

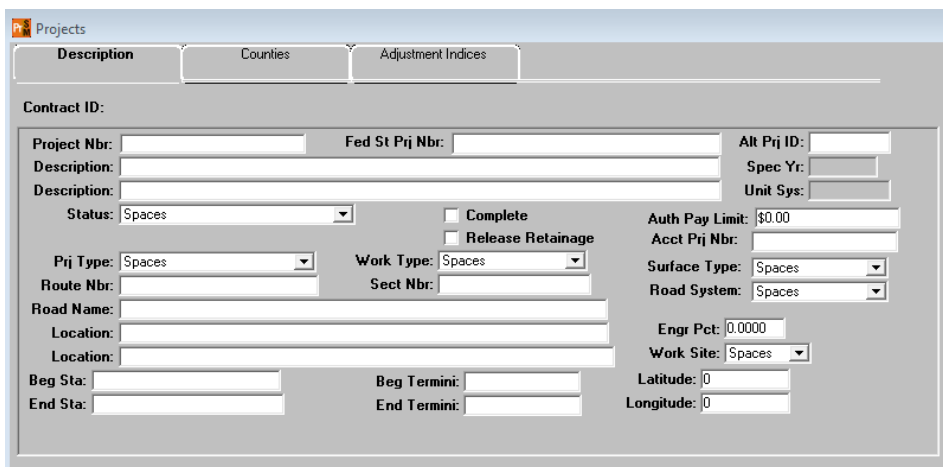
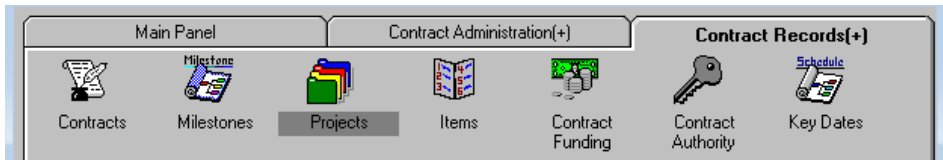
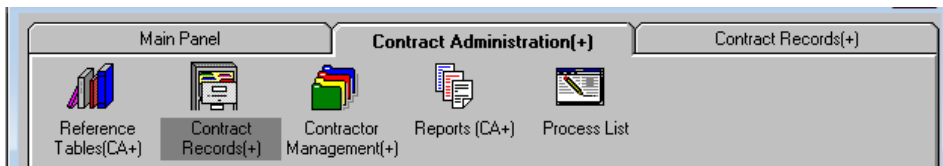
Quick Reference Guide – Consent Decree Initial Setup

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

The database is to be utilized on projects that have 1+ acres of disturbed ground. For each project, complete the [Project Specific SWPPP Informational Form 806.8.2](#), and consider utilizing the Stormwater Erosion Pre-Con Form. Save completed form (and Pre-con minutes) to eProjects.

HOW TO CREATE A JOB IN THE DATABASE

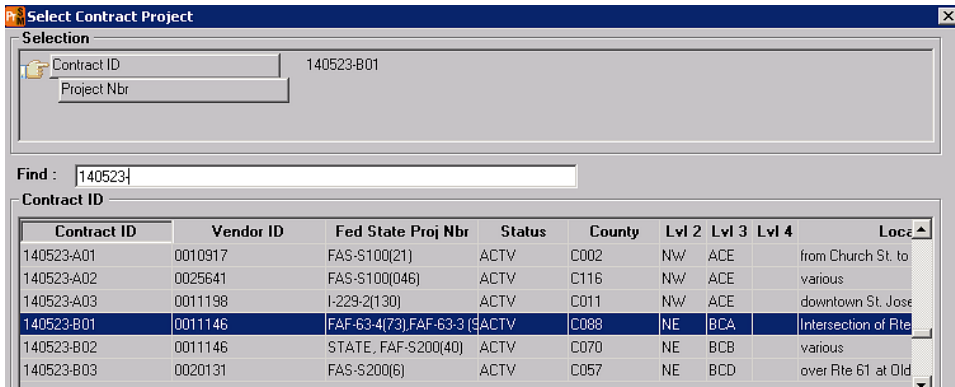
Navigate to Contract Administration – Contract Records – Projects.



