

Table Of Contents

Welcome	1
Accessing SPPP/SPCC	3
Concepts & Common Features	5
Using the Main Menu Navigation Bar	5
User Permissions Table	9
Understanding the Workflow Process for Tasks	10
Using the Calendar Feature.....	11
FAQs	14
Frequently Asked Questions	14
Frequently Asked Questions	17
Tasks	21
Viewing the Tasks Overview Page	21
Completing Tasks for a Facility	23
Viewing the Form 1 Page	25
Printing Form 1 for a Selected Facility	29
Task Overview - Completing Task 1	30
Task Overview - Completing Task 2	32
Task Overview - Completing Task 3	33
Task Overview - Completing Task 4	35
Task Overview - Completing Task 5	37
Task Overview - Completing Task 6	39
Task Overview - Complete Task 7.....	41
Task Overview - Completing Task 8	42
Task Overview - Completing Task 9	44
Task Overview - Completing Task 10.....	44
Approving the Non-Stormwater Discharge Certification	51
Task Overview - Completing Task 11.....	52
Task Overview - Completing Task 12.....	54
Task Overview - Completing Task 13.....	55
Task Overview - Completing Task 14.....	56
Task Overview - Completing Task 15.....	59
Task Overview - Completing Task 16.....	62
Task Overview - Completing Task 17.....	63

SPPP

Task Overview - Completing Task 18.....65

Viewing the Task Completion Status.....68

BMPs.....70

 Maintaining Annual Cycle BMPs70

 Viewing Division Funding History73

 Maintaining BMP Funding by Facility76

 Maintaining BMP Funding by Division.....80

 Viewing the Status of BMPs Per Division83

 Incomplete BMPs.....85

 Completed BMPs99

Site Specific 111

 Uploading Certifications..... 111

 Electronic Mapping 112

 Completing Training Form 3..... 114

 Training Report 116

Forms 118

 Forms..... 118

Site Admin 121

 Accessing Site Administration..... 121

 Facility..... 122

 Outfalls..... 132

 Site Specific BMP..... 149

 Site Specific Data 163

 Facility Container 168

 Facility Response Contacts..... 177

 Site Specific Annual Cycle BMPs..... 193

User Admin 207

 Accessing User Administration..... 207

 User Administration Field Definitions 207

 Adding a User Role to an SPPP/SPCC User..... 209

 Removing a User Role from an SPPP/SPCC User..... 213

Viewing Status of SPCC Facility by Division 216

Logging Out of the SPPP Application 218

Support 219

Welcome

The SPPP/SPCC application incorporates two programs, the Stormwater Pollution Prevention Plan (SPPP) and Spill Prevention, Control and Countermeasure Plan (SPCC). This application allows users to maintain site-specific SPPPs for all state maintenance facilities that perform specific industrial activities. Users can complete and track BMP annual and site-specific tasks and other SPPP annual and on-going requirements. The SPCC portion of the application allows users to document and maintain information on regulated oil containers at a facility.

With the addition of the SPCC plan, each facility determines their oil storage capacity, if the aboveground oil storage capacity is 1,320 gallons or greater at a facility, they must comply with SPCC rules and regulations. These facilities will complete all sections of an application and provide a copy of the SPPP/SPCC Integrated Business Plan in their Master SPPP/SPCC site binder (including SPCC section

4). For those facilities that do not meet the minimum requirements, 1,320 gallons of aboveground oil storage, they will complete all relevant SPPP sections of an application and provide a copy of the SPPP Integrate Business Plan in their Master SPPP site binder (section 4 will not be included).

The SPPP application automates the workflow process so that each Team Lead and Point of Contact can operate their facility more efficiently. BMP reporting and funding features allow SPPP/SPCC personnel to monitor facility performance, and allocate necessary funds to the appropriate division and facility.



Note: Throughout this online help documentation, reference is made to the completion of forms as tasks are completed. The completion of tasks should trigger the completing/printing of the form, which is then inserted in the facility's master binder. Refer to Section 1.3 "Plan Requirements" of the SPPP/SPCC template. Specific details for completing certain SPPP forms are described throughout Section 1.4 "Plan Guidance"; and specific details for completing certain SPCC forms are

SPPP

described in Sections 4.1 "Introduction", 4.2 "General Plan Requirements", and 4.3 "Container Area Specific Requirements" of the SPPP/SPCC Template.

If you are new to the SPPP/SPCC application, take a moment to review the [Concepts & Common Features](#) section for an overview of the main components within this application. You will find information about the SPPP/SPCC workflow process, user permissions, main SPPP/SPCC components, as well as common navigational features.

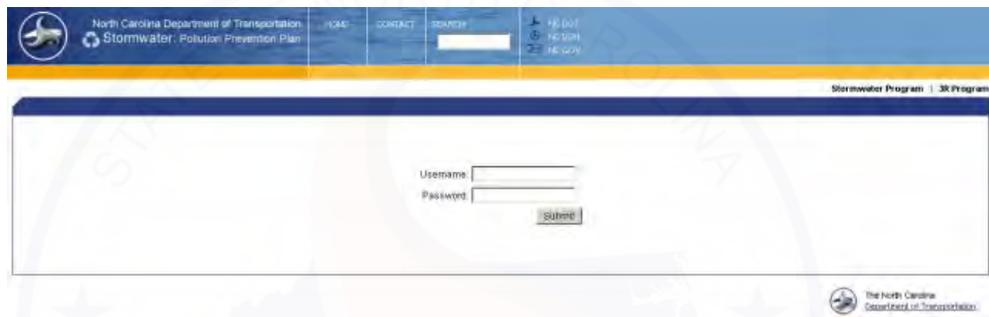


Accessing SPPP/SPCC

1. Open your Internet browser and enter the following link in the Address field:

<https://apps.dot.state.nc.us/hydro/sppp/Login.aspx>

2. The SPPP/SPCC Login page appears.



The screenshot shows the login interface for the SPPP/SPCC application. At the top, there is a blue navigation bar with the NCDOT logo and the text 'North Carolina Department of Transportation Stormwater Pollution Prevention Plan'. To the right of this bar are links for 'HOME', 'CONTACT', and 'SEARCH'. Below the navigation bar is a search input field. The main body of the page is white and contains a login form with two input fields labeled 'Username' and 'Password', and a 'Submit' button. In the bottom right corner, there is a small logo for 'The North Carolina Department of Transportation' and the text 'Stormwater Program | SR Program'.

3. Enter your NCDOT user name and password in the appropriate fields. This is your "old" Netscape user name and password.
4. Click the **Submit** button to access the SPPP/SPCC application.

The SPPP/SPCC main page appears. The following image is an example of an Administrator's Main page.

Your Main page may contain different features based on your user role.

North Carolina Department of Transportation
Stormwater Pollution Prevention Plan

HOME CONTACT SEARCH

NO DOT NO DDP NO GOV

Gaufreau, Barbara P. | Help
Stormwater Program | 38 Program

Tasks Overview

Div: 1
Fac: NA
Year: 13 (6/1/2013 to 5/31/2014)

PDC: Route Job 31
TI: NA

Form 1 Tasks

Facilities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Bertie County Maintenance Yard																		
Curbeck County Bridge Maintenance Yard																		
Curbeck County Maintenance Yard																		
Dare County (Buxton) Maintenance Yard							✓	✓		✓	✓							✓
Dare County (Marion) Maintenance Yard																		
Gates County Maintenance Yard																		
Hertford County Ferry Terminal																		
Hertford County Maintenance Yard																		
Hyde County Maintenance Yard																		
Hyde County Storage Yard																		
Martin County Fuel Station																		
Martin County Maintenance Yard																		
Martin County Truck Shed																		
Northampton County Maintenance Yard																		
Papoulanne County Maintenance Yard																		
Perquimans County Maintenance Yard																		
San Sourd Ferry Terminal																	✓	✓
Tirell County Truck Shed																		
Washington County (Plymouth) Maintenance Yard																		
Washington County Asphalt Plant																		

Concepts & Common Features

The SPPP application contains fields, navigation bars, and sorting functionality that allow users to navigate in the application with ease. A brief overview of the workflow process is also included in this section to give you a thorough understanding of how the features and components within this application work together. It is recommended that you review this section before working in the SPPP application so that you have a better understanding of the tools and navigational capabilities available to you.

Refer to the following headings for more information:

[Using the Main Menu Navigation Bar](#)

[Users Permission Table](#)

[Understanding the Workflow Process for Tasks](#)

[Using the Calendar Feature](#)

Using the Main Menu Navigation Bar

The Main Menu navigation bar is a permanent feature that appears on every SPPP/SPCC page, and is used to access all of the application's major components. This navigation bar allows users to quickly access SPPP/SPCC components and features from any page within the application.

Depending on the user role(s) assigned to you, you may not be able to access some of the components listed in the Main Menu. For access rights, refer to the [User Permissions table](#) within this section. Refer to the Main Menu components and their features below.

[Tasks Section](#)

Tasks Overview - The Tasks Overview component lists all the tasks required to complete the SPPP or SPPP/SPCC plan for a selected maintenance facility. This component acts as an electronic checklist that requires action and/or approval from different users before it can be completed, and allows users such as Team Leads to

enter necessary reporting data for each facility, including outfall reports. Refer to [Viewing the Tasks Overview Page](#) for more information.

Completion Status - Displays the percentage of tasks completed by facilities within the user's assigned division(s). The Task Completion Status page also identifies the responsible Division Engineer and POC, as well as the ability to view detailed task information. Refer to [Viewing the Task Completion Status](#) for more information.



BMPs Section

Annual Cycle BMPs - The Team Leader (TL) and Point of Contact (POC) members are responsible for completing the required annual BMPs (Best Management Practices) for their assigned facility. Each facility contains their own Annual Cycle BMPs based on the facility's needs, and each BMP must be completed prior to the

end of the current year. Refer to [Maintaining Annual Cycle BMPs](#) for more information.

BMP Funding (Facility) - The BMP Funding by Facility feature allows POC users to allocate Division funds to the facilities within that division. The Director must assign Division funding before POCs can allocate funds to their facilities. Refer to [Maintaining BMP Funding by Facility](#) for more information.

BMP Funding (Division) - The BMP Funding by Division feature allows Directors to allocate funds to the division. The Director must assign Division funding before POCs can allocate funds to their facilities. Refer to [Maintaining BMP Funding by Division](#) for more information.

Site Specific

-

Certification(s) - TLs and POCs will upload the electronic completed forms 20, 21 and 22. These forms will be maintained for five years.

Electronic Mapping - TLs and POCs will upload site location maps and facility plans. Directors have the ability to review prior to uploading changes to any maps.

Training - TLs will upload signed training rosters (Form 3).

BMPs

Incomplete BMPs - The Incomplete BMPs page displays site-specific Best Management Practices (BMPs) that have not been completed by the selected facility. The Team Lead for the facility is responsible for entering a BMP cost estimate, updating BMPs as they are completed, or specifying whether the BMP is not applicable for the selected facility. POC personnel use this page to approve cost estimates and to enter the allowable funding for each applicable BMP. Refer to [Maintaining Incomplete BMPs](#) for procedures.

Completed BMPs - The Completed BMPs page displays site-specific Best Management Practices (BMPs) that have been completed for a selected facility. The

SPPP

Team Lead for the facility is responsible for updating completed BMPs. Team Leads and POC personnel use this page to view the progress of completed BMPs, and to monitor changes to completed BMPs. Refer to [Maintaining Complete BMPs](#) for procedures.

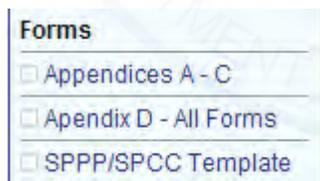
Division Status - The BMP Implementation Division Status page allows POCs and Division Engineers to view the number of Completed BMPs in a division. Each division contains a BMP Completion bar graph and percentage, the total number of BMPs requiring completion, the total number of completed BMPs, and the Division Engineer and POC responsible for each division. Refer to [Viewing the Status of BMPs Per Division](#) for procedures.

-

[Administration](#)

Site Administration - The Site Administration component allows Admin users to maintain NCDOT facilities and outfalls. You can create, edit and remove facilities and outfalls within the SPPP application, as well as view the map where each facility or outfall is located. Refer to [Site Administration](#) for more information.

Forms - The Appendices and SPPP/SPCC templates appear in the Navigation Menu when a specific site is selected. Forms display between BMPs and the Administration section.



User Administration - The User Administration component allows Administrative users to assign and remove roles for existing SPPP users. Refer to [Accessing User Administration](#) for more information.

SPCC Report - The SPCC Report allows users to view by division and facility who must comply with SPCC rules and regulations.

Logoff - Allows users to log out of the SPPP application. Refer to [Logging Out of the SPPP Application](#) for procedures.

User Permissions Table

Refer to the table below to view permissions of features based on assigned user roles. This table does not distinguish the type of access users have within a specific component (such as view only, access to specific facilities and divisions, etc), only that they have the ability to access the component. For specific user rights, refer to the procedures for each component.

Main Menu Component	POC	Team Lead	Director	POC Prime	Division Engineer	Administrator
Tasks Overview	◆	◆	◆	◆	◆	◆
Completion Status	◆		◆			◆
Annual Cycle BMPs	◆	◆	◆	◆	◆	◆
BMP Funding (Facility)	◆		◆			◆
BMP Funding (Division)	◆		◆			◆
Incomplete BMPs	◆	◆	◆	◆	◆	◆
Completed BMPs	◆	◆	◆	◆	◆	◆
Division Status	◆		◆			◆
Site Administration	◆	◆	◆	◆	◆	◆
User Administration	◆		◆			◆

Uploading Certification	◆	◆				
Uploading Maps	◆	◆				
Uploading Training Rosters		◆				

Understanding the Workflow Process for Tasks

One of the most important features within the SPPP/SPCC application is the ability to complete and track BMP annual and site-specific checklists and required forms for all state facilities in North Carolina. The application automates this workflow process so that each Team Lead can operate their facility more efficiently. BMP reporting and funding features allow other SPPP personnel to monitor facility performance, and allocate necessary funds to the appropriate division and facility.

Another important feature within the application is to identify if a facility must comply with the SPCC rules and regulations. To determine if a facility must comply, each facility completes a SPCC Determination form [also called the Facility Containers page]. The Team Lead enters all oil storage containers with a capacity of 55 gallons or greater in the Facility containers page. Once all containers and pertinent information is entered, the SPPP/SPCC application totals and determines compliance for the facility. If the facility storages 1,320 gallons or more, additional tasks appear on Form 1 to be completed by the facility. In addition, Section 4 must be completed by the facility.

Alerts display on Form 1, this new feature requires each facility to select the text link and complete documentation that is relevant to the facility. Once the documentation for the alert has been completed, the alert checkbox should be selected to remove the alert from the banner on Form 1. The Team Lead can update the facility information at anytime by selecting Site Administration from the Main Menu.

The Team Lead is responsible for ensuring that all tasks and alerts are completed by appointed and trained SPPT members for their assigned facility. These tasks/alerts

are completed in the Tasks Overview component. Refer to [Viewing the Tasks Overview Page](#) for more information.

Using the Calendar Feature

The Calendar feature allows you to select calendar dates within the SPPP application. Refer to the following for more information. The Calendar feature resembles a drop-down list, however the drop-down produces a calendar instead of a list.

1. When you click the drop-down arrow, the Calendar appears.



2. To select the current system date, click the **Today: [Date]** link at the bottom of the calendar.

Today: 2/21/2007

3. To select a date within the current system month, click the date.

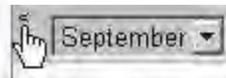
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

4. To select a date in another month, click the **Month** drop-down list, then select the month you want to view.



You can also select a previous or next month by clicking the **Previous Month** button, or the **Next Month** button.

Previous Month Button:



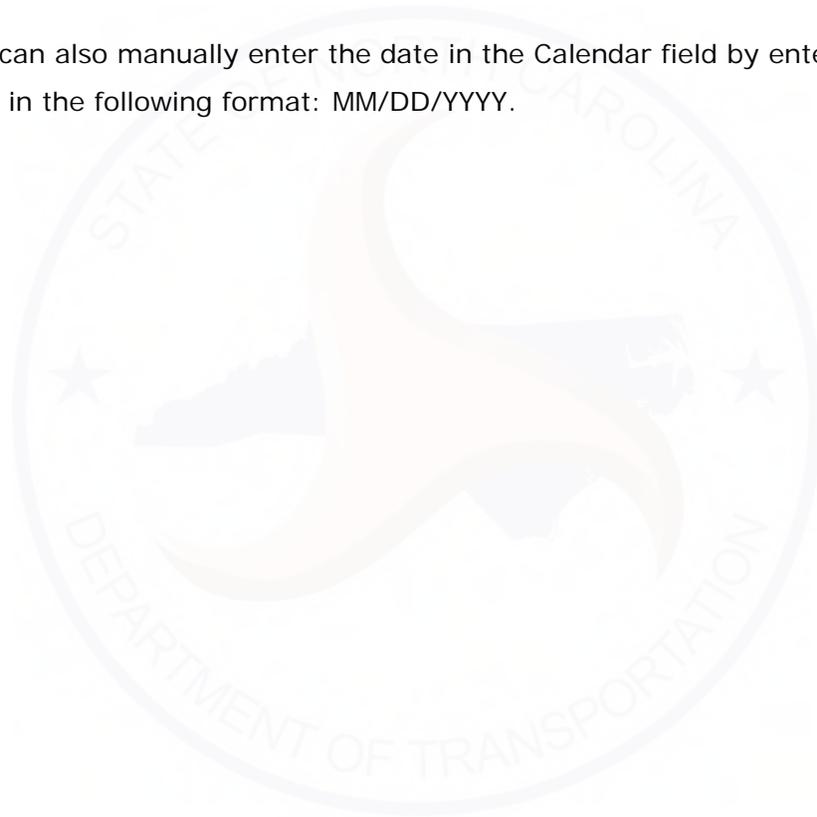
Next Month Button:



5. To select a different year, click the **Year** drop-down list and select the year you want to view.



6. You can also manually enter the date in the Calendar field by entering the date in the following format: MM/DD/YYYY.



FAQs

Frequently Asked Questions

The following Facility Containers answers are provided for clarification in the SPPP/SPCC application.

Use the links provided to access the following questions and answers on this page.

[Why is my facility's oil storage important?](#)

[What is defined as oil?](#)

[What types of containers are covered?](#)

[Are Underground Storage Tanks \(USTs\) considered facility containers?](#)

[What do I enter in the container ID column?](#)

[What types of secondary containment are included?](#)

[What does tank bottom visible mean?](#)

[How to make an abandoned or empty oil container officially considered empty?](#)

Why is My Facility's Oil Storage Important?

The U.S. EPA requires certain facilities to prepare SPCC plans to document how those facilities will protect surface waters from oil contamination in the event of an oil spill.

Regulations that drive this program are found in Title 40 of the Federal Regulations Code, Part 112 (40 CFR 112). Only NCDOT facilities that have above ground oil storage capacity over 1,320 gallons are required to have SPCC plans. Completing the Facility Containers table helps NCDOT personnel determine if an SPCC plan is required for your facility. For more information on Facility Containers, refer to [Accessing Facility Containers](#) or [Adding a Facility Container Record](#).

What is Defined as Oil?

Under the Federal Government guidelines and rules, "oil" is defined as any substance that can cause a sheen or form a sludge if spilled in water. This includes petroleum-based fuels such as diesel fuel and gasoline, most lubricants and engine oils, petroleum-based solvents, most transformer oils, vegetable oils, and asphalt

compounds. It also includes liquids that contain any percentage of oil such as oily wash water.

What Container Types are Covered?

SPCC regulations only apply to containers with an oil storage capacity of 55 gallons or greater. Areas or buildings that store multiple drums of the same oil product can be noted with one entry in the container inventory using the total capacity of the *AVERAGE* number of drums stored there (i.e., if 10 drums, then 550 gallons). Do not enter containers that are smaller than 55 gallons. Mobile containers that store oil should also be included, along with generator "belly" tanks and transformers. Do not include tanker trucks that are road worthy and tagged.



Note: *Transformers and generators that are located on the facility property must be included in the Container Inventory regardless of whether or not they are owned by NCDOT or another party.*

Are Underground Storage Tanks (USTs) Considered Facility Containers?

No, for the purposes of this facility container inventory, we are only including aboveground oil containers. In actuality, most USTs will not be covered by SPCC regulations because they are regulated by another set of regulations (40 CFR 280 or 281). There are specific USTs that are exempt from regulations 280 and 281, including USTs storing fuel for comfort heat and USTs that are 110 gallons or less, but the total facility storage for these USTs must exceed 42,000 gallons for the SPCC regulations to apply. USTs containing liquid propane or natural gas are exempt from the SPCC regulations.

What is Entered in the Container ID Column?

Enter a unique identifier for each container. All facility aboveground storage tanks (ASTs) have been assigned a unique identification number in the facility SPPP, refer to your SPPP document for each AST number.

For a single drum, enter "DRUM-1" and use sequential numbers for successive single drums. For an area that stores multiple drums, enter "DRUM AREA-1" and use sequential numbers for successive drum storage areas at the facility.

For a generator, enter "GEN-1" and use sequential numbers for successive generators located at the facility.

For a transformer, enter "TRANS-1" and use sequential numbers for successive transformers located at the facility.

For a mobile container, enter "MOBILE-1" and use sequential numbers for successive mobile containers located at the facility.

For any other oil container, enter the name of item followed by a hyphenated number and use sequential numbers for similar containers.

What Secondary Containment Types should be Included?

Impervious secondary containment must be provided for all aboveground oil containers with a storage capacity of 55 gallons or greater. Select the type of secondary containment currently associated with each container in the facility container table. If an existing secondary containment is determined to be insufficient, update the facility container table when the appropriate secondary containment measures are installed.

Secondary containment must be able to contain the contents of the largest tank plus freeboard for the 25-year, 24-hour storm event (approximately 8 inches for most of North Carolina). These secondary containment requirements do not apply to transformers, generators, tanker trucks or mobile containers, which must have general secondary containment, but not sized secondary containment. For more information on secondary containment, refer to the SPPP/SPCC Template Appendices link in the main menu navigation bar.

What does Tank Bottom Visible Mean?

When the tank's external bottom is visible, select yes from the Tank Bottom Visible drop-down list box. If you cannot see the external bottom of the tank in question, select no.

For example, if a tank is flush to the ground within a concrete dike, you cannot see the external bottom and you would select no from the Tank Bottom Visible drop-down list box. This information will be used to determine if tank integrity testing is required.

How to make an abandoned or empty oil container officially considered empty?

