

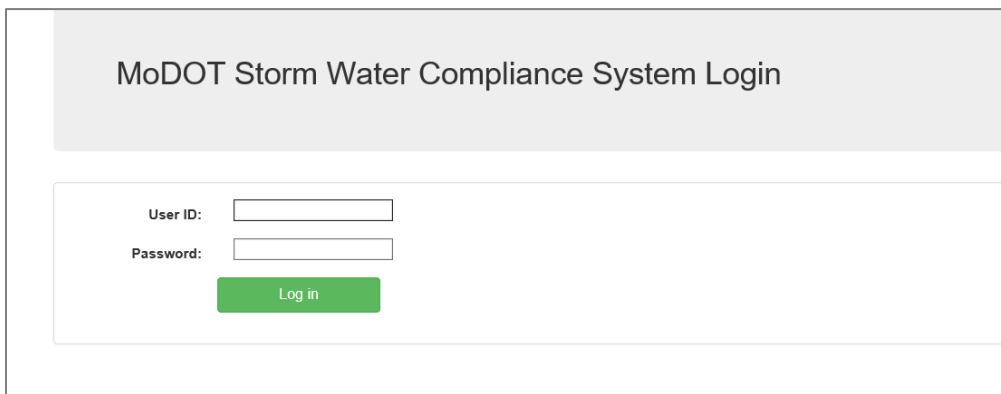
# Quick Reference Guide – Land Disturbance Storm Water Database Initial Setup for Maintenance Projects

This quick reference guide is intended to assist the user in creating a project and entering the information into the storm water database.

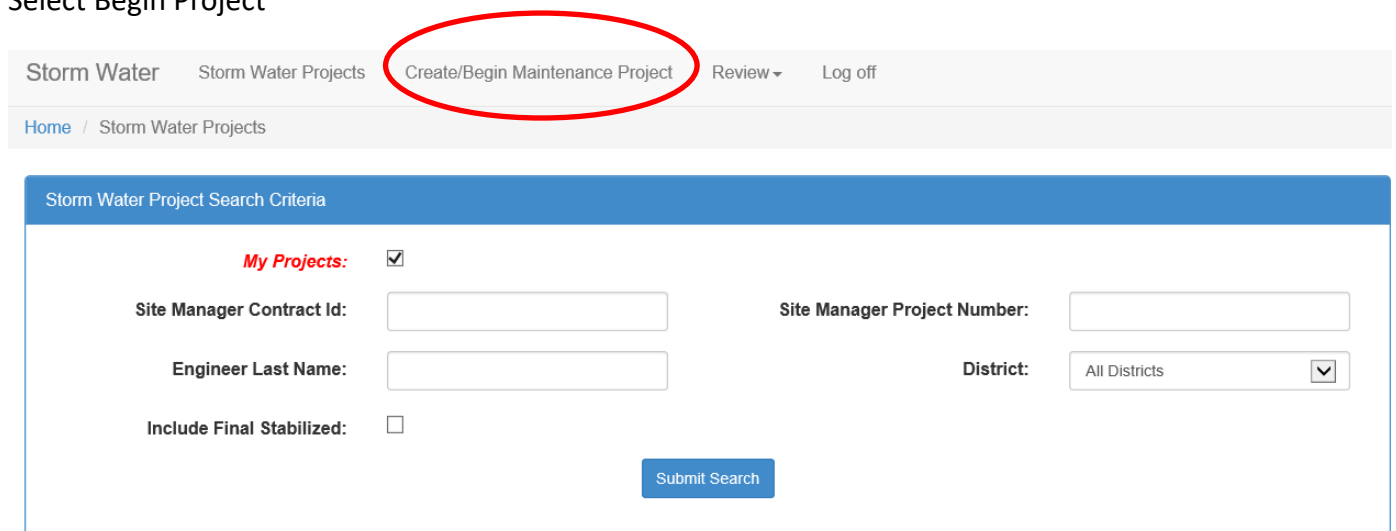
The database is to be utilized on projects that will have one acre or more of disturbed ground. For each project, complete the [Project Specific SWPPP Informational Form 806.8.2.](#)

## 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

Project Search Criteria

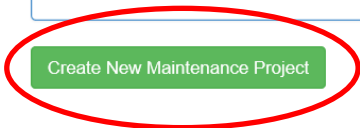
**⚠** Use this page to search for maintenance projects that need to be setup with pre-requisites to start the Stormwater Inspection cycle. If the maintenance project has already been set up, use the "Storm Water Projects" menu item to enter inspections and update the project.