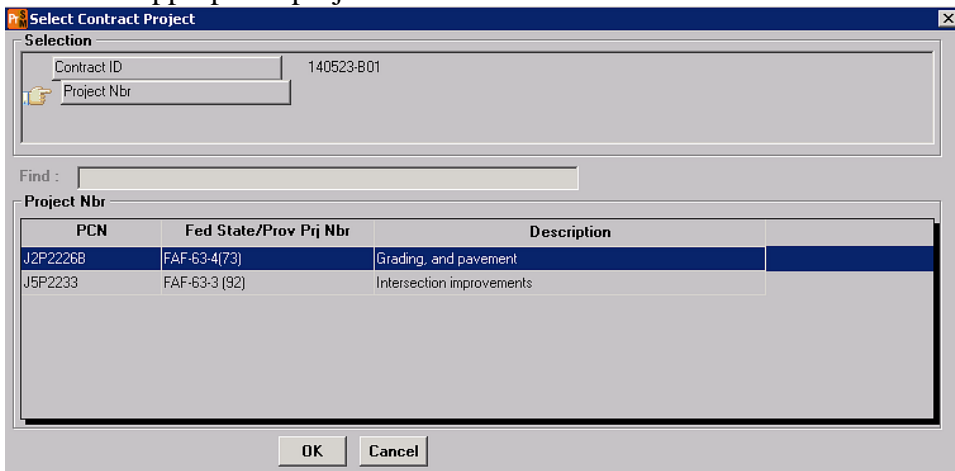
The screenshot shows the 'Projects' form. The form is divided into sections: 'Description', 'Contract ID', and 'Contract Records'. The 'Contract ID' section contains the following fields:

Project Nbr:	Fed St Prj Nbr:	Alt Prj ID:
Description:		Spec Yr:
Description:		Unit Sys:
Status: Spaces	<input type="checkbox"/> Complete	Auth Pay Limit: \$0.00
	<input type="checkbox"/> Release Retainage	Acct Prj Nbr:
Prj Type: Spaces	Work Type: Spaces	Surface Type: Spaces
Route Nbr:	Sect Nbr:	Road System: Spaces
Road Name:		Engr Pct: 0.0000
Location:		Work Site: Spaces
Location:		Latitude: 0
Beg Sta:	Beg Termini:	Longitude: 0
End Sta:	End Termini:	

Select Services – Choose Keys to select contract.

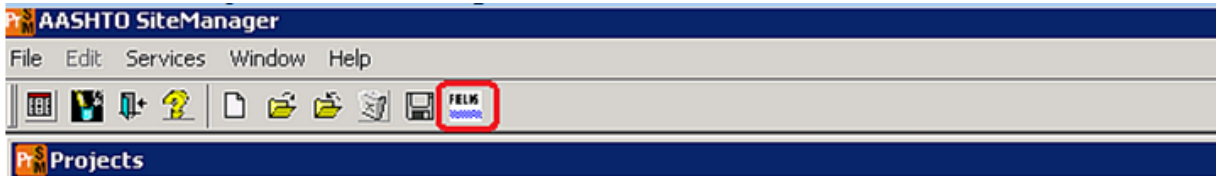


Select the appropriate project from the list.



Editing the Project related information

Edit the Generic Fields: Select Services – Generic Fields.




Authorized Acreage: Input the total authorized/anticipated acreage to be disturbed. One (1) or greater acres entered is necessary. 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 area, or have been covered with pavement or rock. This should be entered upon disturbance and should be updated when the estimate is run each estimate period.


Open Acreage: Input the same quantity as you report as Disturbed Acreage. The information in this field is no longer being used; however, it must be reported to avoid a discrepancy in the Storm water Database.