According to 40 CFR 112 definition, permanently closed means any container or facility for which:

1. All liquid and sludge has been removed from each container and connecting line; and
2. All connecting lines and piping have been disconnected from the container and blanked off, all valves (except for ventilation valves) have been closed and locked, and conspicuous signs have been posted on each container stating that it is a permanently closed container and noting the date of closure.

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2. All connecting lines and piping have been disconnected from the container and blanked off, all valves (except for ventilation valves) have been closed and locked, and conspicuous signs have been posted on each container stating that it is a permanently closed container and noting the date of closure.

Tasks

Viewing the Tasks Overview Page

The Tasks Overview page is the main page that appears when Team Leads log into the SPPP/SPCC application. The Tasks Overview page provides a summary of completed SPPP/SPCC tasks for each facility, which allows users to track the progress of a facility within their assigned division. Refer to the following procedures for more information.

Above the summary of tasks, alerts may display in a notification banner. These alerts are notifications to the TL, and must be completed as part of the SPPP/SPCC requirements for the facility.



Note: Throughout this online help documentation, reference is made to the completion of forms as tasks are completed. The completion of tasks should trigger the completing/printing of the corresponding form, which is then inserted in the facility master binder. Refer to Section 1.3 - Plan Requirements of the SPPP/SPCC template. Specific details for completing certain SPPP forms are described throughout Section 1.4 - Plan Guidance; and specific details for completing certain SPCC forms are described in Sections 4.1 - Introduction, 4.2 - General Plan Requirements, and 4.3 - Container Area Specific Requirements of the SPPP/SPCC Template.



Note: Only certain users have the ability to edit information in the page. Refer to the procedures of each task for user permissions.

1. Click the **Tasks Overview** link from the Navigation Bar.



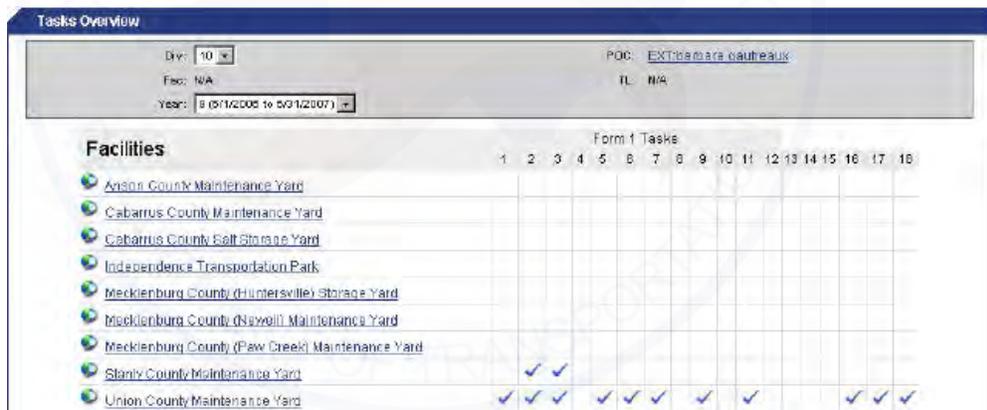
If you are a TL, the Tasks Overview page appears for the specific facility you are assigned.

2. For more information on the Tasks Overview page for TL users, refer to [Viewing the Form 1 Page](#).

If you are a TL user, the following Tasks Overview page appears.



If you are not a TL user, the following Tasks Overview page appears.



3. Refer to the following field definitions and procedures for more information.

Div - Click the **Div** drop-down list to select the division that contains the facility you want to view. Divisions are accessible based on your user privileges.

Year - Click the **Year** drop-down list to select the year that contains the Form 1 tasks you want to view. Note that you are only allowed to edit the current year. All other previous years are read-only.

POC - The Point of Contact responsible for the division that contains the selected facility. Click the **POC name** link to open an email addressed to the POC.

TL - The Team Lead responsible for the selected facility. Click the **TL name** link to open an email addressed to the Team Lead.

Map Icon - Click the **Map Icon** beside the facility you want to view to open a map of where the facility is located. The SPPP/SPCC uses Google Maps to locate the facility by identifying the longitude and latitude of the facility. The location of the facility is specified in the Site Administration component. For more information on setting the facility location, refer to [Site Administration](#).



Facility - The name of the facility. Click the **Facility** link for a detailed view of the Form 1 tasks assigned to the facility.

Form 1 Tasks - A summary of the tasks assigned to the facility and the status of those tasks. A check mark indicates that the task has been completed.

4. To complete one or more tasks for a selected facility, refer to [Completing Tasks for a Facility](#).
5. To view the Form 1 page for a selected facility, refer to [Viewing the Form 1 Page](#).

Completing Tasks for a Facility

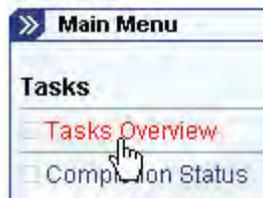
The Tasks Overview component lists all the tasks required to complete the SPPP (Storm water Pollution Prevention Plan) and SPCC (Spill Prevention, Control and

Countermeasure Plan) for a selected facility. This component acts as an electronic checklist that can also require action and/or approval from different users before it can be completed. For more information on the workflow process of this component, refer to [Understanding the Workflow Process for Tasks](#).

To complete tasks for a facility, refer to the following procedures.

 **Note:** Team Leads and POCs can edit the tasks within this page. The Director, Division Engineers and Prime POCs can view the tasks and the details of specific tasks.

1. Click the **Tasks Overview** link from the Navigation Bar.



The Tasks Overview page appears.



2. For field definitions on the Tasks Overview page, refer to [Viewing the Tasks Overview Page](#).
3. If you have access to more than one division, click the **Div** drop-down list and select the division that contains the facility you want to view.
4. Find and click the **facility name** link that contains the tasks you want to complete from the **Facilities** table.

Facilities	Form 1 Tasks																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Anson County Maintenance Yard																		
Cabarrus County Maintenance Yard																		
Mecklenburg County (Huntersville) Storage Yard																		

Form 1 page appears.

Tasks Overview > Form 1

Div: 1 POC: [Rouse, John W](#)
 Fac: [Dare County \(Marion\) Maintenance Yard](#) TL: [Russell, Allen](#)
 Year: 13 (6/1/2010 to 5/31/2011)

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
1	Read the SPPP/SPCC Plan	None	6/08/2010	45 days past due	Select
2	Ensure SPPP Certification is completed	Form 20	6/08/2010	45 days past due	Select
3	Ensure Management Certification and PE Certification is completed	Form 21	6/08/2010	45 days past due	Select
4	Ensure The Certification of the Applicability of the Substantial Harm Criteria Certification is completed	Form 22	6/08/2010	45 days past due	Select
5	Complete Spill Response and Notification Form	Form 25	6/08/2010	45 days past due	Select
6	Complete SPCC Monthly Site Inspection	Form 23	7/31/2010		Select
7	Appoint the SPPT members	Form 2	7/31/2010		Select
8	Train the SPPT members and personnel on SPPP/SPCC	Form 3	7/31/2010		Select
9	Complete Annual Cycle BMPs and update Site-Specific BMPs	Annual Cycle BMP	7/31/2010		Select
10	Perform 1st biannual wet weather visual observation of SDOs	1st Form 17	9/30/2010		Select
11	Conduct site inspections	1st Form 19	12/30/2010		Select
12	Perform 2nd biannual wet weather visual observation of SDOs	2nd Form 17	4/30/2011		Select

The Form 1 page contains a summary of the tasks that must be performed for the selected facility. Along with other information, each task contains a pre-defined date that the task should be completed (target date), the current status of the task (Status), and the actual date the task was completed (Completion Date).

- 5. For field definitions on the Form 1 page, refer to [Viewing the Form 1 Page](#).

Viewing the Form 1 Page

The Form 1 page contains all the necessary tasks for a selected facility that are needed in order to comply with SPPP and SPCC regulations. The Form 1 page acts as a checklist to ensure that all required tasks are completed by each facility. The workflow process behind each task allows Point of Contact (POC) and Team Leads (TL) members to process BMPs more efficiently for their facility. In addition to the tasks on Form 1, alerts may appear in a banner above the tasks listed. These alerts are notifications to the TL, and must be completed as part of the SPPP/SPCC requirements for the facility.

Refer to the following procedures for more information on the Form 1 page.

Note: All SPPP/SPCC users have access to this page, however not all users can make changes, such as setting completion dates for tasks, to this page. Refer to the procedures for each task for user permissions. For TL users assigned to one facility, this is the page that appears when the Team Lead logs into the SPPP/SPCC application.

1. Click the **Tasks Overview** link within the Navigation Bar.



The Tasks Overview page appears.



2. Click a **Facility** to display the facility's tasks.



The Tasks Overview Form 1 page appears.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
1	Read the SPPRIS/SPCC Plan	None	6/08/2010	37 days past due	Select
2	Ensure SPPP Certification is completed	Form 20	6/08/2010	37 days past due	Select
3	Ensure Management Certification and PE Certification is completed	Form 21	6/08/2010	37 days past due	Select
4	Ensure The Certification of the Applicability of the Substantial Harm Criteria Certification is completed	Form 22	6/08/2010	37 days past due	Select
5	Complete Spill Response and Notification Form	Form 25	6/08/2010	37 days past due	Select
6	Complete SPCC Monthly Site Inspection	Form 23	7/31/2010		Select
7	Appoint the SPPT members	Form 2	7/30/2010		Select
8	Train the SPPT members and personnel on SPPRIS/SPCC	Form 3	7/30/2010		Select
9	Complete Annual Cycle BMPs and update Site-Specific BMPs	Annual Cycle BMP	7/30/2010		Select
10	Perform 1st biannual wet weather visual observation of SDOs	1st Form 17	9/30/2010		Select
11	Conduct site inspections	1st Form 19	12/30/2010		Select
12	Perform 2nd biannual wet weather visual observation of SDOs	2nd Form 17	4/30/2011		Select
13	Conduct Comprehensive Facility Compliance Inspection	Form 4 & 2nd Form 19	4/30/2011		Select
14	Complete SPCC Annual Site Inspection	Form 24	5/30/2011		Select
15	Complete Non-Stormwater Discharge Assessment	Form 5	5/30/2011		Select
16	Obtain Non-Stormwater Discharge Certification (Requires POC to review Form 5)	Form 6	5/30/2011		Select
17	Review the SPPRIS/SPCC Plan	Form 7	5/30/2011		Select
18	Make necessary revisions to SPPRIS/SPCC Plan	Form 8	5/30/2011		Select
	Release accumulated rainwater from exposed secondary containment	Form 16	As needed	On-Going	
	Complete Significant Spill Report	Form 9	As Needed	On-Going	
	Complete Permit Non-compliance Report	Form 10	As needed	On-Going	

3. Refer to the following field definitions for more information.

Div - Click the **Div** drop-down list to select the division that contains the facility you want to view. Divisions are accessible based on your user privileges.

Fac - Click the **Fac** drop-down list to select the facility that contains the Form 1 tasks you want to view. Facilities are accessible based on your user privileges.

Year - Click the **Year** drop-down list to select the year that contains the Form 1 tasks you want to view. Note that you are only allowed to edit the current year. All other previous years are read-only.

POC - The Point of Contact responsible for the division that contains the selected facility. Click the **POC name** link to open an email addressed to the POC.

TL - The Team Lead responsible for the selected facility. Click the **TL name** link to open an email addressed to the Team Lead.

Print - Click the **Print** link to print the tasks for the selected facility.



Task - The number that uniquely identifies the task. Note that when the facility is SPCC compliant, eighteen tasks appear and when the facility is not SPCC compliant, thirteen tasks appear.

Task to be Performed - The description of the task.

Required Documentation - The name of the form that must be completed and submitted as part of the Stormwater Pollution Prevention Plan.

Target Date - A pre-defined date that is automatically populated by the SPPP/SPCC application. This is the recommended date for SPPT members to complete the task.

Status - The status indicates if the task has been completed or not complete or past due. If the task has been completed, the status displays **Complete**. If the task has not been completed, but has not met its target date, then the status remains clear. If the task has not been completed and has past its target date, then the SPPP/SPCC application specifies the number of days that the task is past the target date, such as **10 Days Past Due**.

Completion Date - When the task has been completed, the date the task was completed is entered in this field. If the task has not been completed, the **Select** link appears.

3. To complete a task, refer to [Completing Tasks for a Facility](#).

4. To print the Form 1 page, refer to [Printing Form 1](#).

Printing Form 1 for a Selected Facility

 **Note:** All users have the ability to print this page.

1. Click the **Tasks Overview** link within the Navigation Bar.



The Tasks Overview page appears.



2. Find and click the facility name link you want to print.



The Form 1 page appears.

Task Overview - Form 1

Div: 1 POC: Rouse, John W
 Fac: Dare County (Marion) Maintenance Yard TL: Russell, Allen
 Year: 13 (6/1/2010 to 5/31/2011)

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
1	Read the SPPRS/SPCC Plan	None	6/08/2010	45 days past due	Select
2	Ensure SPPP Certification is completed	Form 20	6/08/2010	45 days past due	Select
3	Ensure Management Certification and PE Certification is completed	Form 21	6/08/2010	45 days past due	Select
4	Ensure The Certification of the Applicability of the Substantial Harm Criteria Certification is completed	Form 22	6/08/2010	45 days past due	Select
5	Complete Spill Response and Notification Form	Form 25	6/08/2010	45 days past due	Select
6	Complete SPCC Monthly Site Inspection	Form 23	7/31/2010		Select
7	Appoint the SPPT members	Form 2	7/31/2010		Select
8	Train the SPPT members and personnel on SPPRS/SPCC	Form 3	7/31/2010		Select
9	Complete Annual Cycle BMPs and update Site-Specific BMPs	Annual Cycle BMP	7/31/2010		Select
10	Perform 1st biannual wet weather visual observation of SDOs	1st Form 17	9/30/2010		Select
11	Conduct site inspections	1st Form 19	12/30/2010		Select
12	Perform 2nd biannual wet weather visual observation of SDOs	2nd Form 17	4/30/2011		Select

3. Click the **Print** link.

Stormwater Pollution Prevention Plan

POC: Rouse, Joh
 TL: Russell, All

Target Date Status

6/08/2010	45 days past due
7/31/2010	
7/31/2010	
7/31/2010	
7/31/2010	
9/30/2010	

Task to be Performed

4. Click the **Print** button to print Form 1 for the selected facility.

Task Overview - Completing Task 1

The following procedures describe how to complete Task 1. These procedures are a continuation of the [Completing Tasks for a Facility](#) procedures.



Note: POC, TL and Admin users can set a completed date for this task. Directors, Division Engineers and Prime POCs can view the data. TL, POC and Directors can edit or remove completion dates.

1. From the [Form 1 page](#), find Task 1, then click the **Select** link from the **Completion Date** column.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
1	Read the SPPP/SPCC Plan	None	6/08/2010	8 days past due	Select

The Completion Date calendar field appears.

2. Click the **Completion Date** drop-down calendar and select the date the task was completed.

Refer to [Using the Calendar Feature](#) for more information.

3. Click the **Update** link to save.

Click the **Cancel** link to revert to the status of Select in the completion Date column.

If you clicked the **Update** link, the status of the selected task is complete.

4. If the date is not correct, you can clear the date field by selecting **Clear**.

The status of task 1 may change to pass due if today's date is past the target date.

Task Overview - Completing Task 2

Task 2, Team Leads and SPPT members will finish making necessary revisions to the Stormwater Pollution Prevention and Spill Prevention, Control and Countermeasure Plan(s) in the application. Forms 2, 3, 4, 5, 6, 7, 8, 17, and 19 are to be completed, signed if applicable and placed in the facility's Master binder. Once tasks 1 - 12 are completed, or those that apply to a facility, form 20 is to be completed and signed by the Division Engineers or their designees. A designee may be the POC or someone else.

Refer to the following procedures to enter a completion date for task 2.

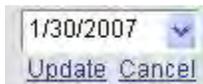


Note: POC, Team Lead, and Admin users can set a completed date for this task. Directors, Division Engineers, and Prime POCs can view the completed date.

1. From the [Tasks Overview - Form 1 page](#), find Task 2, then click the corresponding **Select** link.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
2	Ensure SPPP Certification is completed	Form 20	8/08/2010	4 days past due	Select

The Completion Date calendar field appears.



2. Click the **Completion Date** drop-down calendar and select the date the task was completed.

Refer to [Using the Calendar Feature](#) for more information.

- Click the **Update** link.

Click the **Cancel** link to revert to the status of Select in the completion Date column.

If you clicked the **Update** link, the status of the selected task is complete.



- If the date is not correct, you can clear the date field by selecting **Clear**.



The status of task 2 may change to pass due if today's date is past the target date.

- Print and sign. Scan document and upload, refer to [Uploading Certifications](#) for more information.

Task Overview - Completing Task 3

Form 21 is provided if the Facility is required to have an SPCC Plan.

Task 3, Form 21 is the Management Certification and Professional Engineer Certification that must be signed by a corporate official and sealed by a Professional Engineer. If the facility stores less than 10,000 gallons of oil and has not had a spill reported to EPA in the past 3 years, it does not require a PE's certification. Once task 3 is completed, form 21 is to be completed and requires two signatures. First, the Division Engineer as the SPCC Management Certification. Second, an NC DOT registered Professional Engineer for the division as the Professional Engineer Certification. The NC DOT registered Professional Engineer may be a Division Engineer, Division POC, or other designee.

Task 4, requires the completion of Form 22, Certification of the Applicability of the Substantial Harm Criteria. Form 22 is certified concurrently with forms 20 and 21. The Division Engineer or designee will sign the form. Refer to [Task Overview - Completing Task 4](#) for more information.

Task 5, Form 25, Spill Response and Notification Contacts, refer to [Task Overview - Completing Task 5](#).

Tasks 6 and 14, Forms 23 and 24 will be completed for the monthly and annual inspections, respectively, and will be maintained on-site with the facility's Master Site Plan for at least three years. Refer to [Task Overview - Completing Task 6](#) and [Task Overview - Completing Task 14](#) for more information.

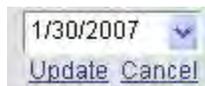


Note: POC, Team Lead, and Admin users can set a completed date for tasks 3, 4, 5, 6 and/or 14. Directors, Division Engineers, and Prime POCs can view the completed date.

1. From the [Tasks Overview - Form 1 page](#), find Task 3, then click the corresponding **Select** link.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
3	Ensure Management Certification and PE Certification is completed	Form 21	6/08/2010	8 days past due	Select

The Completion Date calendar field appears.



2. Click the **Completion Date** drop-down calendar and select the date the task was completed.

Refer to [Using the Calendar Feature](#) for more information.

3. Click the **Update** link.

Click the **Cancel** link to revert to the status of Select in the completion Date column.

If you clicked the **Update** link, the status of the selected task is complete.



4. If the date is not correct, you can clear the date field by selecting **Clear**.



The status of task 3 may change to pass due if today's date is past the target date.

5. Print and sign. Scan document and upload, refer to [Uploading Certifications](#) for more information.

Task Overview - Completing Task 4

Forms 21 through 26 are provided if the Facility is required to have an SPCC Plan.

Task 3, Form 21 is the Management Certification and Professional Engineer Certification that must be signed by a corporate official and sealed by a Professional Engineer. If the facility stores less than 10,000 gallons of oil and has not had a spill reported to EPA in the past 3 years, it does not require a PE's certification. Once task 3 is completed, form 21 is to be completed and requires two signatures. First, the Division Engineer as the SPCC Management Certification. Second, an NC DOT registered Professional Engineer for the division as the Professional Engineer Certification. The NC DOT registered Professional Engineer may be a Division Engineer, Division POC, or other designee. Refer to [Task Overview - Completing Task 3](#) for more information.

Task 4, requires the completion of Form 22, Certification of the Applicability of the Substantial Harm Criteria. Form 22 is certified concurrently with forms 20 and 21. The Division Engineer or designee will sign the form.

Task 5, Form 25, Spill Response and Notification Contacts, refer to [Task Overview - Completing Task 5](#).

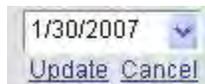
Tasks 6 and 14, Forms 23 and 24 will be completed for the monthly and annual inspections, respectively, and will be maintained on-site with the facility's Master Site Plan for at least three years. Refer to [Task Overview - Completing Task 6](#) and [Task Overview - Completing Task 14](#) for more information.

 **Note:** POC, Team Lead, and Admin users can set a completed date for tasks 3, 4, 5, 6 and/or 14. Directors, Division Engineers, and Prime POCs can view the completed date.

1. From the [Tasks Overview - Form 1 page](#), find Task 4, then click the corresponding **Select** link.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
4	Ensure The Certification of the Applicability of the Substantial Harm Criteria Certification is completed	Form 22	6/08/2010	8 days past due	Select

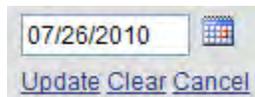
The Completion Date calendar field appears.



1/30/2007
Update Cancel

- 2.

The Completion Date calendar field appears.



07/26/2010
Update Clear Cancel

- Click the **Completion Date** drop-down calendar and select the date the task was completed.

Refer to [Using the Calendar Feature](#) for more information.

- Click the **Update** link.

Click the **Cancel** link to revert to the status of Select in the completion Date column.

If you clicked the **Update** link, the status displays complete.



COMPLETE 1/30/2007

- If the date is not correct, you can clear the date field by selecting **Clear**.



07/27/2010
Update Clear Cancel

The status of task 4 may change to pass due if today's date is past the target date.

- Print and sign. Scan document and upload, refer to [Uploading Certifications](#) for more information.

Task Overview - Completing Task 5

Task 5 requires the TL to complete or update the Spill Response and Notification Form (Form 25). Those facilities that are SPCC regulated can enter site-specific telephone numbers and/or contact information for local response agencies, local contractors, or other local agencies for spill response and notification.



Note: *The Spill Response and Notification form can also be accessed from the Site Administration on the Main Menu. For more information on accessing this form from Site Administration, refer to [Accessing Facility Spill Response Document](#).*

Note: *POC, Team Lead, Director, and Admin users can add/edit/delete. Division Engineers and Prime POCs can view Response and Notification Contacts.*

1. From the [Form 1 page](#), find Task 5, then click the corresponding **Select** link from the **Completion Date** column.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
5	Complete Spill Response and Notification Form	Form 25	6/08/2010	4 days past due	Select

The Completion Date calendar field appears.

2. Click the **Completion Date** drop-down calendar and select the date the task was completed.

Refer to [Using the Calendar Feature](#) for more information.

3. Click the **Update** link.

Click the **Cancel** link to revert to the status of Select in the completion Date column.

If you clicked the **Update** link, the status displays complete.

