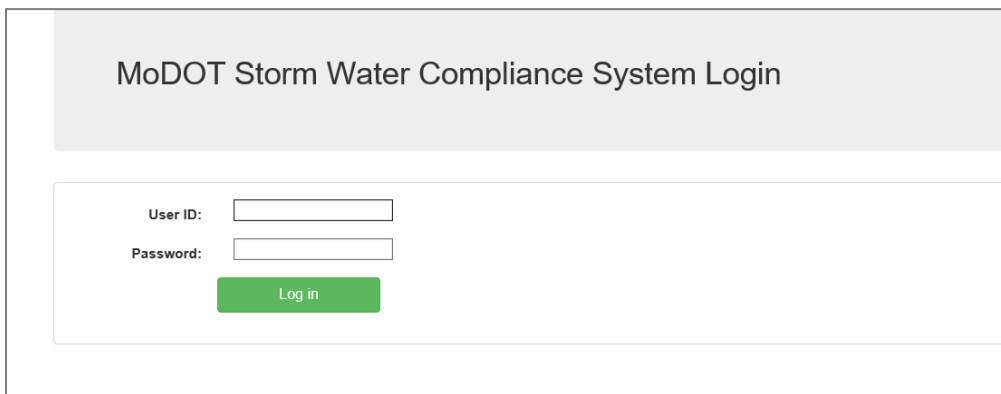
# Quick Reference Guide – Land Disturbance Storm Water Database Initial Setup for Maintenance Projects

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.](#)

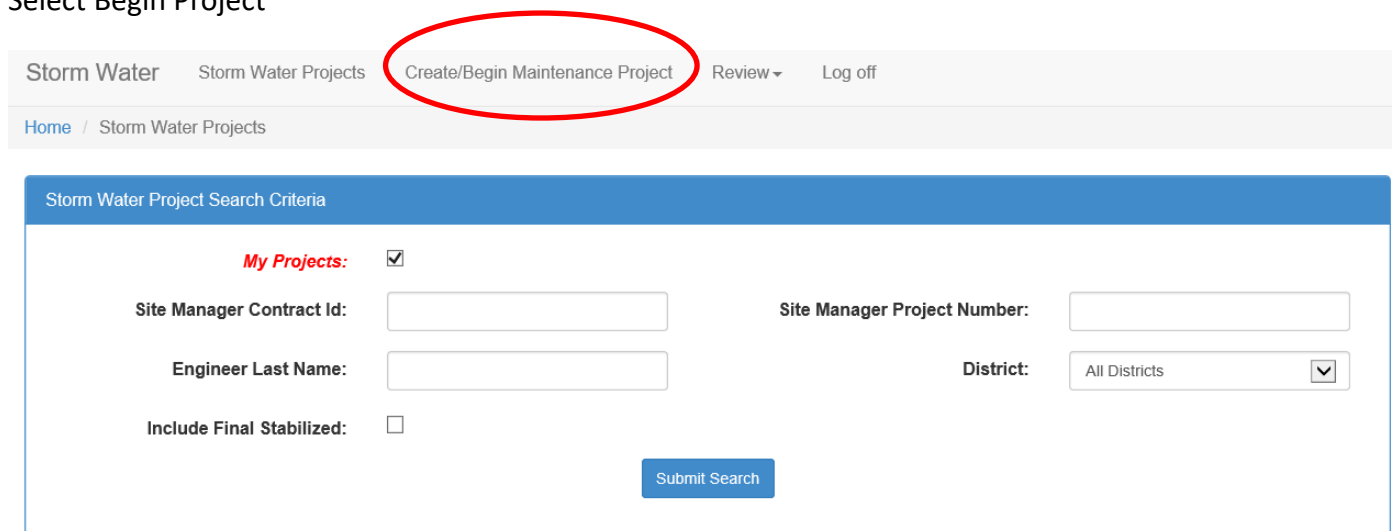
## HOW TO CREATE A CONSTRUCTION PROJECT IN THE DATABASE

Log into the Storm Water Database



The screenshot shows the login page for the MoDOT Storm Water Compliance System. At the top, there is a grey header with the text "MoDOT Storm Water Compliance System Login". Below this, there is a white box containing the login form. The form has two input fields: "User ID:" and "Password:". Below the "Password:" field is a green button labeled "Log in".

