

Quick Reference Guide – Storm Water Land Disturbance Erosion Reporting

This article is intended to guide the user in:

1. Creating erosion reports
2. Certifying erosion reports
3. Closeout procedures for projects in database.

HOW TO ENTER A REPORT IN THE DATABASE

Navigate to the Storm Water Compliance Reporting Website:

<https://www6.modot.mo.gov/StormWaterCompliance/Account/Login?ReturnUrl=/StormWaterCompliance>

Navigate to Storm Water Projects – District (your district) – Submit Search
Select the Project Number you wish to edit

The screenshot shows a web interface for a Storm Water Project. At the top, there is a breadcrumb trail: Home / Projects / Storm Water Project Display. Below this is a form with several fields:

Project Number:	District:	Engineer:
Counties:	Route:	Location:
SM Total Disturbed Acreage:	SM Tot Auth Acreage:	
Prime Contractor:	Receiving Waters:	
More Than 1AC Disturbed:	Final Stabilization:	

Below the form is a section titled "Project Prerequisites" with the following data:

Date Compliance & Env Specialist Designated:	09/04/2017	Date RE Assigned:	05/03/2017
Date of Grading Pre-activity Meeting:	09/04/2017	Date Inspection Protocols in Place:	
Date Water Pollution Control Manager Assigned:	09/04/2017	Is staff properly trained?:	Y
Is project environ sensitive and over 5 acres?:		Is WPCM required?:	Y

At the bottom, there is an "Inspections" section with a "+ Add Inspection" button. Below this is a table with the following headers:

Type	Date	Inspector	Inspector Certified	RE Certified	Require WPCM?	WPCM Received
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Select "+Add Inspection"

The screenshot shows the "Inspection Details" form. It includes the following fields:

- Inspection Type: Select Inspection Type (dropdown menu)
- Inspection Date: [text input]
- Date Entered: 10/17/2016
- Acres Open: 2
- Acres Disturbed: 2
- Was wireless connection available at site during inspection? Yes No
- Continue button

Inspection Type: Select Either Weekly or Post-Runoff. Weekly inspections are performed every 7 days. Post-Runoff inspections shall take place within 48 hours of end of runoff event. **Pro-tip:** Post-Runoff can take the place of a weekly inspection if the post runoff and weekly inspection fall on the same day.

Inspection Date: Enter the date the inspection took place. Does not have to be the same date the inspection is entered – however the 7 day window for corrections begins on the inspection date.

Acres Disturbed: Update the disturbed acres. The acres must be updated in Site Manager also to update the title block in the storm water database. See other QRG for updating in Site Manager. Note: Cannot save inspection unless at least 1 acre is shown as ‘disturbed.’

Continue Click Continue to fill out inspection checklist. Note the below error message will show up, scroll down to complete checklist.

One or more checklist questions are not answered.

Inspection Details Delete Inspection

Inspection ID: 7898
Inspection Type: Weekly
Inspection Date: 11/01/2018 Date Entered: 11/01/2018
Acres Disturbed: 1

Land Disturbance Inspection Checklist

Current and updated SWPPP/site map on site when the erosion & sediment control inspector is on site and a copy given to the contractor? Yes No N/A

Permit public notification sign(s) posted and visible to the public? Yes No N/A

Are all erosion and sediment control BMPs properly installed, maintained, functioning as intended according to the SWPPP and depicted on the site map? If ?No?, explain each deficiency below. Yes No N/A

Are BMPs in place to protect streams, wetlands and other environmentally sensitive areas from pollutants? If not, describe each deficiency. Yes No N/A

Is trackout controlled at project entrance/exit points? If not, describe each deficiency. Yes No N/A

ADDING DEFICIENCIES

If you answer “No” to any of the checklist questions and deficiencies exist, click “Add Deficiency”

Are all erosion and sediment control BMPs properly installed, maintained, functioning as intended according to the SWPPP and depicted on the site map? If ?No?, explain each deficiency below.

Yes No N/A

Deficiency Location Describe the location of the BMP deficiency. They can be entered separate or as groups. For example, an individual ditch check can be entered, or runs of the same device type can be entered as one deficiency.

Deficiency Description Describe the deficiency. Alternate ditch check, gutter buddy, sediment trap, silt fence, are examples

Action Needed Describe the resolution needed. Examples include “repair alternate ditch check,” “staple silt fence back up to posts,” “clean out sediment gutter buddy,” or “remove device – no longer needed.”

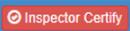
Need to Modify SWPPP Typical answer is No.

Add Attachment Attach a photo, and photo description to clearly identify the deficiency. Photos are recommended but not required.