4. If the date is not correct, you can clear the date field by selecting **Clear**.



The status of task 5 may change to pass due if today's date is past the target date.

Click on any of the following links for procedures and additional information on completing the Spill Response and Notification form.

Maintaining Facility Spill Response Contacts

To add a spill response contact, refer to [Adding a Facility Response Contact](#).

To edit a Spill Response Contact, refer to [Editing a Facility Response Contact](#).

To delete a Spill Response Contact, refer to [Deleting a Facility Response Contact](#).

Task Overview - Completing Task 6

Forms 21 through 26 are provided if the Facility is required to have an SPCC Plan.

Task 3, Form 21 is the Management Certification and Professional Engineer Certification that must be signed by a corporate official and sealed by a Professional Engineer. If the facility stores less than 10,000 gallons of oil and has not had a spill reported to EPA in the past 3 years, it does not require a PE's certification. Once task 3 is completed, form 21 is to be completed and requires two signatures. First, the Division Engineer as the SPCC Management Certification. Second, an NC DOT registered Professional Engineer for the division as the Professional Engineer Certification. The NC DOT registered Professional Engineer may be a Division Engineer, Division POC, or other designee. Refer to [Task Overview - Completing Task 3](#) for more information.

Task 4, requires the completion of Form 22, Certification of the Applicability of the Substantial Harm Criteria. Form 22 is certified concurrently with forms 20 and 21.

SPPP

The Division Engineer or designee will sign the form, refer to [Task Overview - Completing Task 4](#).

Task 5, Form 25, Spill Response and Notification Contacts, refer to [Task Overview - Completing Task 5](#).

Tasks 6 and 14, Forms 23 and 24 will be completed for the monthly and annual inspections, respectively, and will be maintained on-site with the facility's Master Site Plan for at least three years. Refer to [Task Overview - Completing Task 14](#) for more information.



Note: POC, Team Lead, and Admin users can set a completed date for tasks 14, 15, 17 and/or 18. Directors, Division Engineers, and Prime POCs can view the completed date.

1. From the [Tasks Overview - Form 1 page](#), find Task 6, then click the corresponding **Select** link.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
6	Complete SPCC Monthly Site Inspection	Form 23	7/31/2010		Select

The Completion Date calendar field appears.

1/30/2007
Update Cancel

2. Click the **Completion Date** drop-down calendar and select the date the task was completed.

Refer to [Using the Calendar Feature](#) for more information.

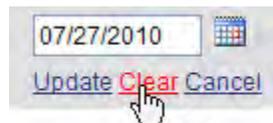
3. Click the **Update** link.

Click the **Cancel** link to revert to the status of Select in the completion Date column.

If you clicked the **Update** link, the status of the selected task is complete.



- If the date is not correct, you can clear the date field by selecting **Clear**.



The status of task 6 may change to pass due if today's date is past the target date.

- Print and sign, if applicable, form 23 and place form in facility's master binder.

Task Overview - Complete Task 7

The following procedures describe how to complete Task 7. These procedures are a continuation of the [Completing Tasks for a Facility](#) procedures.

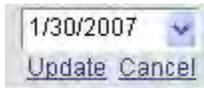


Note: POC, TL and Admin users can set a completed date for this task. Directors, Division Engineers and Prime POCs can view the data.

- From the [Form 1 page](#), find Task 7, then click the corresponding **Select** link from the **Completion Date** column.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
7	Appoint the SPPT members	Form 2	7/31/2010		Select

The Completion Date calendar field appears.



2. Click the **Completion Date** drop-down calendar and select the date the task was completed.

Refer to [Using the Calendar Feature](#) for more information.

3. Click the **Update** link to save.

Click the **Cancel** link to revert to the status of Select in the completion Date column.

If you clicked the **Update** link, the status of the selected task is complete.



4. If the date is not correct, you can clear the date field by selecting **Clear**.



The status of task 7 may change to pass due if today's date is past the target date.

5. Print and sign, if applicable, Form 2 and place form in facility's master binder.

Task Overview - Completing Task 8

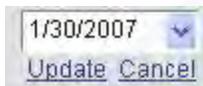
The following procedures describe how to complete Task 8. These procedures are a continuation of the [Completing Tasks for a Facility](#) procedures.



Note: POC, TL and Admin users can set a completed date for this task. Directors, Division Engineers and Prime POCs can view the data.

1. From the [Form 1 page](#), find Task 8, then click the corresponding **Select** link from the **Completion Date** column.

The Completion Date calendar field appears.



2. Click the **Completion Date** drop-down calendar and select the date the task was completed.

Refer to [Using the Calendar Feature](#) for more information.

3. Click the **Update** link to save.

Click the **Cancel** link to revert to the status of Select in the completion Date column.

If you clicked the **Update** link, the status of the selected task is complete.



4. If the date is not correct, you can clear the date field by selecting **Clear**.



The status of task 8 may change to pass due if today's date is past the target date.

- Form 3 should be printed, scanned and uploaded. Refer to completing and uploading [Training Form 3](#) for more information.

Task Overview - Completing Task 9

Task 9 on the Form 1 page allows you to complete the Annual Cycle BMPs on the Annual Cycle BMPs page. This page contains a list of BMPs that must be completed for each facility each year to comply with SPPP standards.



Note: POC and Team Lead users can set a completed date for this task. Directors, Division Engineers and Prime POCs can view the data.

- From the [Form 1 page](#), find Task 9, then click the corresponding **Select** link from the **Completion Date** column.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
9	Complete Annual Cycle BMPs and update Site-Specific BMPs	Annual Cycle BMP	7/31/2010		Select

Table 1: Annual Cycle BMPs appears. Your page may contain different tasks based on your facility.

The screenshot shows a web application interface for 'Annual Cycle BMPs'. At the top, there are dropdown menus for 'Div: 10', 'Fac: Anson County Maintenance Yard', and 'Year: 13 (8/1/2010 to 5/31/2011)'. To the right, it lists 'POC: EXT Barbara Gaultreau' and 'TL: Russel Allen'. Below this is a table titled 'TABLE 1: Annual Cycle BMPs' with the subtitle 'To be funded by Standing Maintenance Fund' and 'Required Baseline Best Management Practice'. The table has columns for 'BMP No.', description, 'BMP Ref.', and 'Completed' (checkbox). The rows are:

BMP No.	Description	BMP Ref.	Completed
12	Reduce use of hazardous materials - select non-toxic and recycled products where feasible	3.2.9a	<input type="checkbox"/>
13	Remove unneeded HAZMATs from Facility (excess inventory and/or expired shelf life)	3.2.9c	<input type="checkbox"/>
14	Remove hazardous wastes from site promptly - dispose properly - do not exceed assigned generator status	3.2.9b	<input type="checkbox"/>
20-1	Ensure that janitorial supplies are stored in the building away from doorways and drains	3.3.6a	<input type="checkbox"/>
21-1	Ensure that janitorial supplies are stored inside building away from doorways and drains	3.3.6a	<input type="checkbox"/>

To complete Task 9, refer to [Maintaining Annual Cycle BMPs](#).

Task Overview - Completing Task 10

Part of the Storm water Pollution Prevention Plan requires semi-annual observances on storm water discharge. The findings from these observances are included on one or more Outfall Observation Reports (Form 17). Each Outfall Observation report records the findings for each pipe or other outfall type that discharges storm water from the facility. Outfalls must be added manually to each new facility before Team Leads can complete Outfall Observation reports. Once facilities contain the appropriate outfall reports, the outfalls are carried over into each new year.

Refer to SPPP/SPCC Template for more information.

There may be facilities that are not required to perform Outfall Observation reports if the facility does not contain an outfall. Also, if weather does not permit Outfall Observations to occur, these reports cannot be completed.



Note: POC, and Team Lead users can maintain outfalls for this task. Directors, Division Engineers and Prime POCs can view outfalls for this task.

1. From the [Form 1 page](#), find task 10, then click the corresponding **Select** link from the **Completion Date** column.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
10	Perform 1st biannual wet weather visual observation of SDOs	1st Form 17	9/30/2010		Select

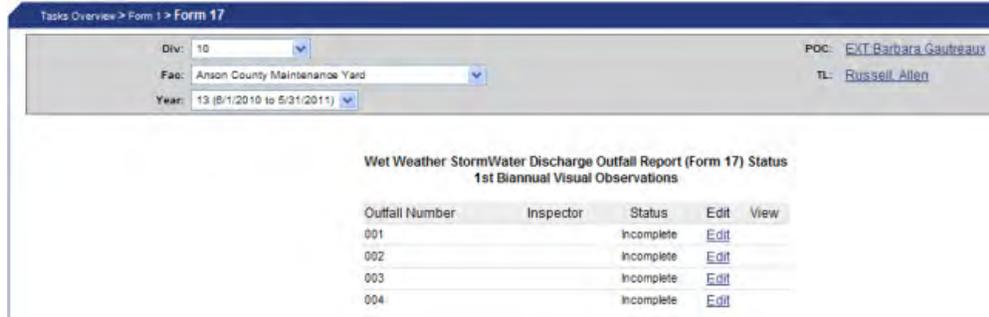


Note: If the facility you selected does not contain any outfalls, the following appears in the Form 1 page.

10 Perform 1st biannual wet weather visual observation of SDOs 1st Form 17 9/30/2010 No Outfalls

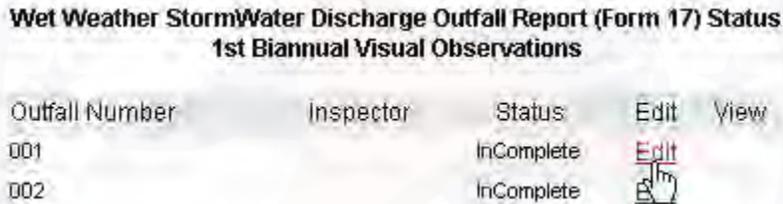
You must create outfalls manually in the Site Administration component before your findings can be entered. Refer to [Adding an Outfall](#) for more information.

The Form 17 page appears. The following image is an example of the Task 5 (Form 17 - first half).



For each outfall report visible, the SPPP/SPCC application displays the outfall identification number, inspector name, and the status of the outfall report (**Complete** or **Incomplete**). You can edit an outfall report when it is complete or incomplete, and view an outfall report when the status is complete.

2. Click the **Edit** link beside the outfall report you want to access.



The Outfall page appears (Form 17).

Other Overview > Form 17 > Outfall > Form 17

Year 3, Fall

Outfall Number: 001

County: Dare

Facility Name: Dare County (Waste) Maintenance Yard

Date: 1/30/2007

Inspector:

Phone:

Receiving Stream: N/A

Outfall Type: 24-inch pipe

Industrial Activities In Drainage Area:

Flow Observation: Flow No Flow

Color: Light Medium Dark

Odor: Faint Normal Strong

Clarity: Scale 1 to 10 (1 = clear)

Floating Solids: Scale 1 to 10 (1 = clear)

Suspended Solids: Scale 1 to 10 (1 = clear)

Foam: No Yes

Oil Sheen: No Yes

Erosion: No Yes

Obvious Indicators of Stormwater Pollution:

NPDES Permit No: NCS000250

Submit Cancel

- Refer to the following procedures and field definitions to complete the Outfall report.

Outfall Number - The number used to identify the outfall. This is the number entered in the Outfall field when creating the outfall from Site Administration.

County - This is the county where the facility is located. The county is assigned to the facility when the facility is created through the Site Administration component.

Facility Name - The name of the facility. The name of the facility is entered when the facility is created through the Site Administration component.

Date - The date the outfall report was conducted/entered. The SPPP/SPCC application automatically populates this field with the current system date, however you can choose a different date.

For more information on navigating in the Calendar feature, refer to [Using the Calendar Feature](#).

Inspector - *This field is required.* The name of the person who inspected the outfall and reported the findings.

Phone - *This field is required.* The number where the inspector can be reached.

Receiving Stream - The name of the stream that the facility outfall flows into.

Outfall Type - The structure or area used to contain the outfall, such as a pipe or ditch.

Industrial Activities in Drainage Area - *This field is required.* Click in this text box and the SPPP/SPCC application automatically populates **No Evidence** in the field. If any industrial activities are operating in the drainage area, clear the entry and enter the necessary data in this field, such as vehicle and equipment maintenance, refueling operations, hazardous material storage, or raw material stockpiles.

Flow Observation - If a flow occurs, select the **Flow** option button, otherwise select the **No Flow** option button. The SPPP application automatically selects the Flow option.

Color - If the flow is colored, select the degree of discoloration by selecting either the **Light**, **Medium**, or **Dark** option button. Then click the **Color** drop-down list and select the color of the flow. The SPPP/SPCC application automatically selects the **None** color option. The SPPP/SPCC application automatically selects the **None** menu option.

Odor - If the flow has an odor, select the level of odor by selecting either the **Faint**, **Normal** or **Strong** option button. Then click the **Odor** drop-down to select type of odor the flow is emitting. The SPPP/SPCC application automatically selects the **None** menu option.

Clarity - On a scale from 1-10, specify how clear the flow is by clicking the **Clarity** drop-down list. The SPPP/SPCC application automatically selects the **1** menu option.

Floating Solids - On a scale from 1 - 10, specify the amount of solids in the flow by clicking the **Floating Solids** drop-down list. The SPPP application automatically selects the **1** menu option.

Suspended Solids - On a scale from 1 - 10, specify the amount of suspended solids (solids that are not flowing with the storm water, such as a solid that is caught, or one that is too heavy to move) within the flow by clicking the **Suspended Solids** drop-down list. The SPPP/SPCC application automatically selects the **1** menu option.

Foam - *This field is required.* If foam is visible in the flow, select the **Yes** option button. If there is no foam visible in the storm water, select the **No** option button.

Oil Sheen - *This field is required.* If an oil sheen is visible in the flow, select the **Yes** option button. If no oil sheen is visible, select the **No** option button.

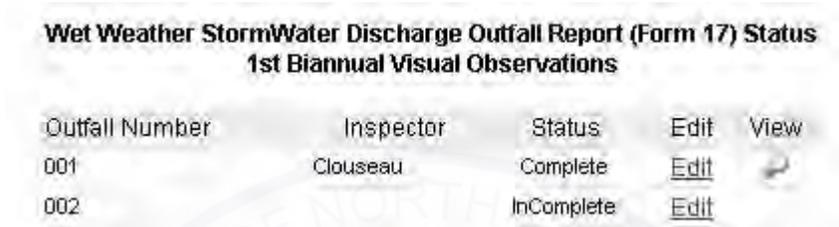
Erosion - *This field is required.* If erosion is visible at the outfall site, select the **Yes** option button. If there is no erosion visible, select the **No** option button.

Obvious Indicators of Storm water Pollution - *This field is required.* Click in this text box and the SPPP/SPCC application automatically populates **No Evidence** in the field. If there are other obvious indicators of storm water pollution visible during this observation, clear this entry and enter your findings in this text box.

NPDES (National Pollutant Discharge Elimination System) Permit No. - The permit identification number that NCDENR DWQ uses to identify the owner/operator of the NPDES permit. NCDOT's NPDES permit number is NCS000250.

- Click the **Submit** button to save your outfall entries to the SPPP/SPCC application.

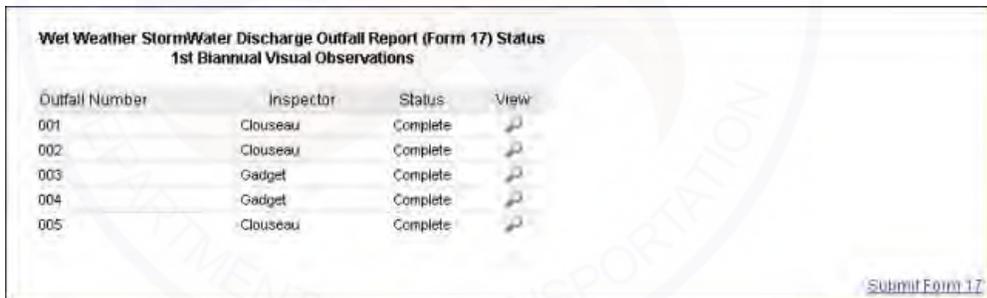
The Form 17 page returns with the entries you submitted.



Outfall Number	Inspector	Status	Edit	View
001	Clouseau	Complete	Edit	
002		InComplete	Edit	

Notice that the Inspector name is visible and the status has been set to complete.

- When you have completed all Outfall Observation reports, the **Submit Form 17** link appears.



Outfall Number	Inspector	Status	View
001	Clouseau	Complete	
002	Clouseau	Complete	
003	Gadget	Complete	
004	Gadget	Complete	
005	Clouseau	Complete	

[Submit Form 17](#)

- To submit your Outfall Observance reports, click the **Submit Form 17** link.

The Outfall Observance reports are submitted.

- To edit the outfall report, click the **Edit** link.



Note: Once Form 17 has been submitted, the outfall reports cannot be edited.

- To view the completed outfall report, click the **View** icon.



Refer to [Viewing Outfall Reports](#) for more information.

Approving the Non-Stormwater Discharge Certification

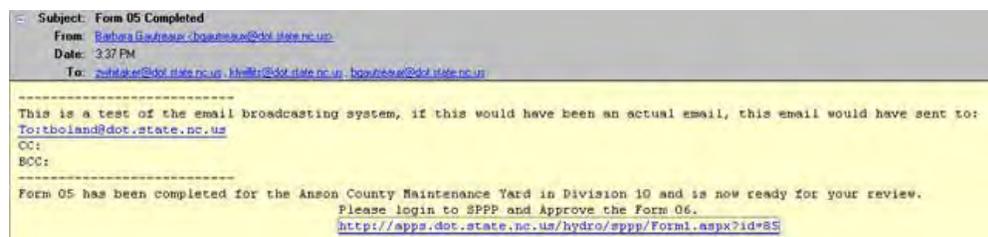
POC (Points of Contact) personnel, Administrators and Directors can approve all Non-Stormwater Discharge Certificates for facilities within their assigned division. When a Team Lead completes a Non-Stormwater Discharge Assessment (Form 5) for their facility and submits the form for approval, the SPPP/SPCC application automatically sends an email to the responsible POC for approval. Refer to the following procedures for more information.



Note: POC, Director and Admin users have the ability to approve the Non-Stormwater Discharge Certification. Team Leads, Division Engineers, and Prime POCs can view and print this certification.

- When a Team Lead clicks the **Submit Form 05** link from the Form 5 page, the SPPP/SPCC application automatically sends you an email notifying you of the pending Non-Stormwater Discharge Assessment. Open the email notification in your email application.

An email message similar to the following appears.



SPPP

2. To view and approve the certificate in the SPPP/SPCC application, click the link within the email message.

The Form 6 page of the SPPP/SPCC application opens for the selected facility.

The screenshot shows the 'Form 6' page of the SPPP/SPCC application. At the top, there are dropdown menus for 'Div' (set to 1), 'Fac' (set to 'Beattie County Maintenance Yard'), and 'Type' (set to 'a (01/1/2006 to 5/31/2007)'). Below this is a table with the following data:

Test Date	Inspector	Outfall	Method(s)	Result	Source
8/29/2006	asb	001	Plan Review	No Evidence	See Site Plan, SPPP Narrative
8/31/2006	asb	001	Visual Inspection	No Evidence	See Site Plan, SPPP Narrative

Below the table, there is a section titled 'CERTIFICATION OF NON-STORMWATER DISCHARGE'. It includes a 'APPROVED:' field with a 'Yes' radio button selected, and a 'Date of Approval' field set to '8/31/2006'. A signature line is present with the name 'Pete' and a 'Submit' button.

3. After reviewing the information, select either the **Yes** or the **No** option button to approve the Non-Stormwater Certification.
4. The SPPP/SPCC application automatically enters your full name in the Name of Person Reviewing/Approving Form 5 field, however, you can edit this entry if necessary.
5. Click the **Date of Approval** drop-down calendar and select the date this certificate was approved. The SPPP/SPCC application automatically populates this field with the current system date.
6. Click the **Submit** button to save your entries.

The Form 1 page appears with Task 16 (*Obtain Non-Stormwater Discharge Certificate*) completed.

Task Overview - Completing Task 11

When the Team Lead has completed site inspections for the specified facility, Task 6 can be completed by entering a completion date. Refer to the following procedures for more information.



Note: POC, Team Lead and Admin users can set a completed date for this task. Directors, Division Engineers and Prime POCs can view this completed date.

1. From the [Form 1 page](#), find Task 11 and click the corresponding **Select** link.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
11	Conduct site inspections	1st Form 19	12/30/2010		Select

The Completion Date calendar field appears.

2. Click the **Completion Date** drop-down calendar and select the date the task was completed.

Refer to [Using the Calendar Feature](#) for more information.

3. Click the **Update** link.

Click the **Cancel** link to revert to the status of Select in the completion Date column.

If you clicked the **Update** link, the status displays complete.

4. If the date is not correct, you can clear the date field by selecting **Clear**.



The status of task 11 may change to pass due if today's date is past the target date.

5. Print and sign, if applicable, Form 19 (1st) and place the form in facility's master binder.

Task Overview - Completing Task 12

Part of the Storm water Pollution Prevention Plan requires semi-annual observances on storm water discharge. The findings from these observances are included on one or more Outfall Observation Reports (Form 17). Each Outfall Observation report records the findings for each pipe or other outfall type that discharges storm water from the facility. Outfalls must be added manually before Team Leads can complete the Outfall Observation reports. Once facilities contain the appropriate outfall reports, the outfalls are carried over into each new year.

There may be facilities that are not required to perform Outfall Observation reports, if the facility does not contain an outfall. Also, if the facility does not receive adequate rainfall to perform Wet Weather Outfall Observations, then these reports cannot be completed.



Note: POC and Team Lead users maintain outfalls for this task. Directors, Division Engineers and Prime POCs can view outfalls.

1. From the [Form 1 page](#), find Task 12, then click the corresponding **Select** link.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
12	Perform 2nd biannual wet weather visual observation of SDOs	2nd Form 17	4/30/2011		Select

Form 17 page appears.

Outfall Number	Inspector	Status	Edit	View
001	Ingramson	Complete	Edit	View
002		Complete	Edit	View
003		InComplete	Edit	
004		InComplete	Edit	
005		InComplete	Edit	

- To edit incomplete Outfalls, refer to [definitions in Task 10](#).
- Print and sign, if applicable, Form 17 (2nd) and place the form in facility's master binder.

Task Overview - Completing Task 13

Team Leads and SPPT members are responsible for completing Task 13, Conducting Comprehensive Facility Compliance Inspection, for SPPP forms 4, 2, and 19.

Refer to the following procedures to complete task 13.



Note: POC, Team Lead and Administrative users can set a completed date for this task. Directors, Division Engineers and Prime POCs can view this completed date.