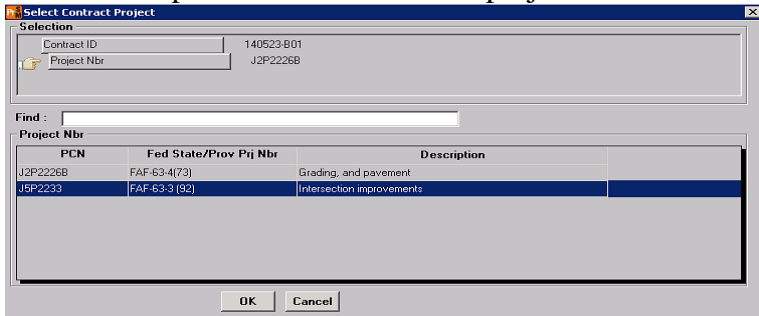
Anticipated Date of Disturbance: Input the anticipated date of disturbance. This date can be the date the contractor anticipates starting any land disturbance activities or the date of the Erosion Control Preactivity Meeting.

Date Consent Decree Penalties On: **HOLD POINT** Leave Status as 00/00/00 until all items and explanations are entered in the project database by the RE. This is the date the penalties are live. If date is entered prior to entering all items into database, penalties will be incurred!

Once the acreage is updated, click Services – Generic fields to close the generic fields window and click the Save icon , or File – Save from the drop down menu.

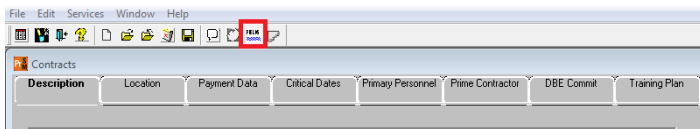
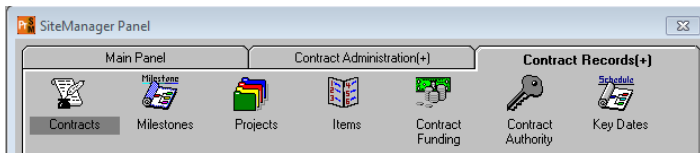
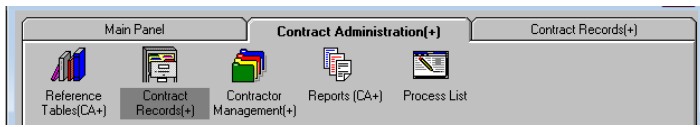
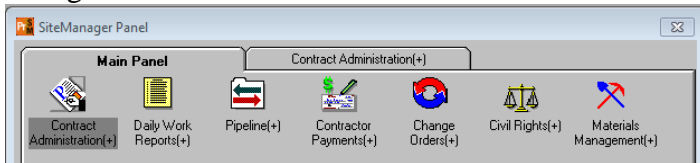
For projects let in combination, it vital that the disturbed acreage data is entered for each project.

Select the Open icon  (or File – Open from the drop down menu), select another project, and repeat the above steps to enter data for each project in the contract.



Updating the Primary Receiving Waters

Navigate to Contract Administration – Contract Records – Contracts



Contract ID:	Open Acreage:	Generic Date 1:	00/00/00	Gene
Trainee Number:	Authorized Acreage:	Generic Date 2:	00/00/00	Gene
Trainee Hours:	Programmed Amount:	Generic Date 3:	00/00/00	Gene
State Project Nbr:	Extended Amount:	Generic Date 4:	00/00/00	Gene
Federal Project Nbr:	Disturbed Acreage:	Generic Date 5:	00/00/00	Gene
Total DBE Payment:	Generic Number 51:	Generic Date 6:	00/00/00	Gene
File Location:	Generic Number 52:			Gene
Generic Short String 52:	Generic Number 53:			Gene
Generic Short String 53:	Required/Permitted:	RW Contact/Survey Yes:	<input type="checkbox"/>	Gene
Generic Short String 54:	Quality Management:	Generic Percent 51:	.00	Gene
Generic Short String 55:	R/W Purchased:	Generic Percent 52:	.00	Gene
Generic Short String 56:	MSD Submittal:			Gene
SL Dist Area Designation:				
Primary Receiving Waters:				

THESE FIELDS ON THE CONTRACT GENERIC FIELDS DO NOT HAVE A IMPACT ON CONSENT DECREE DATABASE

Primary Receiving Waters can be found on the front page of the plan sheets – enter it in the box.

Date Compliance & Env Specialist Designated: 3/12/15 – Should already be filled in.

