

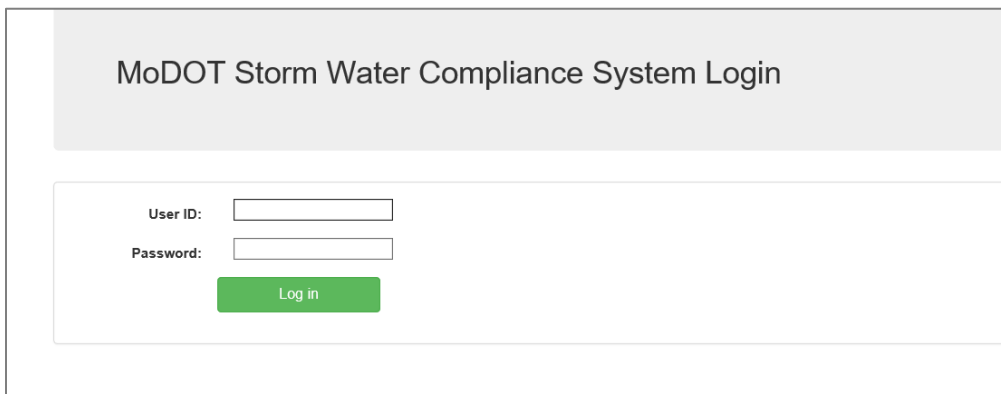
Quick Reference Guide – Land Disturbance Storm Water Database Initial Setup for Construction Projects

This quick reference guide is intended to assist Resident Engineers (RE) in creating a project and entering the information into the storm water database. Inspectors do not have access to create projects or update prerequisites.

The database is to be utilized on projects that will have one acre or more of disturbed ground or are projects less than an acre but are considered common plans with offsite support activities. For each project, complete the [Project Specific SWPPP Informational Form 806.8.2.](#)

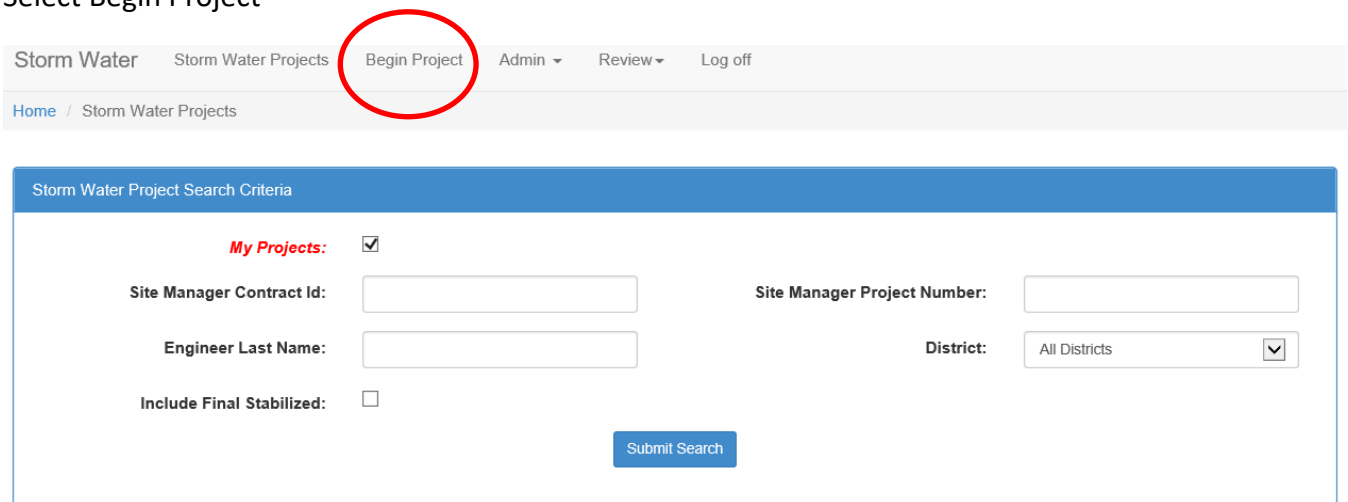
HOW TO CREATE A CONSTRUCTION PROJECT IN THE DATABASE

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 of the Storm Water Database. The menu items are "Storm Water", "Storm Water Projects", "Begin Project", "Admin", "Review", and "Log off". The "Begin Project" item is circled in red. 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 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 set to "All Districts", and "Include Final Stabilized:" with an unchecked checkbox. A blue "Submit Search" button is located at the bottom 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: Both ▼

Engineer/Maintenance Liason Last Name:

Project Number:

District: All Districts ▼

Submit Search

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: Both ▼

Engineer/Maintenance Liason Last Name:

Project Number:

District: All Districts ▼

Submit Search

Action	Source	Contract	Project Number	Description	District
Project Already Setup	SM	120323-H09	J0S2254	Thin Lift overlay	SE
Finalize Project Setup	SM	120323-H09	J0S2255	Resurfacing (BP-2) and pave shoulders	SE
Finalize Project Setup	SM	120323-H09	J0S2256	Resurfacing (BP-2) and pave shoulders	SE
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	Prereqs
Receiving Waters: <input type="text"/>	Date Storm Water Compliance & Environmental Specialist Designated: 03/12/2015
Authorized Acres: <input type="text" value="0"/>	Date RE Assigned: <input type="text"/>
Disturbed Acres: <input type="text" value="0"/>	Date of Grading Pre-activity Meeting: <input type="text"/>
First Disturbed Date (Date Inspections Begin): <input type="text"/>	Date Inspection Protocols in Place: <input type="text"/>
Inspection Frequency: <input type="text" value="7"/> <input type="button" value="v"/>	Is WPCM required? <input checked="" type="radio"/> Yes <input type="radio"/> No
2-year 24-hour Storm Freq: <input type="text" value="0"/>	Date Water Pollution Control Manager Assigned: <input type="text"/>
	Is staff properly trained? <input checked="" type="radio"/> Yes <input type="radio"/> 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 a tenth (0.1) of an acre.**

First Disturbed Date (Date Inspections Begin): Input the first date of disturbance. This date should be the date the contractor starts any land disturbance activities, and when the project will 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 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, the database is project driven. Disturbed acreage data is to be entered for each project that will be inspected.

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

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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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.

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

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 an RE. To make these adjustments select the **Update Prereqs** button on the Project level view. Modify the required information and select “Update”

The screenshot displays a web form for updating prerequisites, divided into two main sections: 'Project Information' and 'Prereqs'. At the top left, there are two buttons: 'Update' (highlighted with a red circle) and 'Cancel'. The 'Project Information' section contains several input fields: 'Receiving Waters' (empty), 'Authorized Acres' (0), 'Disturbed Acres' (0), 'First Disturbed Date (Date Inspections Begin)' (empty), 'Inspection Frequency' (7 with a dropdown arrow), and '2-year 24-hour Storm Freq' (0). The 'Prereqs' section includes: 'Date Storm Water Compliance & Environmental Specialist Designated:' (03/12/2015), 'Date RE Assigned:' (empty), 'Date of Grading Pre-activity Meeting:' (empty), 'Date Inspection Protocols in Place:' (empty), 'Is WPCM required?' (radio buttons for Yes and No, with 'Yes' selected), 'Date Water Pollution Control Manager Assigned:' (empty), 'Is staff properly trained?' (radio buttons for Yes and No, with 'Yes' selected), and a checkbox for 'Is project environmentally sensitive and over 5 acres?'.