- From the [Tasks Overview - Form 1 page](#), find Task 13, then click the corresponding **Select** link.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
13	Conduct Comprehensive Facility Compliance Inspection	Form 4 & 2nd Form 19	4/30/2011		Select

The Completion Date calendar field appears.

2. Click the **Completion Date** drop-down calendar and select the date the task was completed.

Refer to [Using the Calendar Feature](#) for more information.

3. Click the **Update** link.

Click the **Cancel** link to revert to the status of Select in the completion Date column.

If you clicked the **Update** link, the status displays complete.



4. If the date is not correct, you can clear the date field by selecting **Clear**.



The status of task 13 may change to pass due if today's date is past the target date.

5. Print and sign, if applicable, Forms 4 and 19 (2nd) and place forms in facility's master binder.

Task Overview - Completing Task 14

Forms 21 through 26 are provided if the Facility is required to have an SPCC Plan.

Task 3, Form 21 is the Management Certification and Professional Engineer Certification that must be signed by a corporate official and sealed by a Professional Engineer. If the facility stores less than 10,000 gallons of oil and has not had a spill reported to EPA in the past 3 years, it does not require a PE's certification. Once

task 3 is completed, form 21 is to be completed and requires two signatures. First, the Division Engineer as the SPCC Management Certification. Second, an NC DOT registered Professional Engineer for the division as the Professional Engineer Certification. The NC DOT registered Professional Engineer may be a Division Engineer, Division POC, or other designee. Refer to [Task Overview - Completing Task 3](#) for more information.

Task 4, requires the completion of Form 22, Certification of the Applicability of the Substantial Harm Criteria. Form 22 is certified concurrently with forms 20 and 21. The Division Engineer or designee will sign the form. Refer to [Task Overview - Completing Task 4](#) for more information.

Task 5, Form 25, Spill Response and Notification Contacts, refer to [Task Overview - Completing Task 5](#).

Tasks 6 and 14, Forms 23 and 24 will be completed for the monthly and annual inspections, respectively, and will be maintained on-site with the facility's Master Site Plan for at least three years. Refer to [Task Overview - Completing Task 6](#) for more information.



Note: POC, Team Lead, and Admin users can set a completed date for tasks 14, 15, 17 and/or 18. Directors, Division Engineers, and Prime POCs can view the completed date.

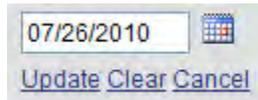
1. From the [Tasks Overview - Form 1 page](#), find Task 14, then click the corresponding **Select** link.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
14	Complete SPCC Annual Site Inspection	Form 24	5/30/2011		Select

The Completion Date calendar field appears.

2.

The Completion Date calendar field appears.



2. Click the **Completion Date** drop-down calendar and select the date the task was completed.

Refer to [Using the Calendar Feature](#) for more information.

3. Click the **Update** link.

Click the **Cancel** link to revert to the status of Select in the completion Date column.

If you clicked the **Update** link, the status displays complete.



4. If the date is not correct, you can clear the date field by selecting **Clear**.



The status of task 14 may change to pass due if today's date is past the target date.

5. Print and sign, if applicable, Form 24 and place form in facility's master binder.

Task Overview - Completing Task 15

Team Leads and SPPT (Stormwater Pollution Prevention Team) members can perform non-stormwater discharge assessments using the Assessment report on Form 5. This allows TLs and SPPTs to monitor, review, test or plan the outfall type/structure according to SPPP regulations. Reports of this nature may be necessary if the annual rainfall does not allow SPPT members to perform their observation outfalls. Form 5 is electronically approved by the Division POC.

Refer to the following procedures for more information.

 **Note:** TLs can maintain a non-stormwater discharge assessment. Division Engineers, POCs, Directors and Prime POCs can view the assessment information.

- 1. From the [Tasks Overview - Form 1 page](#), find Task 15, then click the corresponding **Select** link.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
15	Complete Non-Stormwater Discharge Assessment	Form 5	5/30/2011		Select

The Form 5 page appears.

Tasks Overview > Form 1 > FORM 5

Div: 1 POC: [Rouse, John W](#)
 Fac: [Care County \(Mantec\) Maintenance Yard](#) TL: [Russell, Allen](#)
 Year: 13 (6/1/2010 to 5/31/2011)

Complete the Non-Stormwater Discharge Assessment Form below by listing all non-stormwater discharges at the Facility. For each outfall/drainage basin at the Facility, enter the date of the test/evaluation, inspector name, method(s) used, results of test/evaluation (either a non-stormwater discharge or indicate "No Evidence"), and source of any identified non-stormwater discharge. A separate entry (or row) should be entered for each outfall/drainage basin. For multiple non-stormwater discharges identified within the same outfall/drainage basin, just add a new observation. Please include any "allowable" non-stormwater discharges identified at the facility such as irrigation drainage, uncontaminated groundwater, foundation drains, air-conditioner or air compressor condensate without added chemicals, uncontaminated potable water, and waterline/fire hydrant flushings. See SPPP Section 1.4.6 for complete list of allowable non-stormwater discharges. Examples of unallowable non-stormwater discharges include vehicle and equipment washwater, salt or sediment discharges, building interior floor or sink drains or oil/water separators directly connected to the storm system, or spills of oil or other hazardous substances that discharge to the storm system. Upon completion of Form 5, submit the form to the Division POC for review and approval.

[Submit Form 5](#) [Add New Observation](#)

Test Date	Inspector	Outfall/Drainage Basin	Method(s)	Result	Source	Remove
-----------	-----------	------------------------	-----------	--------	--------	--------

- 2. Click the **Add New Observation** link.

[Add New Observation](#)

The Add Assessment page appears.

Non-Stormwater Discharge Assessment (Form 5)

Test Date: 1/31/2007

Inspector Name: _____

Inspector Phone: _____

OutFall: 001

Method(s):

- Visual Inspection
- Plan Review
- Dry Weather Observation
- Interview
- Flow Test
- Analytical Test

Result: No Evidence

Source: See Site Plan, SPPP Narrative

Submit Cancel

3. Refer to the following field definitions and procedures to complete the Assessment.

Test Date - The date the Non-Stormwater Discharge Assessment was performed. The SPPP/SPCC application automatically populates this field with the current system date.

Inspector Name - Enter the name of the inspector who performed the observation assessment in this field.

Inspector Phone - Enter the phone number where the inspector can be reached in this field.

Outfall - Click the **Outfall** drop-down list to select which outfall was assessed. The list specifies the Outfall IDs. Note: TLs must create a outfall record from the View/Edit Outfall under the Site Administration link. Once an outfall record is created, the TL can select the outfall from the drop-down list and enter the observation data.



Note: *If you do not want the observation associated with an outfall select N/A from the drop-down list.*

Methods - Select any of the check boxes beside the type of assessments that were performed. Choose from the following: **Visual Inspection, Plan Review, Dry Weather Observation, Interview, Flow Test,** and **Analytical Test.**

Result - Enter the results of the assessment(s) in the Result text box. The SPPP/SPCC application automatically populates this text box with **No Evidence**, however you can clear this information to enter other results if necessary.

Source - Describe the source that was used in the assessment. The SPPP/SPCC application automatically populates this text box with **See Site Plan, SPPP Narrative**, however you can clear this information to enter your own source if necessary.

4. Click the **Submit** button to save the information you entered.

The Form 5 page appears.

[Submit Form 5](#) [Add New Observation](#)

Test Date	Inspector	Outfall/Drainage Basin	Method(s)	Result	Source	Remove
7/28/2010	Clouseau	001		No Evidence	See Site Plan, SPPP Narrative	Remove

The assessment you created appears in the Form 5 table.

5. To add another Non-Stormwater Discharge Assessment, click the **Add New Observation** link, then refer to the above instructions.
6. To delete the assessment, refer to Deleting Non-Stormwater Discharge Assessments.
7. To submit Form 5, click the **Submit Form 05** link.

[Submit Form 5](#)



Note: *Once you click the **Submit Form 05** link, you will not be able to add additional observation assessments. The Form 5 page will become a read-only page.*

An email is sent to the appropriate division POC for approval of the Non-Stormwater Discharge Certificate. Once the POC approves this certificate, Task 16 (*Obtain Non-Stormwater Discharge Certification*) on Form 1 will be completed. For more information on the Non-Stormwater Discharge Certification, refer to [Approving the Non-Stormwater Discharge Certification](#).

Task Overview - Completing Task 16

Team Leads and SPPT (Stormwater Pollution Prevention Team) members can perform non-stormwater discharge assessments using the Assessment report on Form 5. This allows TLs and SPPTs to monitor, review, test or plan the outfall type/structure according to SPPP regulations. Reports of this nature may be necessary if the annual rainfall does not allow SPPT members to perform their observation outfalls. Form 6 is electronically approved by the Division POC.

Refer to the following procedures for more information.



Note: TLs can maintain a non-stormwater discharge assessment. Division Engineers, POCs, Directors and Prime POCs can view the assessment information.

1. From the [Tasks Overview - Form 1 page](#), find Task 16, then click the corresponding **Select** link.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
16	Obtain Non-Stormwater Discharge Certification(Requires POC to review Form 5)	Form 6	5/30/2011		Select

The Form 6 page appears.

The screenshot shows the 'Form 6' page with the following details:

- Div: 1
- Fac: Dare County (Mantec) Maintenance Yard
- Year: 13 (01/2010 to 03/2011)
- POC: [Rouse, John W](#)
- TL: [Russell, Allen](#)

Below the form fields, there is a table with columns: Test Date, inspector, Outfall, Methods(s), Result, Source. A message in the center of the table reads: "The Form 06 is not yet available".

Form 6 is not available at this time, this page will be updated once the form is published.

Task Overview - Completing Task 17

Task 17, when Team Leads and SPPT members finish reviewing the Stormwater Pollution Prevention and Spill Prevention, Control and Countermeasure] Plan(s), Team Leads can set this task complete in the Form 1 page of the SPPP/SPCC application. The TL shall complete a review and evaluation of the SPCC Plan at least once every five years using Form 7 for these reviews. If technical changes are made, technical amendments must be included with the Plan, proceed to Task 18 and complete Form 8. If changes were non-technical in nature (e.g., contact name, phone number, container identification number, etc.), then the TL may recertify the Plan and indicate that no technical changes were made at the facility.

Task 18, when Team Leads and SPPT members finish making necessary revisions to the Stormwater Pollution Prevention and Spill Prevention, Control and Countermeasure Plan(s), Team Leads can set this task complete in the Form 1 page of the SPPP/SPCC application. The TL will use Form 8 if any technical amendments are required after the SPPP/SPCC review performed in Task 17. When Form 8 is complete, a Professional Engineer (P.E.) must recertify the Plan. Form 8 is used to document the amendments that have been completed. Technical amendments are changes to the Plan that require engineering and physical modifications or changes to Facility procedures.

Task 2, Team Leads and SPPT members will finish making necessary revisions to the Stormwater Pollution Prevention and Spill Prevention, Control and Countermeasure Plan(s) in the application. Forms 2, 3, 4, 5, 6, 7, 8, 17, and 19 are to be completed, signed if applicable and placed in the facility's Master binder. Once tasks 1 and 7 through 18 are completed, or those that apply to a facility, form 20 is to be completed and signed by the Division Engineers or their designees. A designee may be the POC or someone else.

Refer to the following procedures to enter a completion date for task 17.



Note: POC, Team Lead, and Admin users can set a completed date for this task. Directors, Division Engineers, and Prime POCs can view the completed date.

1. From the [Tasks Overview - Form 1 page](#), find Task 17, then click the corresponding **Select** link.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
17	Review the SPPP/SPCC Plan	Form 7	5/30/2011		Select

The Completion Date calendar field appears.

- Click the **Completion Date** drop-down calendar and select the date the task was completed.

Refer to [Using the Calendar Feature](#) for more information.

3.

- Click the **Update** link.

Click the **Cancel** link to revert to the status of Select in the completion Date column.

If you clicked the **Update** link, the status displays complete.

COMPLETE 1/30/2007

4.

- If the date is not correct, you can clear the date field by selecting **Clear**.



The status of task 17 may change to pass due if today's date is past the target date.

- Print and sign, if applicable, Form 7 and place forms in facility's master binder.

Task Overview - Completing Task 18

Task 17, when Team Leads and SPPT members finish reviewing the Stormwater Pollution Prevention and Spill Prevention, Control and Countermeasure] Plan(s), Team Leads can set this task complete in the Form 1 page of the SPPP/SPCC

application. The TL shall complete a review and evaluation of the SPCC Plan at least once every five years using Form 7 for these reviews. If technical changes are made, technical amendments must be included with the Plan, proceed to Task 18 and complete Form 8. If changes were non-technical in nature (e.g., contact name, phone number, container identification number, etc.), then the TL may recertify the Plan and indicate that no technical changes were made at the facility.

Task 18, when Team Leads and SPPT members finish making necessary revisions to the Stormwater Pollution Prevention and Spill Prevention, Control and Countermeasure Plan(s), Team Leads can set this task complete in the Form 1 page of the SPPP/SPCC application. The TL will use Form 8 if any technical amendments are required after the SPPP/SPCC review performed in Task 17. When Form 8 is complete, a Professional Engineer (P.E.) must recertify the Plan. Form 8 is used to document the amendments that have been completed. Technical amendments are changes to the Plan that require engineering and physical modifications or changes to Facility procedures.

Task 2, Team Leads and SPPT members will finish making necessary revisions to the Stormwater Pollution Prevention and Spill Prevention, Control and Countermeasure Plan(s) in the application. Forms 2, 3, 4, 5, 6, 7, 8, 17, and 19 are to be completed, signed if applicable and placed in the facility's Master binder. Once tasks 1 and 7 - 18 are completed, or those that apply to a facility, form 20 is to be completed and signed by the Division Engineers or their designees. A designee may be the POC or someone else.

Refer to the following procedures to enter a completion date for task 18.

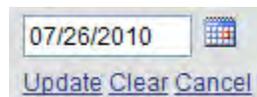


Note: *POC, Team Lead, and Admin users can set a completed date for this task. Directors, Division Engineers, and Prime POCs can view the completed date.*

1. From the [Tasks Overview - Form 1 page](#), find Task 18, then click the corresponding **Select** link.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
18	Make necessary revisions to SPPP/SPCC Plan	Form 8	5/30/2011		Select
	Release accumulated rainwater from exposed secondary containment	Form 18	As Needed	On-Going	
	Complete Significant Spill Report	Form 9	As Needed	On-Going	
	Complete Permit Non-compliance Report	Form 10	As Needed	On-Going	
	Complete Discharge Report to EPA Regional Administrator	Form 26	As Needed	On-Going	

The Completion Date calendar field appears.



2. Click the **Completion Date** drop-down calendar and select the date the task was completed.

Refer to [Using the Calendar Feature](#) for more information.

3. Click the **Update** link.

Click the **Cancel** link to revert to the status of Select in the completion Date column.

If you clicked the **Update** link, the status of the selected task is complete.



4. If the date is not correct, you can clear the date field by selecting **Clear**.



The status of task 18 may change to pass due if today's date is past the target date.

- Print and sign, if applicable, Forms 8, 9, 10, 18 and 26. Place forms in facility's master binder.

Viewing the Task Completion Status

View the percentage of tasks completed by facilities within your assigned division(s) using the Completion Status component. The Task Completion Status page also identifies the responsible division engineer and POC, as well as the ability to view detailed task information.

Refer to the following procedures for more information.



Note: Directors and Admins can access this page.

- Click the **Completion Status** link from the Navigation Bar.



The Task Completion Status page appears.

Task Completion Status					
Div: N/A		POC: N/A			
Fac: N/A		TL: N/A			
Year: Q (6/1/2006 to 5/31/2007)					
Task Summary by Division					
Division	Tasks Completion	Division Engineer	POC		
1	13%	Anthony	Steaker		
2	1%	Ned	John		
3	36%	Allen	Bruce		
4	0%	Ricky	Jimmy		
5	49%	Jon	Joley		
6	0%	Terry	Ken		
7	0%	Mike	Tommy		
8	0%	Timothy	Richard		
9	0%	Pat			
10	16%	Barry	Tim		
11	0%	Michael	Charles		
12	0%	Mike	Reuben		
13	0%	Jay	Kenneth		
14	0%	Joel	Reuben		
Equipment Depot	0%	Orav	Eric		
Ferry	1%		Jing		
Rail	7%	Patrick	Allen		

- To view a summary of Facilities and their Form 1 Tasks for a selected division, click the **View Facilities** icon.

Task Summary by Division

Division	Tasks Completion	Division Engineer	POC
 1	 13%	Anthony	Steaaker
	 1%	Neil	John

The Tasks Overview Page appears. Refer to [Viewing the Tasks Overview Page](#) for more information.

- Refer to the following field definitions and procedures for more information.

Year - Click the year you want to view task summaries by division from the **Year** drop-down list.

Division - Click the **View Facilities** icon to open the Tasks Overview page which contains a list of all the facilities within the selected division and their associated tasks.

Tasks Completion - The bar and percentage number indicate the percentage of tasks that have been completed for the facilities within the associated division.

Division Engineer - The Division Engineer assigned to the associated division. Click the **Division Engineer** link to open an email addressed to the Division Engineer.

POC - The Point of Contact responsible for the associated division. Click the **POC** link to open an email addressed to the POC.

BMPs

Maintaining Annual Cycle BMPs

The Point of Contact (POC) and Team Leader (TL) users are responsible for completing the required annual BMPs (Best Management Practices) for their assigned facility each fiscal year. Each facility contains their own Annual Cycle BMPs based on the facility's needs. The Annual Cycle BMPs page can be accessed by selecting Task (#9) on the [Tasks Overview \(Form 1\) page](#) or Annual Cycle BMPs link on the Main Menu navigation bar.



Note: *Funding for Annual Cycle BMPs is included in your current allocation for Facility funding.*

1. Click the **Annual Cycle BMPs** link from the Navigation Bar.

You may also access this page by clicking Task 9 **Select** link from the [Tasks Overview \(Form 1\) page](#).



The Annual Cycle BMPs page appear for the facility selected.

Tasks Overview > Form 1 > Annual Cycle BMPs

Div: 10 POC: EXT Barbara Gaudreau
 Fac: Anson County Maintenance Yard TL: Russell Allen
 Year: 13 (8/1/2010 to 5/31/2011)

TABLE 1: Annual Cycle BMPs
 To be funded by Standing Maintenance Fund

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Completed
12	Reduce use of hazardous materials - select non-toxic and recycled products where feasible	3.2.9a	<input type="checkbox"/>
13	Remove unneeded HAZMATs from Facility (excess inventory and/or expired shelf life)	3.2.9c	<input type="checkbox"/>
14	Remove hazardous wastes from site promptly - dispose properly - do not exceed assigned generator status	3.2.9b	<input type="checkbox"/>
20-1	Ensure that janitorial supplies are stored in the building away from doorways and drains	3.3.6a	<input type="checkbox"/>
21-1	Ensure that janitorial supplies are stored inside building away from doorways and drains	3.3.6a	<input type="checkbox"/>

- If necessary, you can click the **Div** drop-down list and select the division that contains the facility you want to view, if you have access to more than one division.

Div: 10

- If necessary, you can click the **Fac** drop-down list and select the facility that contains the Annual Cycle BMPs you want to view, if you have access to more than one facility.

Fac: Anson County Maintenance Yard

- If you have access to view more than one year, click the **Year** drop-down list and select the year that contains the Annual Cycle BMPs you want to view.



Note: You can only select (checkmark) completed BMPs when you select the current year. Accessing previous years will provide you with a view-only page.

- If you selected the current year, you can select the **Completed** check box for each corresponding task that is completed in your facility.
- Refer to the following definitions for more information.

Div - The division or department that houses one or more specific facilities. Divisions are accessible based on your user privileges.

Fac - The location where the contaminants/pollutants are stored, such as a maintenance yard, storage yard, fuel station, or terminal.

Year - The fiscal year that in which you want to report completed BMPs or view.

POC - The assigned point of contact for the selected division. Click the POC user name link to open an email addressed to the POC user.

TL - The assigned team lead for the selected facility. Click the TL user name link to open an email addressed to the TL user.

BMP No. - The number assigned to the Best Management Practice (BMP) by the SPPP/SPCC documentation.

Required Baseline Best Management Practice - The description of the required task or BMP.

BMP Ref. - An identification that references the BMP and its associated information. The numeric portion of this references number refers to Section 3 of the SPPP document.

Completed - If you are viewing the current year, you can select the **Completed** check box beside the BMP you want to complete.

Date - The date the BMP was selected as complete. The SPPP/SPCC application automatically populates this date when you select the corresponding **Completed** check box.

7. Click the **Submit** button to save your changes. Note: Your changes will not be saved if you select the web browser back button or any links from the Main Menu.



When you click the **Submit** button, the Form 1 page appears for the selected facility. Once all Annual Cycle BMPs are complete, Task #9 on Form 1 is set to **Complete**.

Task	Task to be Performed	Required Documentation	Target Date	Status	Completion Date
1	Read the SPPP	None	6/08/2006	COMPLETE	8/10/2006
2	Appoint the SPPT members	Form 2	7/30/2006	COMPLETE	1/29/2007
3	Train the SPPT members and personnel on SPPP	Form 3	7/30/2006	COMPLETE	1/29/2007
4	Complete BMP requirements	Annual Cycle BMP	7/30/2006	COMPLETE	1/29/2007

Click the **Cancel** button to access the Form 1 page without saving your changes.

8. If applicable, print and sign the facility's Annual Cycle BMPs. Place the list in facility's master binder.
9. To complete task 10 on Form 1 page, refer to [Task Overview - Completing Task 10](#), Perform 1st biannual wet weather visual observation of SDOs.
10. If the facility you select does not contain any outfalls, complete task 11 on Form 1 page, refer to [Task Overview - Completing Task 11](#), Conduct site inspections.

Viewing Division Funding History

View the history of funds that have been assigned to a selected division. For each division the Division Funding History table displays date the funds were assigned, the amount allocated to the division, and the user who allocated those funds. Refer to the following procedures for more information.



Note: Only Directors and Administrative users can access this page.

1. Click the **BMP Funding (Division)** link from the **BMPs** section of the Navigation Bar.



The BMP Funding by Division page appears.

BMP Funding by Division

This table summarizes the overall completion status for funded BMPs in each Division. To set funding for a specific Division, select the **Edit** icon for that Division in the table on the right. After a Division is funded, the POC is responsible for allocating funds to individual facilities within the Division. To view a Division's Funding History, click on the **Total Cumulative Funding** link in the table for the selected Division. See the **Help** button above for more detailed information on this table.

