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

Storm Water   Storm Water Projects   Create/Begin Maintenance Project   Review   Log off

Home / Storm Water Projects

Storm Water Project Search Criteria

- My Projects: [ ]
- Site Manager Contract Id: [ ]
- Site Manager Project Number: [ ]
- Engineer Last Name: [ ]
-District: [ ]
- Include Final Stabilized: [ ]

Submit Search
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. **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)**

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<table>
<thead>
<tr>
<th>Project Information</th>
<th>Prereqs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving Waters:</td>
<td>Date Storm Water Compliance &amp; Environmental</td>
</tr>
<tr>
<td>Authorized Acres:</td>
<td>Specialist Designated: 03/12/2015</td>
</tr>
<tr>
<td>Disturbed Acres:</td>
<td>Date RE Assigned:</td>
</tr>
<tr>
<td>First Disturbed Date:</td>
<td>Date of Grading Pre-activity Meeting:</td>
</tr>
<tr>
<td></td>
<td>Date Inspection Protocols in Place:</td>
</tr>
<tr>
<td></td>
<td>Is WPCM required? ○ Yes ○ No</td>
</tr>
<tr>
<td></td>
<td>Date Water Pollution Control Manager Assigned:</td>
</tr>
<tr>
<td></td>
<td>Is staff properly trained? ○ Yes ○ No</td>
</tr>
<tr>
<td></td>
<td>Is project environmentally sensitive and over 5 acres?</td>
</tr>
</tbody>
</table>
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 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. This adjustment must be done by the Maintenance Liaison or the Stormwater Compliance Coordinator. To make this adjustment select the button on the Project level view. Modify the required information and select “Update”