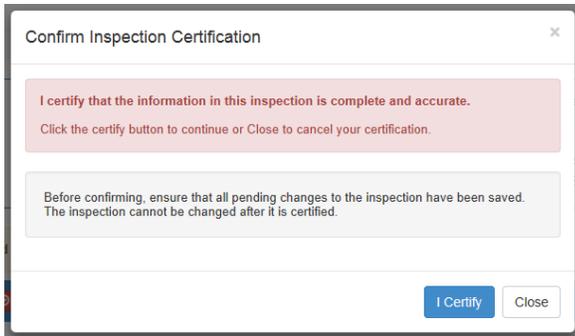
Click  - You will be returned to the inspection report screen **Repeat process as necessary for additional deficiencies.**

Once all questions are answered and all deficiencies have been added Click 

Inspector Certification Review inspection checklists to ensure all items accurately depict the condition of erosion and sediment control on the project and then proceed to certifying the report. Once certified, it cannot be deleted.

Click  - The confirm certification box will appear and the inspector will click 

(This can now be done without closing out of the inspection and reentering before certifying)



Upon certification, the report will automatically generate an email to both the Resident Engineer and the WPCM to obtain certifications for the inspection report.

RE CERTIFICATON

Open the project, and scroll down to the Inspections section and click “Select”

Inspections						
	Type	Date	Inspector	Inspector Certified	RE Certified	WPCM Certified
Select	Weekly	10/17/2016	...	10/17/2016		

Review the report and click on [Resident Engineer Certify](#) and certify the report following same instructions as inspector certification.

RE INSEPTION REJECTION

The RE has the option to return the inspection to the inspector if the inspection contains an error. This can be done one time per inspection. This will **not** reset the 7 day count from the date of the inspection so corrections and certifications should be expedited to insure the WPCM receives the inspection timely.

To reject an inspection select the Resident Engineer Reject button.

⚠ This inspection has not been certified by the Resident Engineer
This inspection has not been received by the Water Pollution Control Manager

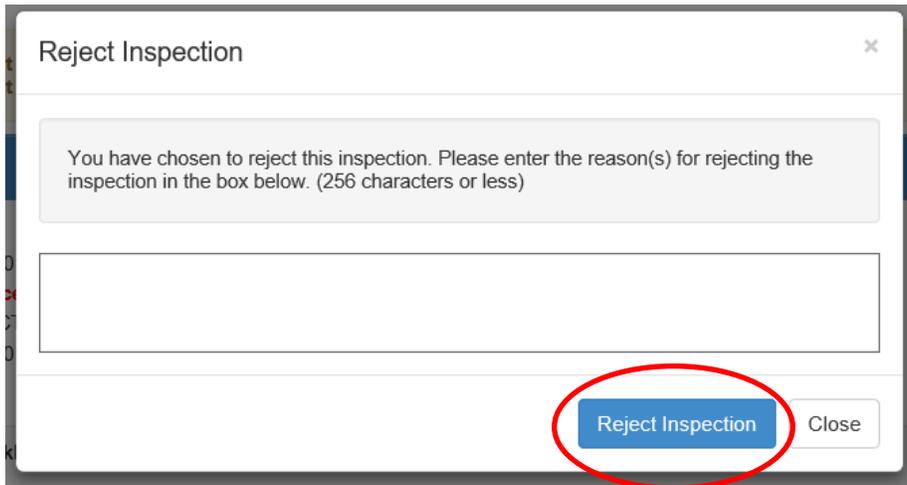
Inspection Details

[Resident Engineer Certify](#)
[Resident Engineer Reject](#)
[Inspection Report](#)

<p>Inspection ID: 7894</p> <p>Inspector Certified: 10/09/2018 - swinstest</p> <p>WPCM Received: Not Received</p> <p>Inspector: INSPECTOR, TEST</p> <p>Inspection Date: 10/09/2018</p> <p>Inspected Acres Disturbed: 2</p>	<p>Inspection Type: Weekly</p> <p>RE Certified: Not Certified</p> <p>Date Entered: 10/09/2018</p> <p>Wireless Available at site: N/A</p>
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Land Disturbance Inspection Checklist

Enter the reason for the rejection and select Reject Inspection.



The image shows a software dialog box titled "Reject Inspection" with a close button (X) in the top right corner. Inside the dialog, there is a grey instruction box that reads: "You have chosen to reject this inspection. Please enter the reason(s) for rejecting the inspection in the box below. (256 characters or less)". Below this instruction is a large, empty white rectangular text input field. At the bottom right of the dialog, there are two buttons: a blue button labeled "Reject Inspection" which is circled in red, and a white button labeled "Close".