Division	Funded BMP Completion	Total Funded BMPs	Total Funded BMPs Completed	Total Priority Activity BMPs Completed	Total BMP Cost Estimates	Total Priority Activity BMP Cost Estimates	Fiscal Year Total Cost Funded	Total Cumulative Funding	Total Cost Funded Allocated	Total Priority Activity Cost Funded Allocated
1	0%	1	0	0	\$57,405.00	\$30,075.00	\$0.00	\$11,000.00	\$200.00	\$200.00
2	100%	0	0	0	\$237,800.00	\$17,000.00	\$0.00	\$126,000.00	\$0.00	\$0.00
3	100%	0	0	0	\$374,850.00	\$15,700.00	\$0.00	\$153,700.00	\$0.00	\$0.00
4	100%	0	0	0	\$558,975.00	\$19,300.00	\$0.00	\$38,200.00	\$0.00	\$0.00
5	100%	0	0	0	\$5,250.00	\$5,250.00	\$0.00	\$12,000.00	\$0.00	\$0.00
6	100%	0	0	0	\$143,750.00	\$32,800.00	\$0.00	\$65,000.00	\$0.00	\$0.00
7	87%	15	13	2	\$65,819.00	\$17,000.00	\$0.00	\$148,600.00	\$63,088.00	\$17,000.00
8	100%	3	3	2	\$141,500.00	\$87,200.00	\$0.00	\$195,700.00	\$17,000.00	\$8,000.00
9	100%	0	0	0	\$116,500.00	\$5,100.00	\$0.00	\$11,500.00	\$0.00	\$0.00
10	100%	0	0	0	\$245,515.00	\$54,500.00	\$0.00	\$299,279.00	\$0.00	\$0.00
11	71%	36	27	13	\$1,175,720.00	\$110,360.00	\$0.00	\$220,000.00	\$140,350.00	\$76,260.00
12	100%	0	0	0	\$115,875.00	\$28,315.00	\$0.00	\$160,500.00	\$0.00	\$0.00
13	0%	2	0	0	\$376,192.00	\$98,700.00	\$0.00	\$262,500.00	\$21,000.00	\$20,000.00
14	0%	1	0	0	\$444,974.42	\$167,250.00	\$0.00	\$516,500.00	\$20,000.00	\$0.00
Equipment Depot	100%	0	0	0	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00
Ferry	100%	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rail	100%	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals:		80	43	17	\$4,064,125.42	\$908,350.00	\$8.00	\$2,237,589.00	\$251,649.00	\$123,460.00

- Find the division that contains the funding history you want to view, then click the corresponding **Total Cumulative Funding** link.



The Division Funding History Total Cumulative Funding page appears.

Div: 1	POC: math
Fact: N/A	TL: N/A
Year: 9 (6/1/2006 to 5/31/2007)	

**Division Funding History
Total Cumulative Funding**

Date	Amount	User
6/28/2002 12:00:00 AM	\$100.00	crock
6/28/2002 12:00:00 AM	(\$100.00)	crock
11/1/2002 12:00:00 AM	\$5,000.00	crock
1/30/2003 12:00:00 AM	\$5,000.00	crock
3/21/2006 2:09:05 PM	\$500.00	crock
3/21/2006 2:09:11 PM	\$400.00	peters
3/21/2006 2:11:21 PM	\$200.00	peters
3/21/2006 2:11:44 PM	\$50.00	peters
3/21/2006 2:15:10 PM	\$75.00	peters
3/21/2006 2:16:09 PM	(\$1,025.00)	peters
3/28/2006 3:15:13 PM	(\$180.00)	peters
3/29/2006 7:48:40 AM	\$980.00	abings
2/20/2007 1:16:36 PM	\$1,500.00	kwits
Total Funded to Date:	\$12,500.00	

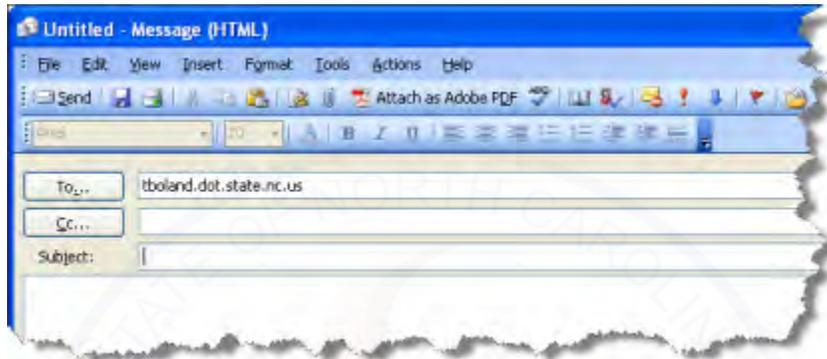
3. To change the division, click the **Div** drop-down list and select the appropriate division.



4. To email the POC responsible for this division, click the **POC** user name link.



An email addressed to the POC appears.



5. Refer to the following fields for more information:

Date - The date and time funding was assigned to the division.

Amount - The amount of funds assigned to the division. Funds that are removed appear in parentheses.

User - The user name of the user who assigned funds to the division.

Total Funded to Date - The total amount of funds assigned to the division. This can include multiple fiscal years.

Maintaining BMP Funding by Facility

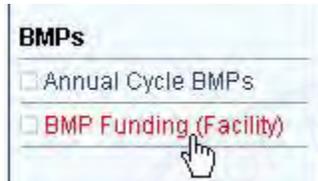
The BMP Funding by Facility feature allows POC users to allocate Division funds to the facilities within that division. The Director must assign Division funding before POCs can allocate funds to their facilities. In addition to funding allocations, the BMP Funding by Facility page displays the completion status of SPPP BMP Implementation for each facility in a selected Division. View the percentage of completed BMP tasks within each facility, the number of total BMPs per facility, completed and incomplete

BMPs, and the estimated and allocated BMP costs. Refer to the following procedures for more information.



Note: POC, Director, and Admin users have access to this page.

1. Click the **BMP Funding (Facility)** link from the Navigation Bar.



The BMP Funding by Facility page appears.

BMP Funding by Facility

Div: 1 POC: Director
Fac: NA TL: NA
Year: NA

Total Cumulative Funding for Division: \$11,700.00

The table below displays the completion status of SPPP BMP Implementation for each facility in this Division. To view the details of BMP Implementation and to allocate funding for a specific facility in the Division, then select the Detail button for that facility. The POC is responsible for allocating funds to the facilities in this Division.

Facility	BMP Completion	Total BMPs	Completed BMPs	InComplete BMPs	Total BMP Cost Estimate	Total Priority Activity Cost Estimates	Total Cost Funded Allocated	Total Priority Activity Cost Funded Allocated
Bertie County Maintenance Yard	37%	30	11	19	\$5,623.00	\$1,300.00	\$450.00	\$300.00
Chowan County Maintenance Yard	90%	29	26	3	\$6,800.00	\$1,400.00	\$6,290.00	\$1,400.00
Currituck County Maintenance Yard	0%	37	0	37	\$0.00	\$0.00	\$0.00	\$0.00
Currituck County Bridge Maintenance Yard	87%	21	14	7	\$0.00	\$0.00	\$0.00	\$0.00
Dare County (Buxton) Maintenance Yard	0%	22	0	22	\$1,200.00	\$1,200.00	\$0.00	\$0.00
Dare County (Marion) Maintenance Yard	0%	41	0	41	\$2,000.00	\$2,000.00	\$0.00	\$0.00
Gates County Maintenance Yard	0%	55	0	55	\$600.00	\$600.00	\$0.00	\$0.00
Hertford County Maintenance Yard	43%	97	42	55	\$3,800.00	\$3,600.00	\$0.00	\$0.00
Hyde County Maintenance Yard	100%	31	31	0	\$0.00	\$0.00	\$0.00	\$0.00
Martin County Maintenance Yard	57%	53	30	23	\$3,000.00	\$3,000.00	\$0.00	\$0.00
Northampton County Maintenance Yard	0%	50	0	50	\$6,000.00	\$6,000.00	\$0.00	\$0.00
Pasquotank County Maintenance Yard	0%	73	0	73	\$4,200.00	\$4,200.00	\$0.00	\$0.00
Perquimans County Maintenance Yard	0%	60	0	60	\$1,400.00	\$1,400.00	\$0.00	\$0.00
Washington County (Creswell) Maintenance Yard	85%	52	44	8	\$2,155.00	\$875.00	\$0.00	\$0.00
Washington County (Plymouth) Maintenance Yard	58%	45	26	19	\$2,600.00	\$1,500.00	\$0.00	\$0.00
Hertford County Ferry Terminal	0%	11	0	11	\$6,000.00	\$3,700.00	\$0.00	\$0.00
Hyde County Storage Yard	0%	12	0	12	\$0.00	\$0.00	\$0.00	\$0.00
Martin County Fuel Station	80%	10	8	2	\$15,000.00	\$0.00	\$0.00	\$0.00
Martin County Truck Shed	100%	6	6	0	\$0.00	\$0.00	\$0.00	\$0.00
Sah Souci Ferry Terminal	0%	7	0	7	\$1,400.00	\$0.00	\$0.00	\$0.00
Washington County Asphalt Plant	85%	27	23	4	\$1,250.00	\$0.00	\$0.00	\$0.00
Totals		789	275	514	\$82,828.00	\$38,775.00	\$6,748.00	\$1,700.00

2. If you have access to more than one division, click the **Div** drop-down list to select the division that contains the facility information you want to view.

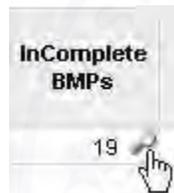


3. To view completed or not applicable BMP tasks for a selected facility, and to apply estimated costs and completion dates, click the **Completed BMPs** icon.



Refer to [Maintaining Complete BMPs](#) for more information.

4. To view incomplete BMP tasks for a selected facility, and to apply estimated costs and completion dates, click the **InComplete BMPs** icon.



Refer to [Maintaining Incomplete BMPs](#) for more information.

5. Refer to the following field definitions and procedures for more information.

Div - Click the **Div** drop-down list to select the division that contains the facility you want to view. Divisions are accessible based on your user privileges.

POC - The Point of Contact responsible for the division that contains the selected facility. Click the **POC name** link to open an email addressed to the POC.

TL - The Team Lead responsible for the selected facility. Click the **TL name** link to open an email addressed to the Team Lead.

Total Cumulative Funding for Division - The total amount of funding allocated to the selected division by the POC responsible for the division.

Funding for divisions are entered in the BMP Funding by Division component. Refer to [Maintaining BMP Funding by Division](#) for more information.

Facility - The name of the facility assigned to the selected division.

BMP Completion - The percentage of completed BMP tasks for a specific facility. The BMP Completion column provides a bar graph as well as a numeric percentage.

Total BMPs - The total number of BMPs assigned to the selected facility.

Completed BMPs - The number of Best Management Practices that have been completed for the selected facility. Click the **Completed BMPs** icon to view BMP information and enter BMP funding costs.

Incomplete BMPs - The number of Best Management Practices that have not been completed for the selected facility. Click the **Incomplete BMPs** icon to view BMP information and enter BMP funding costs.

Total BMP Cost Estimate - The estimated costs for each complete and incomplete task within the facility. The Total BMP Cost Estimate is calculated by adding the **Cost Estimate** column for both the Incomplete and Complete BMPs.

Total Priority Activity Cost Estimates - The total dollar amount estimated by the Team Lead for all BMP tasks that are marked Priority Activity to be completed within a facility.

Total Cost Funded Allocated - The total costs funded for all BMP tasks within a facility. This is calculated by adding the Cost Funded column for both complete and incomplete BMPs.

Total Priority Activity Cost Funded Allocated - The total costs funded for Priority Activity tasks within a facility. This is calculated by adding the Cost

Funded column for each complete and incomplete BMP task that has been marked as a priority activity.

Maintaining BMP Funding by Division

The BMP Funding by Division page allows Directors to assign division funding for the fiscal year. Once funding is assigned to a division, POCs can allocate those funds to specific facilities in the [BMP Funding by Facility](#) feature. This page also provides users with additional information for each division, such as the percentage of BMPs that receives funding, the number of BMPs that received funding, and the number of funded BMPs that have been completed.

Refer to the following procedures for more information.



Note: *Directors and Admins are the only users who have access to this page.*

1. Click the **BMP Funding (Division)** link from the **BMPs** section of the Navigation Bar.



The BMP Funding by Division page appears.

BMP Funding by Division

This table summarizes the overall completion status for funded BMPs in each Division. To set funding for a specific Division, select the **Edit** icon for that Division in the table on the right. After a Division is funded, the POC is responsible for allocating funds to individual facilities within the Division. To view a Division's Funding History, click on the Total Cumulative Funding link in the table for the selected Division. See the **Help** button above for more detailed information on this table.

Division	Funded BMP Completion	Total Funded BMPs	Total Funded BMPs Completed	Total Priority Activity BMPs Completed	Total BMP Cost Estimates	Total Priority Activity BMP Cost Estimates	Fiscal Year Total Cost Funded	Total Cumulative Funding	Total Cost Funded Allocated	Total Priority Activity Cost Funded Allocated
1	0%	1	0	0	\$57,405.00	\$30,075.00	\$0.00	\$11,000.00	\$200.00	\$200.00
2	100%	0	0	0	\$237,800.00	\$17,000.00	\$0.00	\$126,000.00	\$0.00	\$0.00
3	100%	0	0	0	\$374,850.00	\$15,700.00	\$0.00	\$157,700.00	\$0.00	\$0.00
4	100%	0	0	0	\$558,975.00	\$19,300.00	\$0.00	\$38,200.00	\$0.00	\$0.00
5	100%	0	0	0	\$5,250.00	\$5,250.00	\$0.00	\$12,000.00	\$0.00	\$0.00
6	100%	0	0	0	\$143,750.00	\$32,800.00	\$0.00	\$95,000.00	\$0.00	\$0.00
7	67%	15	13	2	\$65,819.00	\$17,000.00	\$0.00	\$144,600.00	\$63,059.00	\$17,000.00
8	100%	3	3	2	\$141,500.00	\$97,200.00	\$0.00	\$185,700.00	\$17,000.00	\$8,000.00
9	100%	0	0	0	\$118,500.00	\$5,100.00	\$0.00	\$41,500.00	\$0.00	\$0.00
10	100%	0	0	0	\$245,515.00	\$54,500.00	\$0.00	\$299,279.00	\$0.00	\$0.00
11	71%	36	27	13	\$1,175,720.00	\$110,360.00	\$0.00	\$220,000.00	\$140,350.00	\$76,260.00
12	100%	0	0	0	\$115,875.00	\$28,315.00	\$0.00	\$160,500.00	\$0.00	\$0.00
13	0%	2	0	0	\$378,192.00	\$309,700.00	\$0.00	\$267,500.00	\$21,000.00	\$20,000.00
14	0%	1	0	0	\$444,974.42	\$187,250.00	\$0.00	\$516,500.00	\$20,000.00	\$0.00
Equipment Depot	100%	0	0	0	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00
Ferry	100%	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rail	100%	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals:	72%	89	43	17	\$4,064,125.42	\$908,358.00	\$0.00	\$2,237,589.00	\$261,649.00	\$123,460.00

- To assign funding for a division, find the division you want to fund, then click the corresponding **Edit** icon.



The Fiscal year Total Cost Funded field appears.

Division	Funded BMP Completion	Total Funded BMPs	Total Funded BMPs Completed	Total Priority Activity BMPs Completed	Total BMP Cost Estimates	Total Priority Activity BMP Cost Estimates	Fiscal Year Total Cost Funded	Total Cumulative Funding	Total Cost Funded Allocated	Total Priority Activity Cost Funded Allocated
1	0%	1	0	0	\$57,405.00	\$30,075.00	\$12,500.00	\$11,000.00	\$200.00	\$200.00

- Enter the amount you want to fund the selected division for the fiscal year in the Fiscal Year Total Cost Funded field.
- Click the **Update** link to save the amount you entered, or click the **Cancel** link to discard the amount you entered.
- To view the funding history for a division, refer to [Viewing Division Funding History](#).

6. Refer to the following fields for more information:

Division - The name of the division that contains one or more facilities within the state of North Carolina.

Funded BMP Completion - The percentage of BMPs within a division that have been completed. Each division percentage is shown in a bar graph and a numeric value.

Total Funded BMPs - The total number of facility BMPs within a division that have been funded.

Total Funded BMPs Completed - The total number of funded facility BMPs within a division that have been completed.

Total Priority Activity BMPs Completed - The total number of priority activity BMPs within a division that have been completed. Priority Activity BMPs are BMPs that should be completed before other BMPs because of their higher priority.

Total BMP Cost Estimates - The total amount of cost estimates for facility BMPs within a division. Cost estimates are maintained in the Incomplete BMPs and Complete BMPs pages. Refer to [Maintaining Incomplete BMPs](#) and [Maintaining Complete BMPs](#) for more information on estimating costs for facility BMPs.

Total Priority Activity BMP Cost Estimates - The total amount of cost estimates for priority activity BMPs within a division. Priority activity BMPs are specified in the Complete and Incomplete BMPs pages. Refer to [Maintaining Incomplete BMPs](#) and [Maintaining Complete BMPs](#) for more information on identifying facility priority activity BMPs.

Fiscal Year Total Cost Funded - The total amount allocated to a division for the fiscal year. Directors are responsible for assigning division funds.

Total Cumulative Funding - The total amount of funding a division has received (this can be over several fiscal years). Click the **Total Cumulative Funding** link to view a history of funding for a selected division. Refer to [Viewing Division Funding History](#) for more information.

Total Cost Funded Allocated - The total amount of funds assigned to a division that has been allocated to one or more facilities within that division. Facility allocation of funds is entered in the Complete and Incomplete BMPs pages by the appropriate POC. Refer to [Maintaining Incomplete BMPs](#) and [Maintaining Complete BMPs](#) for more information.

Total Priority Activity Cost Funded Allocated - The total amount of division funds that has been allocated to one or more facility priority activity BMPs within that division. Facility allocation of funds is entered in the Complete and Incomplete BMPs pages by the appropriate POC. Refer to [Maintaining Incomplete BMPs](#) and [Maintaining Complete BMPs](#) for more information.

Viewing the Status of BMPs Per Division

The BMP Implementation Division Status page allows Directors and Administrators to view the number of Completed BMPs in a division. Each division contains a BMP Completion bar graph and percentage, the total number of BMPs requiring completion, the total number of completed BMPs, and the Division Engineer and POC responsible for each division. Refer to the following procedures for more information.



Note: Only Director and Admin users have access to this page.

1. Click the **Division Status** link from the **BMPs** section on the Navigation Bar.



The BMP Implementation Division Status page appears.

Division Status

BMP Implementation Division Status

This table summarizes the overall completion status for SPPP BMP implementation in each Division.
To contact the Division Engineer or POC, click on their name in the table.

Division	BMP Completion	Total BMPs	Total BMPs Completed	Division Engineer	POC
1	 35%	787	276	Anthony	Sterling
2	 41%	540	223	Neil	John
3	 69%	431	296	Allen	Erica
4	 29%	358	104	Rickie	Jimmy
5	 45%	341	155	Jon	Joey
6	 38%	321	121	Terry	Ken
7	 97%	355	343	Mike	Tommy
8	 74%	485	365	Timothy	Richard
9	 65%	323	209	Pat	
10	 77%	283	227	Barry	Tim
11	 71%	526	373	Michael	Charles
12	 68%	403	274	Mike	Reuben
13	 49%	622	305	Jav	Kenneth
14	 54%	650	353	Joel	Reuben
Equipment Depot	 0%	73	0	Drew	Eric
Sub Totals	 56%	6518	3624		
Ferry	 14%	213	29		Joe Owens
Rail	 0%	21	0	Patrick B. Simmons	Allan Paul
Totals	 54%	6752	3653		

2. Click the **Division Engineer** or **POC** name link to open an email addressed to the selected Division Engineer or POC.
3. Refer to the following field definitions for more information.

Division - The number or name that uniquely identifies an area within the state that contains one or more facilities.

BMP Completion - A percentage and bar graph that indicates the number of BMPs that were completed out of the total number of BMPs assigned to facilities within a specific division.

Total BMPs - The total number of BMPs assigned to facilities within a specific division.

Total BMPs Completed - The total number of BMPs that were completed by one or more facilities within a division.

Division Engineer - The Division Engineer responsible for the specified division. Click the Division Engineer link to open an email assigned to the selected Division Engineer.

POC - The Point of Contact responsible for one or more facilities within the specified division. Click the POC link to open an email assigned to the selected POC.

Incomplete BMPs

Maintaining Incomplete BMPs

The Incomplete BMPs page displays site-specific Best Management Practices (BMPs) that have not been completed by the selected facility. POCs and Team Leads at a facility are responsible for entering a BMP cost estimate, updating BMPs as they are completed, or specifying whether the BMP is not applicable for the selected facility. POC personnel use this page to approve cost estimates and to enter the allowable funding for each applicable BMP.

Refer to the following procedures and field definitions for more information.



Note: *POC, Team Lead, Prime POCs and Admin users have the ability to edit this page. Directors and Division Engineers can view this page.*

1. Click the **Incomplete BMPs** in the **BMPs** section of the Navigation Bar.



The Display of Incomplete/Applicable SPPPs/SPCCs BMPs page appears.

Display of Incomplete/ Applicable SPPP BMPs

The status of SPPP BMPs updated by Team Leaders may be reviewed and edited by the POC or designated personnel. This includes making edits to the Cost Estimate column for BMPs requiring costs that have not yet been completed. The POC is responsible for updating the Cost Funded column in Table 2 to designate which BMPs will be funded. See the **Help** button above for detailed instructions on this table.

Total Funding Allocated for facility BMPs: (\$12,000)

BMP No.	Required Best Management Practice	BMP Ref.	Priority	Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded
14-1	Plug floor drain in Building 14	33.9b	Yes			<input type="checkbox"/>	\$2,000.00	\$0.00
6-7	Provide secondary containment for AST-3	33.8b	Yes				\$16.00	(\$12.00)
750	Test and log trip to all facilities	28.54g	Yes				\$75.00	(\$1.00)
00	Place drip pans under leaking vented equipment	32.7g	No				\$0.00	\$0.00
10	Remove excess scrap metals, tools parts and empty drums exposed to precipitation	3.20f	No				\$0.00	\$0.00
10-1	Ensure that personnel have access to a centrally located standard spill kit	3.3.2k	No				\$0.00	\$0.00
10-2	Provide secondary containment for drums of approval releasing agent stored in Building 10	4.3.3p	No				\$0.00	\$0.00

- Click the **Div** drop-down list to select the division that contains the facility you want to view.