Date of Grading Pre-activity Meeting: Enter the date the on-site pre-activity meeting was held.

Date Water Pollution Control Manager Assigned: Enter the date the contractors WPCM was named. Often this is the same date as the grading pre-activity meeting.

Is project environ sensitive and over 5 acres? The Storm Water Compliance Coordinator will let you know if the project qualifies. Typically the answer is No.

Date RE Assigned: Enter the date the project was activated in the system.

Date Inspection Protocols in Place: Enter the date the project was activated in the system.

Is staff properly trained? Click Yes.

Editing the Storm Water Compliance System Inspectors and Water Pollution Control Manager (WPCM)

**This step can only be performed by someone with Resident Engineer access in the database.

Navigate to Storm Water Projects – District (your district) – Submit Search

Select the Project Number you wish to add inspectors and/or WPCM.

Scroll down to the “Inspectors” and “Water Pollution Control Managers” section

Inspectors		+ Add Inspector to Project				
First Name	Last Name	Type	Userid	District	Email	Certified/Trained Date

Water Pollution Control Managers		+ Add Water Pollution Control Manager to Project				
First Name	Last Name	Type	Userid	District	Email	Certified/Trained Date

Add Inspector to Project: Click the blue button to add inspector(s) to the project.

Add and Remove Inspectors

Available Inspectors							
Add To Project	Userid	Last Name	First Name	Inspector Type	District	Email	Certified/Trained Date
<input checked="" type="checkbox"/>	trumanthetiger	#1 TIGER	TRUMAN THE	External		MIZZOU@MizzouRocks.com	4/1/2016
<input type="checkbox"/>	wpcmmotd1	ABBOTT	ERIC	External		ekopinski@gmail.com	5/10/2016
<input type="checkbox"/>	abbote1	ABBOTT	ERIC	Internal	CD	Eric.Abbott@modot.mo.gov	5/10/2016
<input type="checkbox"/>	abdula1	ABDULHAFEDH	AZAD	Internal	SW	Azad.Abdulhafedh@modot.mo.gov	5/18/2015
<input type="checkbox"/>	wpcmpace01	ABNEY	BILL	External		babney@paceconstructionll.com	6/23/2015

Select the MoDOT inspectors to add to the project, and click “Add and Remove Inspectors.” Multiple inspectors can be added at once, and “Ctrl-F” allows for quick searching of names. **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: Click the blue button to add WPCM(s) to the project.

Inspectors						
+ Add Inspector to Project						
First Name	Last Name	Type	Userid	District	Email	Certified/Trained Date
TRUMAN THE	#1 TIGER	External	trumanthetiger		MIZZOU@MizzouRocks.com	4/1/2016

Water Pollution Control Managers						
+ Add Water Pollution Control Manager to Project						
First Name	Last Name	Type	Userid	District	Email	Certified/Trained Date

Oversight Inspectors For						
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Select the WPCM inspectors to add to the project, and click “Add and Remove Water Pollution Control Managers.” Multiple can be added at once, and “Ctrl-F” allows for quick searching of names.

Add and Remove Water Pollution Control Managers							
Available Water Pollution Control Managers							
Add To Project	Userid	Last Name	First Name	Inspector Type	District	Email	Certified/Trained Date
<input checked="" type="checkbox"/>	trumanthetiger	#1 TIGER	TRUMAN THE	External		MIZZOU@MizzouRocks.com	4/1/2016
<input type="checkbox"/>	wpcmodot1	ABBOTT	ERIC	External		ekopinski@gmail.com	5/10/2016
<input type="checkbox"/>	wpcpace01	ABNEY	BILL	External		babney@paceconstructionstl.com	6/23/2015
<input type="checkbox"/>	wncmwill01	ADAMS	JARFD	External		iared@willardasphalt.com	6/15/2015

Turn on Consent Decree penalties

Prior to turning on penalties ensure:

1. The pre-requisites are filled in in the storm water database.
2. The inspector(s) and WPCM(s) are added to the project in the database.
3. The on-site project grading pre-activity meeting has taken place.
4. One (1) or more acres of Right-of-Way is disturbed.

Navigate to Contract Administration – Contract Records – Projects.