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:**  **District:**

**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:**

**Contract Description:**

**Project Status:**

**Project Description:**

**Location Description:**

**Route Number:**

**Maintenance Liason:**

**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

The screenshot shows a web-based form for project setup. At the top left, there are two buttons: 'Update' (highlighted in blue) and 'Cancel'. The form is divided into two main panels. The left panel, titled 'Project Information', contains four input fields: 'Receiving Waters:' (a text box), 'Authorized Acres:' (a text box with '0' entered), 'Disturbed Acres:' (a text box with '0' entered), and 'First Disturbed Date:' (a text box). The right panel, titled 'Prereqs', contains several fields and checkboxes: 'Date Storm Water Compliance & Environmental Specialist Designated:' (a text box with '03/12/2015' entered), 'Date RE Assigned:' (a text box), 'Date of Grading Pre-activity Meeting:' (a text box), 'Date Inspection Protocols in Place:' (a text box), 'Is WPCM required?' (radio buttons for 'Yes' and 'No'), 'Date Water Pollution Control Manager Assigned:' (a text box), 'Is staff properly trained?' (radio buttons for 'Yes' and 'No'), and 'Is project environmentally sensitive and over 5 acres?' (a text box).

**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. **One (1) acre or greater must be entered to pull the project in the S.W. Database.** 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. **One (1)**

acre minimum will be required to complete weekly and post runoff inspections. The only inspection that will allow zero (0) disturbed acres will be the Final inspection.

**Anticipated Date of Disturbance:** Input the anticipated date of disturbance. This date should be the date the contractor starts any land disturbance activities.

**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 reqeud for Maintenance work unelss 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

The screenshot displays two sections of a web application interface. The top section is titled "Inspectors" and features a table with columns: Type, Id, Date, Inspector, Inspector Certified, RE Certified, Require WPCM?, and WPCM Received. Below the table is a search area with a text input field labeled "Search By LastName", a "District" dropdown menu set to "All Districts", and a blue "Q Search" button. The bottom section is titled "Water Pollution Control Managers" and has a similar search area with a "Search By LastName" input field and a blue "Q Search" button. Below this is another table with columns: First Name, Last Name, Type, Userid, District, Email, and Certified/Trained Date. Red circles highlight the search input fields and the "Q Search" buttons in both sections.

**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 |
|---------------------|--------|-----------|------------|----------------|----------|-------|------------------------|
|---------------------|--------|-----------|------------|----------------|----------|-------|------------------------|

**Add and Remove Inspectors**

**Available Inspectors**

| Add To Project           | Userid  | Last Name | First Name  | Inspector Type | District | Email                             | Certified/Trained Date |
|--------------------------|---------|-----------|-------------|----------------|----------|-----------------------------------|------------------------|
| <input type="checkbox"/> | willijg | 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 |
|------|----|------|-----------|---------------------|--------------|---------------|---------------|
|------|----|------|-----------|---------------------|--------------|---------------|---------------|

**Inspectors**  
 Search By LastName  District

| First Name | Last Name | Type | Userid | District | Email | Certified/Trained Date |
|------------|-----------|------|--------|----------|-------|------------------------|
|------------|-----------|------|--------|----------|-------|------------------------|

**Water Pollution Control Managers**  
 Search By LastName

| First Name | Last Name | Type | Userid | District | Email | Certified/Trained Date |
|------------|-----------|------|--------|----------|-------|------------------------|
|------------|-----------|------|--------|----------|-------|------------------------|

| Current Water Pollution Control Managers               |            |           |            |                |          |                                 |                        |
|--|------------|-----------|------------|----------------|----------|---------------------------------|------------------------|
| Remove from Project                                    | Userid     | Last Name | First Name | Inspector Type | District | Email                           | Certified/Trained Date |
| <b>Add and Remove Water Pollution Control Managers</b> |            |           |            |                |          |                                 |                        |
| 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. This adjustment must be done by the Maintenance Liaison or the Stormwater Compliance Coordinator. To make this adjustment select the **Update Prereqs** button on the Project level view. Modify the required information and select “Update”

Update
Cancel

**Project Information**

Receiving Waters:

Authorized Acres:

Disturbed Acres:

First Disturbed Date:

**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