Div:

- Click the **Fac** drop-down list to select the facility that contains the Incomplete BMPs you want to view.

Fac:

- Click the **Year** drop-down list to select the fiscal year that contains the Incomplete BMPs you want to view. Note that you can only edit information in the current year.

Year:

The BMP information for the selected facility appears in the table.

- Refer to the following procedures to update an Incomplete BMP:

- [Setting an Incomplete BMP Completion Date](#)
- [Setting an Incomplete BMP as Not Applicable](#)
- [Estimating the Cost of an Incomplete BMP](#)
- [Funding the Cost of an Incomplete BMP](#)

6. Refer to the following field definitions and procedures for more information.

POC - The POC responsible for approving cost estimates for Incomplete BMPs, as well as entering the cost funded for each BMP on this page. Click the POC user name link to open an email addressed to the selected POC.

TL - The Team Leader that is responsible for updating Incomplete BMPs as completed, not applicable, and entering BMP estimated costs. Click the TL user name to open an email addressed to the selected Team Lead.

Print - Click the **Print** link to print the Display of Incomplete/Applicable SPPP BMPs page. Refer to [Printing Incomplete BMPs](#) for more information.



BMP No. - The number assigned to the Best Management Practice (BMP) by the SPPP documentation.

Required Baseline Best Management Practice - A description of the site-specific BMP.

BMP Ref. - An identification that references the BMP and its associated information. The numeric portion of this references number refers to Section 3 of the SPPP document.

Priority Activity - If **Yes** appears in this column, the associated BMP is classified as a Priority Activity BMP. If **No** appears in this field, the BMP is not a Priority Activity. BMPs that are specified as a Priority Activity should be completed prior to those BMPs that do not contain a Priority Activity.

Not Applicable - If the site-specific BMP does not apply to the selected facility, POCs and Team Lead can select the **Not Applicable** check box to remove the selected BMP from the list of Incomplete BMPs. When the **Not**

Applicable check box is selected for a BMP, the BMP is removed from the Incomplete BMPs page and added to the Completed BMPs page. For more information on the Completed BMPs page, refer to [Maintaining Complete BMPs](#). Refer to [Setting an Incomplete BMP as Not Applicable](#) for procedures.

Cost Estimate - The estimated dollar amount required to complete a selected Incomplete BMP. Team Leads are responsible for entering this amount for each BMP. Refer to [Estimating the Cost of an Incomplete BMP](#) for procedures.

Cost Funded - The allowable dollar amount that is funded for each Incomplete BMP. POC users are responsible for entering this amount for each BMP. Refer to [Funding the Cost of an Incomplete BMP](#) for more information.

Update/Cancel Icon - Click the **Update/Cancel** icon to maintain a selected Incomplete BMP. You can set a completion date, remove the BMP as Not Applicable, enter a cost estimate or a cost funded amount. Refer to the following links for procedures:

[Estimating the Cost of an Incomplete BMP](#)

[Funding the Cost of an Incomplete BMP](#)

[Setting an Incomplete BMP as Not Applicable](#)

[Setting an Incomplete BMP Completion Date](#)

Estimating the Cost of an Incomplete BMP

Team Leads are responsible for entering an estimated cost for each Incomplete BMP (Best Management Practice) within their facility. Refer to the following procedures for more information.

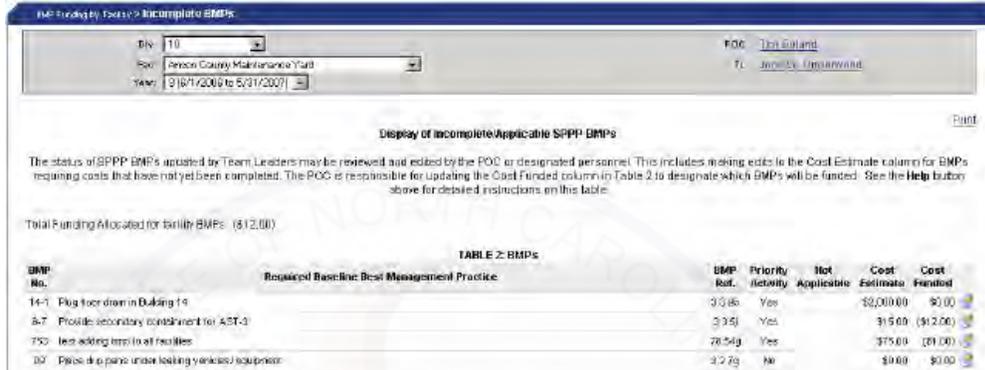


Note: *POC, Team Lead, Prime POCs, and Admin users have the ability to edit this page. Directors and Division Engineers can view this page.*

1. Click the **Incomplete BMPs** link from the **BMPs** section of the Navigation Bar.



The Display of Incomplete/Applicable SPPP BMPs page appears.



2. Select the appropriate division, facility and year, if necessary. Refer to procedures 2 - 4 of [Selecting a Facility](#) for procedures, then return to these procedures to continue updating the **Cost Estimate** field.
3. Find the BMP you want to edit, then click the corresponding **Update/Cancel** icon.



The Completed Date, Not Applicable, Cost Estimate and Cost Funded fields appear.

4. Enter the **Estimated Dollar Amount** needed to complete the selected BMP in the **Cost Estimate** field.
5. Click the **Update** link.

The estimated cost appears in the Estimated Cost column for the selected BMP.

6. If you do not want to save your changes, click the **Cancel** link.

Funding the Cost of an Incomplete BMP

POC personnel are responsible for entering a funded cost for each Incomplete BMP (Best Management Practice) within their facilities.

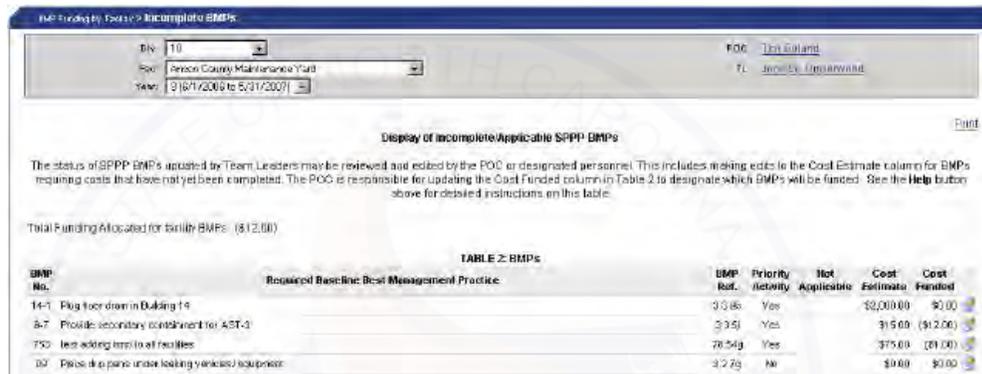
Refer to the following procedures for more information.

 **Note:** POC, Team Lead, Prime POCs, and Admin users have the ability to edit this page. Directors and Division Engineers can view this page.

1. Click the **Incomplete BMPs** link from the **BMPs** section of the Navigation Bar.



The Display of Incomplete/Applicable SPPP BMPs page appears.



2. Select the appropriate division, facility and year. Refer to procedures 2 - 4 of [Selecting a Facility](#) for procedures, then return to these procedures to continue updating the Cost Funded field.
3. Find the BMP you want to edit, then click the corresponding **Update/Cancel** icon.



The Completed Date, Not Applicable, Cost Estimate and Cost Funded fields appear.

4. Enter the **Allowable Dollar Amount** for the selected BMP in the **Cost Funded** field.
5. Click the **Update** link.

The funded amount appears in the **Cost Funded** column for the selected BMP.

6. If you do not want to save your changes, click the **Cancel** link.

Setting an Incomplete BMP as Not Applicable

Team Leads and POCs are responsible for determining which site-specific BMPs are not applicable to their facility. Refer to the following procedures to learn how to remove Incomplete BMPs that are not applicable to the selected facility.

Note: POC, Team Lead, Prime POCs, and Admin users have the ability to edit this page. Directors and Division Engineers can view this page.

1. Click the **Incomplete BMPs** link from the **BMPs** section of the Navigation Bar.



The Display of Incomplete/Applicable SPPP BMPs page appears.

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Priority	Not Applicable	Cost Estimate	Cost Funded
14-1	Plug floor drain in Building 14	3345	Yes		\$2,000.00	\$0.00
6-7	Provide secondary containment for AST-3	3353	Yes		\$15.00	(\$12.00)
750	Keep adding items to all facilities	28549	Yes		\$75.00	(\$9.00)
00	Place all pipes under leaking vehicles/leakage	3279	No		\$0.00	\$0.00

2. Select the appropriate division, facility and year. Refer to procedures 2 - 4 of [Selecting a Facility](#) for procedures, then return to these procedures to continue updating the Cost Funded field.
3. Find the BMP you want to edit, then click the corresponding **Update/Cancel** icon.



The Completed Date, Not Applicable, Cost Estimate and Cost Funded fields appear.

BMP Funding by Facility > Incomplete BMPs

Facility: 10
 Project: Anson County Maintenance Yard
 Year: 3/6/17/2006 to 6/30/2007

POC: Tim Bellamy
 TO: Anna M. Underwood

Display of Incomplete/Applicable SPPP BMPs

The status of SPPP BMPs updated by Team Leaders may be reviewed and edited by the POC or designated personnel. This includes making edits to the Cost Estimate column for BMPs requiring costs that have not yet been completed. The POC is responsible for updating the Cost Funded column in Table 2 to designate which BMPs will be funded. See the Help button above for detailed instructions on this table.

Total Funding Allocated for facility BMPs: (\$12,000)

BMP No.		Required Baseline Best Management Practice	BMP Ref.	Priority Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded
14-1		Plug floor drain in Building 14	3.3.8b	Yes		<input type="checkbox"/>	\$2,000.00	\$0.00
6-7		Provide secondary containment for AST-3	3.3.8b	Yes		<input type="checkbox"/>	\$16.00	(\$12.00)
750		Test and tag trip to all facilities	28.54g	Yes		<input type="checkbox"/>	\$75.00	(\$1.00)
09		Place drip pans under leaking vehicles/equipment	3.2.7g	No		<input type="checkbox"/>	\$0.00	\$0.00
10		Remove excess scrap metal, scrap parts and empty drums exposed to precipitation	3.2.8f	No		<input type="checkbox"/>	\$0.00	\$0.00
10-1		Ensure that personnel have access to a centrally located standard spill kit	3.3.28	No		<input type="checkbox"/>	\$0.00	\$0.00
10-2		Provide secondary containment for drums of approved releasing agent stored in Building 10	3.3.30	No		<input type="checkbox"/>	\$0.00	\$0.00

- To remove the selected Incomplete BMP from this page as not applicable, select the **Not Applicable** check box.
- Click the **Update** link to save your change. If you do not want to save your change, click the **Cancel** link.

BMP No.		Required Baseline Best Management Practice	BMP Ref.	Priority Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded
10		Remove excess scrap metal, scrap parts and empty drums exposed to precipitation	3.2.8f	No		<input checked="" type="checkbox"/>	\$0.00	\$0.00

Update Cancel

The selected BMP is removed from the Display of Incomplete/Applicable SPPP BMPs page.

- To view the BMP you selected as not applicable, click the Completed BMPs link from the **BMPs** section of the **Main Menu** navigation bar.

BMPs

- Incomplete BMPs
- Completed BMPs
- Division Status

The Completed/Not Applicable BMPs page appears.

Table 3: Completed/Not Applicable BMPs

BMP No.		Required Baseline Best Management Practice	BMP Ref.	Priority Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded
2-13		Construct and use wash pad that does not discharge directly to stormwater drainage system or do not wash distributors on-site	3.3.3a	Yes		<input checked="" type="checkbox"/>	\$1,000.00	\$150.00
2-7		Construct and use vehicle wash pad that does not discharge directly to stormwater drainage system or do not wash vehicles on-site	3.3.3a	Yes	1/30/2007	<input checked="" type="checkbox"/>	\$150.00	\$150.00
09		Place drip pans under leaking vehicles/equipment	3.2.7g	No	1/23/2007	<input checked="" type="checkbox"/>	\$150.00	\$150.00
10		Remove excess scrap metal, scrap parts and empty drums exposed to precipitation	3.2.8f	No		<input checked="" type="checkbox"/>	\$0.00	\$0.00

- To learn more about the Completed/Not Applicable BMPs page, refer to [Maintaining Complete BMPs](#).

Setting an Incomplete BMP Completion Date

Team Leads are responsible for completing each Incomplete BMP (Best Management Practice) within their facility. Refer to the following procedures for more information.



Note: POC, Team Lead, Prime POCs, and Admin users have the ability to edit this page. Directors and Division Engineers can view this page.

- Click the **Incomplete BMPs** link from the **BMPs** section of the Navigation Bar.



The Display of Incomplete/Applicable SPPP BMPs page appears.

BMP No.	Required Baseline Best Management Practice	BMP Est.	Priority	Not Applicable	Cost Estimate	Cost Funded
14-1	Plug floor drain in Building 14	33.86	Yes		\$0.00	\$0.00
8-7	Provide secondary containment for AST-3	33.51	Yes		\$15.00	(\$12.00)
750	Test sump pump in all facilities	28.54	Yes		\$75.00	(\$9.00)
02	Discard papers under leaking vehicles/equipment	4.27	No		\$0.00	\$0.00

- Select the **Appropriate Division, Facility** and **Year**. Refer to procedures 2 - 4 of [Selecting a Facility](#) for procedures, then return to these procedures to continue updating the Cost Funded field.
- Find the **BMP** you want to edit, then click the corresponding **Update/Cancel** icon.



The Completed Date, Not Applicable, Cost Estimate and Cost Funded fields appear.

BMP Funding by Facility > Incomplete BMPs

City: 10 POC: Tim Dillans
 Facility: Anson County Maintenance Yard TO: amn@ncdot.gov
 View: 3/16/17/2006 to 5/31/2007

Display of Incomplete/Applicable SPPP BMPs

The status of SPPP BMPs updated by Team Leaders may be reviewed and edited by the POC or designated personnel. This includes making edits to the Cost Estimate column for BMPs requiring costs that have not yet been completed. The POC is responsible for updating the Cost Funded column in Table 2 to designate which BMPs will be funded. See the Help button above for detailed instructions on this table.

Total Funding Allocated for facility BMPs: (\$12,000)

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Priority Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded	
14-1	Plug floor drain in Building 14	3.3.8b	Yes		<input type="checkbox"/>	\$2,000.00	\$0.00	Update Cancel
6-7	Provide secondary containment for AST-3	3.3.8	Yes		<input type="checkbox"/>	\$16.00	(\$12.00)	Update Cancel
7-9	Test leaking trap to all facilities	2.0.54g	Yes		<input type="checkbox"/>	\$25.00	(\$11.00)	Update Cancel
8-9	Place drip pans under leaking vented equipment	3.2.7e	No		<input type="checkbox"/>	\$0.00	\$0.00	Update Cancel
10	Remove excess scrap metals, tools or parts and empty if used exposed to precipitation	3.2.8f	No		<input type="checkbox"/>	\$0.00	\$0.00	Update Cancel
10-1	Ensure that personnel have access to a centrally located standard spill kit	3.3.26	No		<input type="checkbox"/>	\$0.00	\$0.00	Update Cancel
10-2	Provide secondary containment for drums of acrylonitrile butadiene styrene stored in Building 10	3.3.30	No		<input type="checkbox"/>	\$0.00	\$0.00	Update Cancel

- Click the **Completed Date** drop-down list under the **Completed Date** column, and select the date the BMP was completed by SPPT members.
- Click the **Update** link to save your change. If you do not want to save your change, click the **Cancel** link.

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Priority Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded	
11	Cover open-topped scrap metal bins, dumpsters and recycle bins exposed to precipitation	3.2.6i	No	04/22/07	<input type="checkbox"/>	\$0.00	\$0.00	Update Cancel

The selected BMP is removed from the list of Incomplete BMPs on this page, and added to the list of Completed BMPs.

- To view the BMP you completed, click the **Completed BMPs** link from the **BMPs** section of the **Main Menu** navigation bar.



The Completed/Not Applicable BMPs page appears.

Table 3: Completed/ Not Applicable BMPs

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Priority Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded
2-13	Construct and use wash pad that does not discharge directly to stormwater drainage system or do not wash Distributors on-site	3.3.3a	Yes	2/12/2007	<input checked="" type="checkbox"/>	\$1,000.00	\$150.00
2-7	Construct and use vehicle wash pad that does not discharge directly to stormwater drainage system or do not wash vehicles on-site	3.3.3a	Yes	1/30/2007	<input checked="" type="checkbox"/>	\$150.00	\$150.00
10	Remove excess scrap metals, scrap parts and empty drums exposed to precipitation	3.2.6f	No		<input checked="" type="checkbox"/>	\$0.00	\$0.00
11	Cover open-topped scrap materials, dumpsters and recycle bins exposed to precipitation	3.2.8	No	2/22/2007	<input checked="" type="checkbox"/>	\$0.00	\$0.00

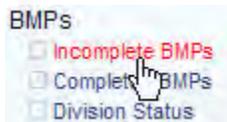
The BMP you completed is listed in the list of Completed BMPs.

Printing Incomplete BMPs



Note: All users have the ability to print this page.

1. Click the **Incomplete BMPs** link in the **BMPs** section of the Navigation Bar.



The Incomplete BMPs page appears.

BMP Funding by Facility > Incomplete BMPs

Facility: 10
 Location: Anson County Maintenance Yard
 Dates: 3/6/1/2006 to 5/31/2007

POC: Tim Dillans
 User: amc@ncdot.gov

Display of Incomplete/Applicable SPPP BMPs

The status of SPPP BMPs updated by Team Leaders may be reviewed and edited by the POC or designated personnel. This includes making edits to the Cost Estimate column for BMPs requiring costs that have not yet been completed. The POC is responsible for updating the Cost Funded column in Table 2 to designate which BMPs will be funded. See the Help button above for detailed instructions on this table.

Total Funding Allocated for facility BMPs: (\$12,000)

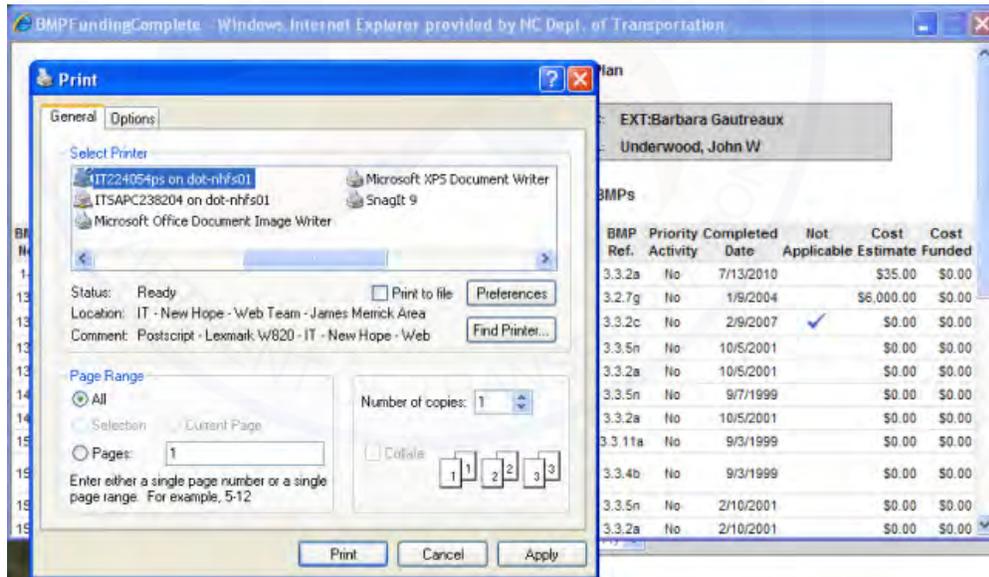
TABLE 2: BMPs

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Priority Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded
14-1	Plug floor drain in Building 14	3.3.8b	Yes		<input type="checkbox"/>	\$2,000.00	\$0.00
6-7	Provide secondary containment for AST-3	3.3.8	Yes		<input type="checkbox"/>	\$16.00	(\$12.00)
750	Test leaking drip to all facilities	20.54g	Yes		<input type="checkbox"/>	\$25.00	(\$1.00)
02	Place drip pans under leaking vented equipment	3.2.7e	No		<input type="checkbox"/>	\$0.00	\$0.00
10	Remove excess scrap metals, scrap parts and empty drums exposed to precipitation	3.2.6f	No		<input type="checkbox"/>	\$0.00	\$0.00
10-1	Ensure that personnel have access to a centrally located standard spill kit	3.3.2b	No		<input type="checkbox"/>	\$0.00	\$0.00
10-2	Provide secondary containment for drums of acropil releasing agent stored in Building 10	3.3.5p	No		<input type="checkbox"/>	\$0.00	\$0.00

2. Click the **Div** drop-down list and select the division that contains the facility you want to view.
3. Click the **Fac** drop-down list and select the facility that contains the incomplete BMPs you want to view.
4. Click the **Year** drop-down list to select the fiscal year that contains the incomplete BMPs you want to view.
5. Click the **Print** link to print the incomplete BMPs displayed in the table.



The Print dialog box appears with the print preview.



6. Click the **Print** button to print the incomplete BMPs for the selected facility.
7. To return to the Incomplete BMPs page, click the **Close** button in the top right corner of the Print Preview window.



Completed BMPs

Maintaining Site Specific Complete BMPs

The Completed BMPs page displays site-specific Best Management Practices (BMPs) that have been completed by SPPT members for a selected facility. The Team Lead for the facility is responsible for updating completed BMPs. Team Leads and POC personnel use this page to view the progress of completed BMPs, and to monitor changes to completed BMPs. Refer to the following procedures and field definitions for more information.



Note: POC, Team Lead, and Admin users have the ability to edit this page. Directors, Prime POCs, and Division Engineers can view this page.

1. Click the **Completed BMPs** in the **BMPs** section of the Navigation Bar.



The Display of Completed/Not Applicable BMPs page appears.