## Select Begin Project



The screenshot shows the main interface of the Storm Water Database. At the top, there is a navigation bar with the following items: "Storm Water", "Storm Water Projects", "Create/Begin Maintenance Project" (circled in red), "Review", and "Log off". Below the navigation bar is a breadcrumb trail: "Home / Storm Water Projects". The main content area is titled "Storm Water Project Search Criteria" and contains several search filters: "My Projects:" with a checked checkbox, "Site Manager Contract Id:" with an input field, "Site Manager Project Number:" with an input field, "Engineer Last Name:" with an input field, "District:" with a dropdown menu showing "All Districts", and "Include Final Stabilized:" with an unchecked checkbox. At the bottom of the search criteria section is a blue button labeled "Submit Search".

for new Maintenance projects, select the green "Create New Maintenance Project" button

Project Search Criteria

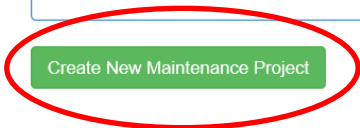
**⚠** Use this page to search for maintenance projects that need to be setup with pre-requisites to start the Stormwater Inspection cycle. If the maintenance project has already been set up, use the "Storm Water Projects" menu item to enter inspections and update the project.

To set up a new Maintenance project, use the "Create New Maintenance Project" button on this page. You should search for your maintenance project before setting one up to ensure that you do not duplicate the project.


Contract Id:  Project Number:

Project Source: Maintenance  District: All Districts

Engineer/Maintenance Liason Last Name:



Users will be taken to the Maintenance Project information Page

 Enter information for Maintenance Project

Maintenance Projects

ID:

Project Number:

District: --Select--

Contract Description:

Project Status: --Select--

Project Description:

Location Description:

Route Number:

Maintenance Liaison:

Date Awarded:

Vendor Name:

**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.

## Maintenance Projects

ID:	70
Project Number:	<input type="text"/>
District:	--Select-- <input type="button" value="v"/>
Contract Description:	<input type="text"/>
Project Status:	Active <input type="button" value="v"/>
Project Description:	<input type="text"/>
Location Description:	<input type="text"/>
Route Number:	<input type="text"/>
Maintenance Liaison:	<input type="text"/>
Date Awarded:	<input type="text"/>
Vendor Name:	<input type="text"/>
<input type="button" value="Update Maintenance Project"/>	<input type="button" value="Project Prerequisites"/>

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

Update Cancel

**Project Information**

Receiving Waters:

Authorized Acres:

Disturbed Acres:

First Disturbed Date (Date Inspections Begin):

Inspection Frequency:

2-year 24-hour Storm Freq:

**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. **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](#) 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

**Inspections**

Type	Id	Date	Inspector	Inspector Certified	RE Certified	Require WPCM?	WPCM Received
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**Inspectors**  
 Search By LastName  District

First Name	Last Name	Type	Userid	District	Email	Certified/Trained Date
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**Water Pollution Control Managers**  
 Search By LastName

First Name	Last Name	Type	Userid	District	Email	Certified/Trained Date
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**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
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**Available Inspectors**

Add To Project	Userid	Last Name	First Name	Inspector Type	District	Email	Certified/Trained Date
<input type="checkbox"/>	willij	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
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**Inspectors**  
 Search By LastName:  District: All Districts

First Name	Last Name	Type	Userid	District	Email	Certified/Trained Date
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**Water Pollution Control Managers**  
 Search By LastName:

First Name	Last Name	Type	Userid	District	Email	Certified/Trained Date
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**Current Water Pollution Control Managers**

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

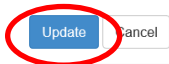
Select the desired WPCM by clicking the check box to the left of the WPCM and click “Add and Remove Water Pollution Control Manager”

**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, or inspection frequencies. These adjustments must be done by the Maintenance Liaison or the Stormwater Compliance Coordinator. To make these adjustments select the **Update Prereqs** button on the Project level view. Modify the required information and select “Update”



Project Information

Receiving Waters:

Authorized Acres:

Disturbed Acres:

First Disturbed Date (Date Inspections Begin):

Inspection Frequency:

2-year 24-hour Storm Freq:

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?