HSR Funding Facility - Completed BMPs

Div: 10 Fac: Anson County Maintenance Yard Year: 9 (6/1/2006 to 5/31/2007)

Table 3: Completed/Not Applicable BMPs

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Priority Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded
1-3	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/22/2006		\$0.00	\$0.00
13-3	Use drip pans under loading vehicles	3.3.7g	No	1/8/2004		\$0.00.00	\$0.00
13-4	Place absorbent pads inside fuel tanks	3.3.2c	No	2/8/2007	✓	\$0.00	\$0.00
13-5	Provide secondary containment for hazardous substances stored in Building 13	3.3.5b	No	10/6/2001		\$0.00	\$0.00
13-5	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	10/6/2001		\$0.00	\$0.00
14-3	Provide secondary containment for solvent and P.O.s	3.3.5b	No	3/7/1998		\$0.00	\$0.00
14-4	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	10/6/2001		\$0.00	\$0.00
15-1	Evaluate status of UST-5	3.3.11a	No	3/31/1999		\$0.00	\$0.00
15-2	Provide regularly scheduled inspections, maintenance, and removal of oil/sludge from sediment traps and GVEs	3.3.4b	No	5/24/1994		\$0.00	\$0.00
15-3	Provide secondary containment for hazardous substances stored in Building 15	3.3.5b	No	2/10/2001		\$0.00	\$0.00
15-4	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	2/10/2001		\$0.00	\$0.00
15-5	Evaluate status of UST-1	3.3.11a	No	3/31/1998		\$0.00	\$0.00
15-5	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/26/2006		\$0.00	\$0.00
15-7	Remove excess scrap metal, paint cans, and debris from site and dispose properly	3.2.8f	No	8/24/1999		\$0.00	\$0.00
16-2	Provide secondary containment for hazardous substances stored in Building 16 or remove them from building	3.3.5f	No	10/4/1999		\$0.00	\$0.00
16-3	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/26/2006		\$0.00	\$0.00
17-2	Provide lock on grass berm drain pipe and release navigator as prescribed in the Permit	3.3.5c	No	8/24/1998		\$0.00	\$0.00

- Click the **Div** drop-down list to select the division that contains the facility you want to view.

Div: 10

- Click the **Fac** drop-down list to select the facility that contains the Completed BMPs you want to view.

Fac: Anson County Maintenance Yard

- Click the **Year** drop-down list to select the fiscal year that contains the Completed BMPs you want to view. Note that you can only edit information in the current year.

Year: 9 (6/1/2006 to 5/31/2007)

The BMP information for the selected facility appears in the table.

- Refer to the following procedures to update an Completed BMP:

[Setting a Completed BMP Completion Date](#)

[Setting a Completed BMP as Not Applicable](#)

[Estimating the Cost of a Completed BMP](#)

6. Refer to the following field definitions and procedures for more information.

Div - The division or department that houses one or more specific facilities. Divisions are accessible based on your user privileges.

Fac - The location where the contaminants/pollutants are stored, such as a maintenance yard, storage yard, fuel station, or terminal.

Year - The fiscal year that in which you want to report completed BMPs or view.

POC - The POC responsible for managing and updating to Completed BMPs within his facility. Click the POC user name link to open an email addressed to the selected POC.

TL - The Team Leader that is responsible for this facility. Click the TL user name to open an email addressed to the selected Team Lead.

Print - Click the **Print** link to print the Display of Completed/Not Applicable BMPs page. Refer to [Printing Completed BMPs](#) for more information.



BMP No. - The number assigned to the Best Management Practice (BMP) by the SPPP documentation.

Required Baseline Best Management Practice - A description of the site-specific BMP.

BMP Ref. - An identification that references the BMP and its associated information. The numeric portion of this references number refers to Section 3 of the SPPP document.

Priority Activity - If **Yes** appears in this column, the associated BMP is classified as a Priority Activity BMP. If **No** appears in this field, the BMP is not a Priority Activity. BMPs that are specified as a Priority Activity should be completed prior to those BMPs that do not contain a Priority Activity.

Completed Date - The date the BMP was completed by SPPT members of the selected facility.

Not Applicable - If the site-specific BMP does not apply to the selected facility, Team Leads can assign the BMP as Not Applicable. Refer to [Setting a Completed BMP Completion Date](#) for more information.

Cost Estimate - The estimated dollar amount required to complete a selected Incomplete BMP. Team Leads are responsible for entering this amount for each BMP. Refer to [Estimating the Cost of an Incomplete BMP](#) for procedures.

Cost Funded - The allowable dollar amount that is funded for each Incomplete BMP. POC users are responsible for entering this amount for each BMP. You cannot update the **Cost Funded** column once the BMP is in a Completed status.

Update/Cancel Icon - Click the **Update/Cancel** link to maintain a Completed BMP. You can set a completion date, remove the BMP as Not Applicable, and enter a cost estimate amount. Refer to the following links for procedures:

[Estimating the Cost of a Completed BMP](#)

[Setting a Completed BMP as Not Applicable](#)

[Setting a Completed BMP Completion Date](#)

Completed BMPs - Estimating the Cost of a Completed BMP

Team Leads are responsible for updating the estimated cost for each Completed BMP (Best Management Practice) within their facility. Refer to the following procedures for more information.



Note: Only Team Leads, POCs, and Admins have the ability to edit this page. Directors, Prime POCs, and Division Engineers can view this page.

1. Click the **Completed BMPs** link from the **BMPs** section of the Navigation Bar.



The Display of Completed/Not Applicable SPPP/SPCC BMPs page appears.

WSP Reporting Facility - Completed BMPs

Fac: 10 POC: Dwy, Robert
 Fac: Anson County Maintenance Yard To: M. Allen Russell
 Year: 9/16/2006 to 5/31/2007

Table 3: Completed/Not Applicable BMPs

BMP No.	Required Baseline Best Management Practice	BMP Det.	Priority Activity	Completed Date	Not Applicable	Cost Estimate	Cost Fulfilled
13-3	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/22/06		\$0.00	\$0.00
13-3	Use drip pans under loading vehicles	3.3.2g	No	1/8/2004		\$6,000.00	\$0.00
13-4	Place absorbent pads inside fuel tanks	3.3.2c	No	2/8/2007	✓	\$0.00	\$0.00
13-5	Provide secondary containment for hazardous substances stored in Building 13	3.3.5b	No	10/6/2001		\$0.00	\$0.00
13-5	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	10/6/2001		\$0.00	\$0.00
14-3	Provide secondary containment for solvent and POs	3.3.5b	No	9/7/03		\$0.00	\$0.00
14-4	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	10/6/2001		\$0.00	\$0.00
15-1	Evaluate status of UST-2	3.3.11a	No	9/24/06		\$0.00	\$0.00
15-2	Provide regularly scheduled inspections, maintenance, and removal of oil sludge from sediment traps and GACs	3.3.4b	No	9/24/06		\$0.00	\$0.00
15-3	Provide secondary containment for hazardous substances stored in Building 15	3.3.5b	No	2/10/2001		\$0.00	\$0.00
15-4	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	2/10/2001		\$0.00	\$0.00
15-5	Evaluate status of UST-1	3.3.11a	No	9/24/06		\$0.00	\$0.00
15-5	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/20/2006		\$0.00	\$0.00
16-1	Remove excess scrap metal, paint cans, and debris from site and dispose properly	3.3.8f	No	8/24/06		\$0.00	\$0.00
16-2	Provide secondary containment for hazardous substances stored in Building 16 or remove them from building	3.3.5f	No	10/9/06		\$0.00	\$0.00
16-2	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/20/2006		\$0.00	\$0.00
17-2	Provide foot on grass berm drain pipe and release rainwater as prescribed in the Permit	3.3.5c	No	8/30/06		\$0.00	\$0.00

2. Select the appropriate division, facility and year, if necessary. Refer to procedures 2 - 4 of [Selecting a Facility](#) for procedures, then return to these procedures to continue updating the **Cost Estimate** field.
3. Find the BMP you want to edit, then click the corresponding **Update/Cancel** icon.



The Completed Date, Not Applicable, and Cost Estimate fields appear.

BMP No.	Required Baseline Best Management Practice	BMP Ref. Activity	Priority	Completed Date	Not Applicable	Cost Estimate	Cost Funded	
1-3	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/22/2007	<input type="checkbox"/>	\$0.00	\$0.00	Update Cancel
13-3	Use drip pans under leaking vehicles	3.3.2g	No	1/9/2004	<input type="checkbox"/>	\$0.00.00	\$0.00	Update Cancel
13-4	Place absorbent pads inside tub/truck	3.3.2e	No	2/2/2007	<input checked="" type="checkbox"/>	\$0.00	\$0.00	Update Cancel
13-5	Provide secondary containment for hazardous substances stored in Building 1	3.3.5h	No	1/06/2007	<input type="checkbox"/>	\$0.00	\$0.00	Update Cancel
13-6	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	1/06/2007	<input type="checkbox"/>	\$0.00	\$0.00	Update Cancel
14-3	Provide secondary containment for tanks and P.O.L.s	3.3.5i	No	3/7/2009	<input type="checkbox"/>	\$0.00	\$0.00	Update Cancel

4. Enter the **Estimated Dollar Amount** needed to complete the selected BMP in the **Cost Estimate** field.
5. Click the **Update** link.

The estimated cost appears in the Estimated Cost column for the selected BMP.

BMP No.	Required Baseline Best Management Practice	BMP Ref. Activity	Priority	Completed Date	Not Applicable	Cost Estimate	Cost Funded	
2-13	Construct and use wash pad that does not discharge directly to stormwater drainage system or do not wash Distributors on-site	3.3.2a	Yes	1/29/2007	<input type="checkbox"/>	\$0.00.00	\$200.00	Update Cancel
7-4	Provide secondary containment for AST-1	3.3.5j	Yes	8/1/2000	<input checked="" type="checkbox"/>	\$1,000.00	\$0.00	Update Cancel

6. If you do not want to save your changes, click the **Cancel** link.

Completed BMPs - Setting a Completed BMP as Not Applicable

Team Leads ensure that each Completed BMP (Best Management Practice) within their facility is applicable. Refer to the following procedures for more information.



Note: POC, Team Lead, and Admin users have the ability to edit this page. Directors, Prime POCs and Division Engineers can view this page.

1. Click the **Completed BMPs** link from the **BMPs** section of the Navigation Bar.



The Display of Completed/Not Applicable SPPP BMPs page appears.

WSP Ranking by Facility - Completed BMPs

Div: 10 POC: DNY (01/01/11)
 Fac: Anson County Maintenance Yard To: M. Allen Russell
 Year: 9/16/17/2008 to 5/27/2007

Print

Table 3: Completed/ Not Applicable BMPs

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Priority Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded
13-3	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/22/2006		\$0.00	\$0.00
13-3	Use drip pans under leaking vehicles	3.3.7g	No	1/9/2004		\$0,000.00	\$0.00
13-4	Place absorbent pads inside fuel trucks	3.3.2c	No	2/6/2007	<input checked="" type="checkbox"/>	\$0.00	\$0.00
13-5	Provide secondary containment for hazardous substances stored in Building 13	3.3.5b	No	10/6/2001		\$0.00	\$0.00
13-5	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	10/6/2001		\$0.00	\$0.00
14-3	Provide secondary containment for sealant and POLs	3.3.5b	No	3/7/1999		\$0.00	\$0.00
14-4	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	10/6/2001		\$0.00	\$0.00
15-1	Evaluate status of UST-5	3.3.11a	No	3/9/1999		\$0.00	\$0.00
15-2	Provide regularly scheduled inspections, maintenance, and removal of oil/sludge from sediment traps and GWTs	3.3.4b	No	3/9/1999		\$0.00	\$0.00
15-3	Provide secondary containment for hazardous substances stored in Building 15	3.3.5b	No	2/10/2001		\$0.00	\$0.00
15-4	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	2/10/2001		\$0.00	\$0.00
15-5	Evaluate status of UST-1	3.3.11a	No	3/9/1999		\$0.00	\$0.00
15-6	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/22/2006		\$0.00	\$0.00
15-7	Remove excess scrap metal, paint cans, and debris from site and dispose properly	3.3.6f	No	3/9/1999		\$0.00	\$0.00
15-2	Provide secondary containment for hazardous substances stored in Building 15 or remove from the building	3.3.5b	No	10/6/2001		\$0.00	\$0.00
16-2	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/22/2006		\$0.00	\$0.00
17-2	Provide lock on grass berm drain pipe and release rainwater as prescribed in the Permit	3.3.5c	No	10/6/1999		\$0.00	\$0.00

2. Select the appropriate division, facility and year, if necessary. Refer to procedures 2 - 4 of [Selecting a Facility](#) for procedures, then return to these procedures to continue updating the **Cost Estimate** field.
3. Find the BMP you want to edit, then click the corresponding **Update/Cancel** icon.



The Completed Date, Not Applicable, and Cost Estimate fields appear.

WSP Ranking by Facility - Completed BMPs

Div: 10 POC: DNY (01/01/11)
 Fac: Anson County Maintenance Yard To: M. Allen Russell
 Year: 9/16/17/2008 to 5/27/2007

Print

Table 3: Completed/ Not Applicable BMPs

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Priority Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded
13-3	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/22/2006	<input type="checkbox"/>	\$0.00	\$0.00 Update/Cancel
13-3	Use drip pans under leaking vehicles	3.3.7g	No	1/9/2004		\$0,000.00	\$0.00
13-4	Place absorbent pads inside fuel trucks	3.3.2c	No	2/6/2007	<input checked="" type="checkbox"/>	\$0.00	\$0.00
13-5	Provide secondary containment for hazardous substances stored in Building 13	3.3.5b	No	10/6/2001		\$0.00	\$0.00
13-6	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	10/6/2001		\$0.00	\$0.00
14-3	Provide secondary containment for sealant and POLs	3.3.5b	No	3/7/1999		\$0.00	\$0.00

4. Select the **Not Applicable Checkbox** to exclude the BMP from this facility's list.
5. Click the **Update** link to save your change. Click the **Cancel** link if you do not want to save your change.

Table 3: Completed/ Not Applicable BMPs

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Priority	Complete Date	Cost	Funded	Update	Cancel
2-13	Construct and use wash pad that does not discharge directly to stormwater drainage system or do not wash Distributors on-site	3.3.3a	Yes	1/29/2007	00.00	\$200.00	Update	Cancel
7-4	Provide secondary containment for AST-1	3.3.5j	Yes	8/1/2000		\$1,000.00		

Completed BMPs - Setting a Completed BMP Completion Date

Team Leads are responsible for updating the completion date for each Completed BMP (Best Management Practice) within their facility. Refer to the following procedures for more information.



Note: POC, Team Lead, and Admin users have the ability to edit this page. Directors, Prime POCs, and Division Engineers can view this page.

1. Click the **Completed BMPs** link from the **BMPs** section of the Navigation Bar.



The Display of Completed/Not Applicable SPPP/SPCC BMPs page appears.

BMP Ranking by Facility - Completed BMPs

Div: 10 POC: TONY POLSON
 Fac: Anson County Maintenance Yard To: M. Allen Russell
 Year: 9/16/2008 to 5/31/2009

Print

Table 3: Completed/ Not Applicable BMPs

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Priority Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded
1-3	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/22/2008		\$0.00	\$0.00
13-3	Use drip pans under leaking vehicles	3.2.7g	No	1/8/2004		\$0,000.00	\$0.00
13-4	Place absorbent pads inside fuel truck	3.3.2e	No	2/6/2007	<input checked="" type="checkbox"/>	\$0.00	\$0.00
13-5	Provide secondary containment for hazardous substances stored in Building 13	3.3.2h	No	1/06/2001		\$0.00	\$0.00
13-6	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	1/06/2001		\$0.00	\$0.00
14-3	Provide secondary containment for sealed and POLs	3.3.5h	No	9/7/1999		\$0.00	\$0.00
14-4	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	1/06/2001		\$0.00	\$0.00
15-1	Evaluate status of UST-5	3.3.11a	No	9/29/1999		\$0.00	\$0.00
15-2	Provide regularly scheduled inspections, maintenance, and removal of oil sludge from sediment traps and GVEs	3.3.4b	No	5/24/1994		\$0.00	\$0.00
15-3	Provide secondary containment for hazardous substances stored in Building 15	3.3.5e	No	2/10/2001		\$0.00	\$0.00
15-4	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	2/10/2001		\$0.00	\$0.00
15-5	Evaluate status of UST-1	3.3.11a	No	9/29/1999		\$0.00	\$0.00
15-6	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/26/2008		\$0.00	\$0.00
16-1	Remove excess scrap metal, paint cans, and debris from site and dispose properly	3.2.6f	No	8/24/1999		\$0.00	\$0.00
16-2	Provide secondary containment for hazardous substances stored in Building 16 or remove them from building	3.3.5f	No	1/04/1999		\$0.00	\$0.00
16-3	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/26/2008		\$0.00	\$0.00
17-2	Provide lock on grass berm drain pipe and release manhole as prescribed in the Permit	3.3.5c	No	8/24/1999		\$0.00	\$0.00

2. Select the appropriate division, facility and year, if necessary. Refer to procedures 2 - 4 of [Selecting a Facility](#) for procedures, then return to these procedures to continue updating the **Cost Estimate** field.

3. Find the BMP you want to edit, then click the corresponding **Update/Cancel** icon.



The Completed Date, Not Applicable, and Cost Estimate fields appear.

BMP Ranking by Facility - Completed BMPs

Div: 10 POC: TONY POLSON
 Fac: Anson County Maintenance Yard To: M. Allen Russell
 Year: 9/16/2008 to 5/31/2009

Print

Table 3: Completed/ Not Applicable BMPs

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Priority Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded
1-3	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	12/22/2008	<input type="checkbox"/>	\$0.00	\$0.00 Update/Cancel
13-3	Use drip pans under leaking vehicles	3.2.7g	No	1/8/2004		\$0,000.00	\$0.00
13-4	Place absorbent pads inside fuel truck	3.3.2e	No	2/6/2007	<input checked="" type="checkbox"/>	\$0.00	\$0.00
13-5	Provide secondary containment for hazardous substances stored in Building 13	3.3.2h	No	1/06/2001		\$0.00	\$0.00
13-6	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No	1/06/2001		\$0.00	\$0.00
14-3	Provide secondary containment for sealed and POLs	3.3.5h	No	9/7/1999		\$0.00	\$0.00

4. Click the **Completed Date** drop-down from the **Completed Date** column, and select the date the BMP was completed by SPPT members.

- Click the **Update** link.

Table 3: Completed/ Not Applicable BMPs

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Priority	Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded
2-13	Construct and use wash pad that does not discharge directly to stormwater drainage system or do not wash Distributors on-site	3.3.3a	Yes		1/29/2007	<input checked="" type="checkbox"/>	\$0.00	\$200.00
7-4	Provide secondary containment for AST-1	3.3.5j	Yes		9/1/2000	<input checked="" type="checkbox"/>	\$1,000.00	\$0.00

The revised Completion Date appears in the **Completed Date** column for the selected BMP.

- If you do not want to save your changes, click the **Cancel** link.

Printing Completed BMPs



Note: All users have the ability to print this page.

- Click the **Completed BMPs** link in the **BMPs** section of the Navigation Bar.



The Completed BMPs page appears.

WSP Reporting Facility - Completed BMPs

Site: 10 POC: DwyGoslin
 File: Anson County Maintenance Yard To: W. Allen Russell
 Year: 9/16/17/2006 to 5/23/2007

Table 3: Completed/ Not Applicable BMPs

BMP No.	Required Baseline Best Management Practice	BMP Ref.	Priority	Activity	Completed Date	Not Applicable	Cost Estimate	Cost Funded
13-3	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No		12/20/2006	<input checked="" type="checkbox"/>	\$0.00	\$0.00
13-3	Use drip pans under loading vehicles	3.3.2g	No		1/26/2004	<input checked="" type="checkbox"/>	\$0.00	\$0.00
13-4	Place absorbent pads inside fuel tanks	3.3.2c	No		2/8/2007	<input checked="" type="checkbox"/>	\$0.00	\$0.00
13-5	Provide secondary containment for hazardous substances stored in Building 13	3.3.5b	No		10/6/2001	<input checked="" type="checkbox"/>	\$0.00	\$0.00
13-5	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No		10/6/2001	<input checked="" type="checkbox"/>	\$0.00	\$0.00
14-3	Provide secondary containment for solvent and P.O.s	3.3.5n	No		9/7/1998	<input checked="" type="checkbox"/>	\$0.00	\$0.00
14-4	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No		10/6/2001	<input checked="" type="checkbox"/>	\$0.00	\$0.00
15-1	Evaluate status of UST-5	3.3.11a	No		9/29/99	<input checked="" type="checkbox"/>	\$0.00	\$0.00
15-2	Provide regularly scheduled inspections, maintenance, and removal of oil sludge from sediment traps and GACs	3.3.4b	No		9/29/99	<input checked="" type="checkbox"/>	\$0.00	\$0.00
15-3	Provide secondary containment for hazardous substances stored in Building 15	3.3.5b	No		2/10/2001	<input checked="" type="checkbox"/>	\$0.00	\$0.00
15-4	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No		2/10/2001	<input checked="" type="checkbox"/>	\$0.00	\$0.00
15-5	Evaluate status of UST-11	3.3.11a	No		9/29/98	<input checked="" type="checkbox"/>	\$0.00	\$0.00
15-6	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No		12/20/2006	<input checked="" type="checkbox"/>	\$0.00	\$0.00
16-1	Remove excess scrap metal, paint cans, and debris from site and dispose properly	3.3.6f	No		9/29/99	<input checked="" type="checkbox"/>	\$0.00	\$0.00
16-2	Provide secondary containment for hazardous substances stored in Building 16 or remove from the building	3.3.5i	No		10/14/99	<input checked="" type="checkbox"/>	\$0.00	\$0.00
16-2	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	No		12/20/2006	<input checked="" type="checkbox"/>	\$0.00	\$0.00
17-2	Provide lock on grass berm down slope and release rainwater as prescribed in the Permit	3.3.5c	No		8/30/1998	<input checked="" type="checkbox"/>	\$0.00	\$0.00

- Click the **Div** drop-down list and select the division that contains the facility you want to view.

Div:

- Click the **Fac** drop-down list and select the facility that contains the completed BMPs you want to view.

Fac:

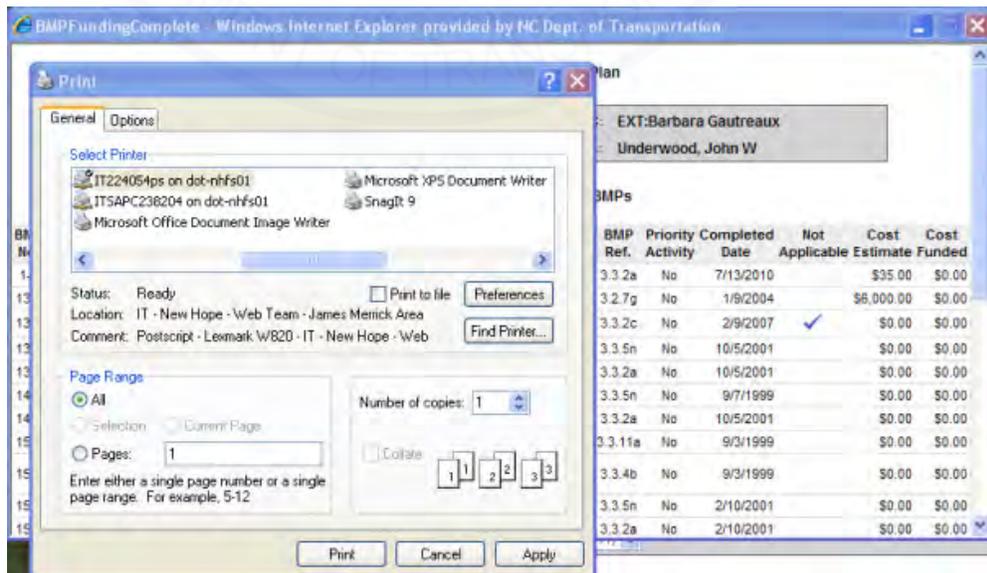
- Click the **Year** drop-down list to select the fiscal year that contains the completed BMPs you want to view.

Year:

- Click the **Print** link to print the completed BMPs displayed in the table.



The Print dialog box appears with the print preview.



6. Click the **Print** button to print the completed BMPs for the selected facility.
7. To return to the Completed BMPs page, click the **Close** button in the top right corner of the Print Preview window.

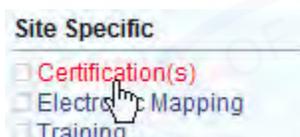


Site Specific

Uploading Certifications

The Certification page is used to upload and view signed forms 20, 21 and 22.

1. From anywhere in the application, click the **Certification(s)** link from the navigation menu.



The Certification page appears.

A screenshot of the "Certifications" page in a web application. The page title is "Tasks Overview > Form 1 > Certifications". It features several input fields: "Div:" with a dropdown menu set to "1", "Fac:" with a dropdown menu set to "Bertie County Maintenance Yard", and "Year:" with a date range dropdown set to "13 (2/1/2010 to 2/31/2011)". On the right side, there are labels for "POC: Rouse, John W" and "TL: Russell, Allan". Below these fields is a section titled "Attach Certifications" with three columns: "Form" (containing a "Select..." dropdown), "File Location" (containing a text input and a "Browse..." button), and "Signature Date" (containing a date input and a small calendar icon). An "Add" button is located at the bottom right of this section.

2. Refer to the following field definitions and procedures for more information.

Form - Select form 20, 21 or 22 from the drop-down list.

File Location - After the signed form is scanned as a PDF, use the **Browse** button to locate the scanned file on your computer.

Signature Date - Enter or select the date when the form was signed.

3. Click the **Add** button when you have completed entering the data and have located the PDF file to upload.

The entry will appear in the Certification list.

Certification List					
	Form	File Name	Signature Date	Target Date	
View	Form 21	zatest.txt	7/19/2010 12:00:00 AM	7/19/2015	✗
View	Form 22	ztest.PDF	5/31/2010 12:00:00 AM	5/31/2015	✗

- To view a signed form, click the **View** link for the selected form.



To remove the PDF, click the **Delete** link.



Electronic Mapping

The Electronic Mapping page is used to upload and view site and location maps of a facility.

 **Note:** Directors, POCs, and TLs are allowed to download all map files. The Director is required to review all changes made to site and location maps by POCs or TLs.

- From anywhere in the application, click the **Electronic Mapping** link from the navigation menu.



The Electronic Mapping page appears.

2. Refer to the following field definitions and procedures for more information.

Map Type - Select the type of map to be uploaded from the drop-down list.

File Location - Locate the map file by selecting the **Browse** button.

3. Click the **Add** button when you have located the map to upload.

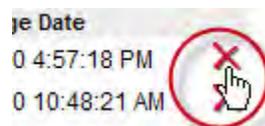
The entry in the appropriate Maps list.

Master Facility Map				
	Map Type	File Name	Storage Date	
View	Master Facility Map	ztest.PDF	5/18/2010 9:07:54 AM	✗
Facility Maps				
	Map Type	File Name	Storage Date	
View	Site Plan	ztest.PDF	5/20/2010 4:57:18 PM	✗
View	Location Map	Test Doc.doc	5/18/2010 10:48:21 AM	✗

4. To view a map, click the **View** link for the selected map.



To remove a map from the list, click the **Delete** link.



Completing Training Form 3

The Training page will be used by TLs to upload signed training rosters (Form 3s) to the application. POCs, TLs, Directors, Division Engineers and Prime POCs can view the rosters. TLs can remove the roster and upload another roster if necessary.

1. From anywhere in the application, click the **Training** link from the navigation menu.



The Training page appears.

A screenshot of the "Training" page in a web application. The breadcrumb trail at the top reads "Tasks Overview > Form 1 > Training". Below this, there are three dropdown menus: "Div:" set to "1", "Fac:" set to "Dare County (Manteo) Maintenance Yard", and "Year:" set to "13 (6/1/2010 to 5/31/2011)". The main section is titled "Facility Training Upload" and contains several input fields: "Training Agenda" (a dropdown menu set to "Select..."), "Length of Training" (a text input field containing "hours"), "Type of Attendees" (a dropdown menu set to "Select..."), "Number of Attendees" (a text input field), "Training Date" (a date picker), "Completion Date" (a date picker), and "File Location" (a text input field with a "Browse..." button next to it). At the bottom right of this section is an "Add" button.

2. Refer to the following field definitions and procedures for more information.

Training Agenda - Select the type of training conducted for your facility personnel.

Length of Training - Enter the number of hours.

Type of Attendees - Select the type of personnel who attended the training.

Number of Attendees - Enter the total number of personnel who attended the training.

Training Date - Enter or select the date when the training was conducted.



Note: The date format is mm/dd/yyyy. You should enter "0" in front of months that are single digit.

Completion Date - Enter or select the date when the training was completed.



Note: The date format is mm/dd/yyyy. You should enter "0" in front of months that are single digit.

File Location - After the signed roster is scanned as a PDF, use the **Browse** button to locate the scanned file on your computer.

- Click the **Add** button when you have completed entering the data and have located the roster file to upload.

The entry will appear in the Facility Training Roster list.

Training Agenda	Training Hours	Type of Attendees	Number of Attendees	Training Date	Completion Date	
View Full SPPP/SPCC Introductory Training Course	16.00	Team Member(s)	14	1/25/2010 12:00:00 AM	1/26/2010 12:00:00 AM	X
View Both Videos	2.00	Team Member(s)	10	7/21/2010 12:00:00 AM	7/21/2010 12:00:00 AM	X
View SPPP/SPCC Training for Team Leaders	0.50	Team Leader(s)	5	7/7/2010 12:00:00 AM	7/7/2010 12:00:00 AM	X
View SPPP/SPCC Training for Team Leaders	10.00	Team Leader(s)	10	7/19/2010 12:00:00 AM	7/19/2010 12:00:00 AM	X
View SPPP/SPCC Training for Team Leaders	2.00	Team Leader(s)	10	6/29/2010 12:00:00 AM	6/29/2010 12:00:00 AM	X

- To view a roster, click the **View** link for the selected training.



To remove the roster, click the **Delete** link.



Training Report

The Training report displays an overview of facility training for all facilities, all facilities within a division or a specific facility.



Note: Directors, POCs, and TLMs are allowed to view the report.

1. From anywhere in the application, click the **Training Report** link from the navigation menu.



The Training Report page appears.

Tasks Overview > Form 1 > Facility Training Report					
Div: All		POC: None			
Fac: All		TL: Taylor, Gerard M			
Year: 13 (6/1/2010 to 5/31/2011)					
Division	Facility	Sessions	Attendees	Hours	
1	Gates County Maintenance Yard	2	10	2.00	
1	Currituck County Bridge Maintenance Yard	1	22	2.00	
1	Bertie County Maintenance Yard	8	58	18.90	
10	Anson County Maintenance Yard	1	7	0.50	

2. To change the view, refer to the following field definitions and procedures for more information.

Division - Select a **Division** or **All** from the drop-down list based on what you want to view.

Fac - Select a specific **Facility** if you selected a division; or, **All** will be the default if All Divisions were selected from the Division drop-down.

Year- **Select a Year Range** from the Year drop-down list.

3. As you make selection changes, the report will automatically update.



Forms

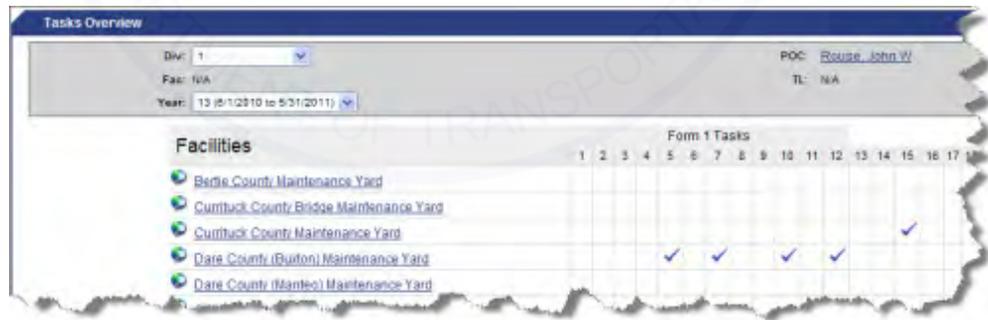
Forms

The POCs, Team Lead, and Administrators can download all the forms, SPPP/SPCC Template and Appendices. All documents are Microsoft Word. The All Forms link contains both SPPP and SPCC forms used by all facilities. The Template contains all the forms for a facility based on their compliance with SPCC regulations. If they do not comply with SPCC regulations, the template appears with only SPPP forms. If the facility must comply with SPCC regulations, the template appears with both SPPP and SPCC forms. The appendices contains acronyms, definitions and additional guides and regulations.

1. Select **Tasks Overview** from the Tasks section of the Navigation Bar.



The Tasks Overview for Facilities appears.



2. Select a **Facility** link from the list of facilities listed.



The forms appear in the Main Menu navigation bar.



3. Select the type of form you want to view.

Appendices A - C - Microsoft Word document containing:

Appendix A - Acronyms and definitions

Appendix B - NPDES Permit for SPPP. Contains
Permit cover letter

Part II, Section E - Industrial activities

Part IV, Standard conditions.

Section B - Operation and Maintenance of Pollution Controls

Section C - Monitoring and Records

Appendix C - Secondary Containment Guidance

Appendix D - Microsoft Word document containing all forms.

SPPP/SPCC Template - Microsoft Word document containing the facility's plan.

4. Selecting one of the three form type will initiate the File Download informational box.



Select **Open** to view the document.

Select **Save** to download the document to your computer or a server.

Select **Cancel** to abort the download process.

Site Admin

Accessing Site Administration

The Site Administration component allows selected POC, Team Lead, Directors and Administrative users to maintain information for NC DOT facilities.

You can create, edit and remove facilities and outfalls within the SPPP/SPCC application, as well as view the map where each facility is located. Click on any of the following links for procedures and additional information:

Maintaining Facilities

[Adding a Facility](#)

[Editing a Facility](#)

[Deleting a Facility](#)

[Viewing the Location of a Facility](#)

Maintaining Outfalls

[Adding an Outfall](#)

[Editing an Outfall](#)

[Deleting an Outfall](#)

[Viewing the Location of an Outfall](#)

Maintaining Facility BMPs

[Adding a BMP](#)

[Editing a BMP](#)

[Deleting a BMP](#)

Maintaining Site Specific Data

[Editing Site Specific Data](#)

Maintaining Facility Containers

[Adding a Container](#)

[Editing a Container](#)

[Deleting a Container](#)

Maintaining Spill Response & Notification Contacts

[Adding a Response Contact](#)

[Editing a Response Contact](#)

[Deleting a Response Contact](#)

[Printing the Facility Response Contacts](#)

Maintaining Site Specific Annual Cycle BMPs

[Adding an Annual Cycle BMP](#)

[Editing an Annual Cycle BMP](#)

[Deleting an Annual Cycle BMP](#)

Facility

Viewing the Location of a Facility

You can view the location of any facility that contains both latitude and longitude data. Latitude and Longitude information can be entered in the Edit Facility page. To access the location of a facility using Google Maps, refer to the following procedures.

1. Click the **Site Administration** link from the **Administrator** section of the Navigation Bar.



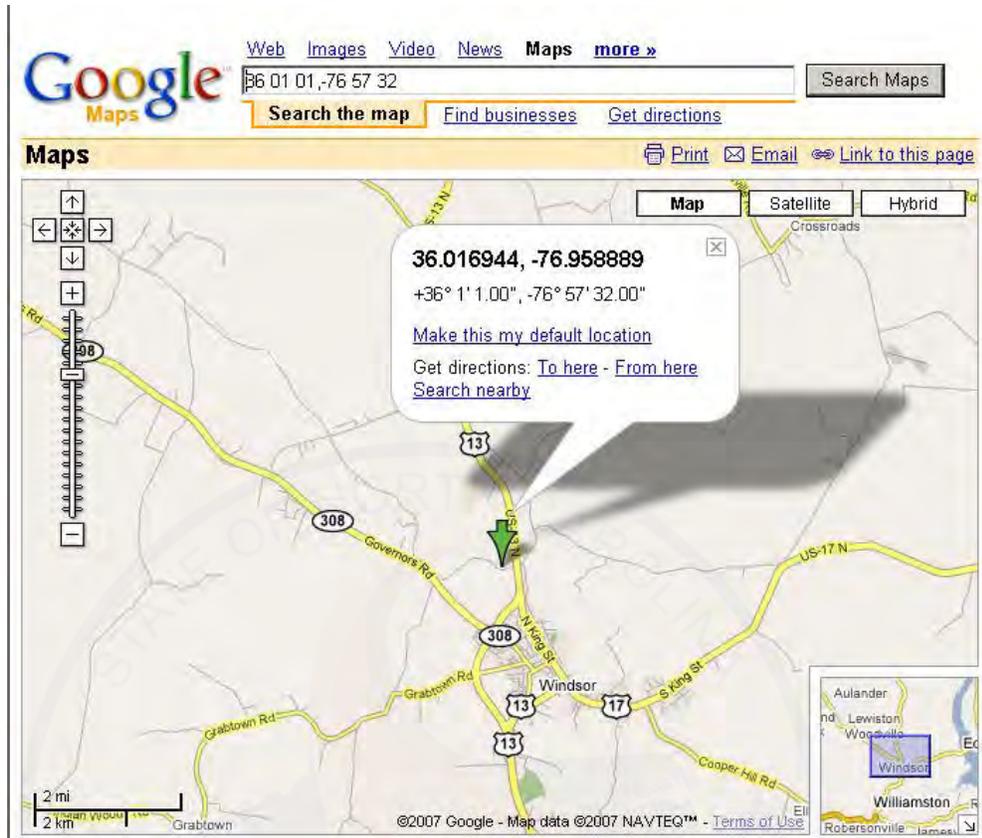
The Site Administration page appears.



2. Locate the division and/or facility that contains the outfall you want to edit, then click the corresponding **Map** icon.



The Google Maps page appears in a new window.



Refer to Google help for more information on navigating Google Maps.

3. When you are finished viewing the map, click the **Close** button in the top right corner of the window.



The Site Administration page reappears.

Adding a Facility

Directors are the only users who can enter a facility on the Site Administration page and save the changes. Refer to the following procedures for more information.

 **Note:** *TLs, POCs, Division Engineers and Administrators has access to the Site Administration page but only Directors can add and save a new facility associated to a division in the SPPP/SPCC application.*

1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. If the division that appears is not the division you want to add a facility to, locate and select the **Division** from the drop-down list.



3. Select the **Add a Facility** link.



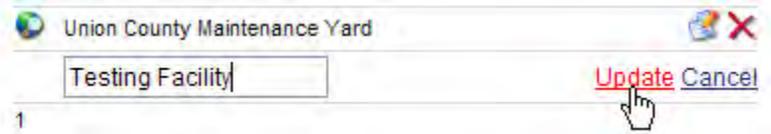
A blank text box appears at the end of the Facilities list.



4. Enter the **New Facility Name** in the text box.

5. Click the **Update** link to save your change.

Click the **Cancel** link, if you do not want to save the facility you entered.

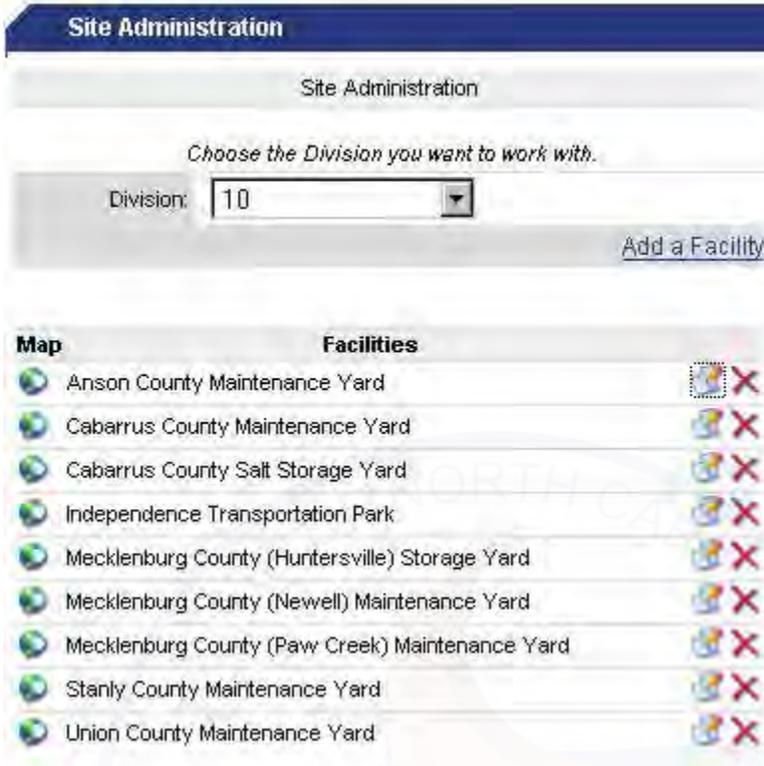


Editing a Facility

1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate and select the **Division** from the drop-down list to which you want to add a facility.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



3. Click the **Edit** icon to open the facility you want to edit.



The Edit Facility page appears.

Facility Administration

Enter the facility information.

Facility: Active

Division:

County:

City:

Acres:

Longitude:

Latitude:

Management:

Leader:

[View/Edit Outfalls](#)

[View/Edit Facility BMPs](#)

[View/Edit Facility Annual Cycle BMPs](#)

[View/Edit Site Specific Data](#)

[View/Edit Facility Containers](#)

[View/Edit Spill Response and Notification Contacts](#)

4. Edit the necessary information for the selected facility using the following field definitions.

Facility - Displays the Name of the facility in the Facility field.

Active Checkbox - Ensure that the Active check box is selected. When this check box is selected, the SPPP/SPCC application displays the facility in all pages that contain facilities.

If you do not want this facility to be displayed in the SPPP/SPCC application, clear the **Active** check box.

Division - Click the Division drop-down list to select the division that includes this facility.

County - Click the County drop-down list to select the county where the facility is located.

City - Enter the name of the city where the facility is located in the City field.

Acres - Enter the amount of acres that the facility uses in the Acres field.

Longitude - Enter the longitude where the facility is located in this field. The facility's longitude is noted as the approximate center of the facility's property.

Latitude - Enter the latitude where the facility is located in this field. The facility's latitude is noted as the approximate center of the facility property.

To display a map where the facility is located, enter the following information. For more information, refer to [Viewing the Location of a Facility](#).

5. When you are finished editing the necessary facility information, click the **Save** button.

To exit this page without saving your changes, click the **Cancel** button.

Deleting a Facility

Deleting a facility is the same as selecting the **Inactive** check box for a selected facility. When you delete a facility, the facility is removed from the Site

Administration Facilities list and does not appear in any other area of the SPPP/SPCC application. Refer to the following procedures for more information.

1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



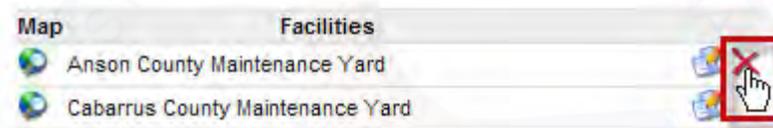
The Site Administration page appears.



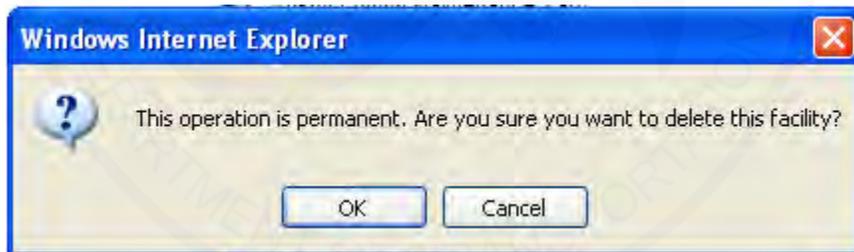
2. Locate and select the **Division** from the drop-down list to which you want to add a facility.



3. Click the **Delete** icon that corresponds to the facility you want to delete.



4. A confirmation message appears.



Click the **OK** button to delete the facility from division.

Click the **Cancel** button to abort the removal of the facility.

Outfalls

Viewing the Location of an Outfall

You can view the location of any facility that contains both latitude and longitude data. Latitude and Longitude information can be entered in the Edit Facility Outfalls

page. To access the location of a facility using Google Maps, refer to the following procedures.

1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility that contains the outfall you want to edit, then click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

A screenshot of the 'Facility Administration' page. The page title is 'Facility Administration'. Below the title, it says 'Enter the facility information.' The form contains the following fields: 'Facility:' with the value 'Anson County Maintenance Yard' and a checked 'Active' checkbox; 'Division:' with a dropdown menu showing '10'; 'County:' with a dropdown menu showing 'Anson'; 'City:' with the text 'Polkton'; 'Acres:' with the text '18'; 'Longitude:' with the text '-80 10 44'; 'Latitude:' with the text '34 59 36'; 'Management:' with an empty text box; and 'Leader:' with an empty text box. Below the form, there are several blue underlined links: 'View/Edit Outfalls', 'View/Edit Facility BMPs', 'View/Edit Facility Annual Cycle BMPs', 'View/Edit Site Specific Data', 'View/Edit Facility Containers', and 'View/Edit Spill Response and Notification Contacts'. At the bottom of the form area, there are 'Save' and 'Cancel' buttons.

3. Click the **View/Edit Outfalls** link to edit an outfall to the selected facility.



The Facility Outfalls page appears.

Site Administration > Edit Facility > Edit Facility Outfalls

Facility Outfalls

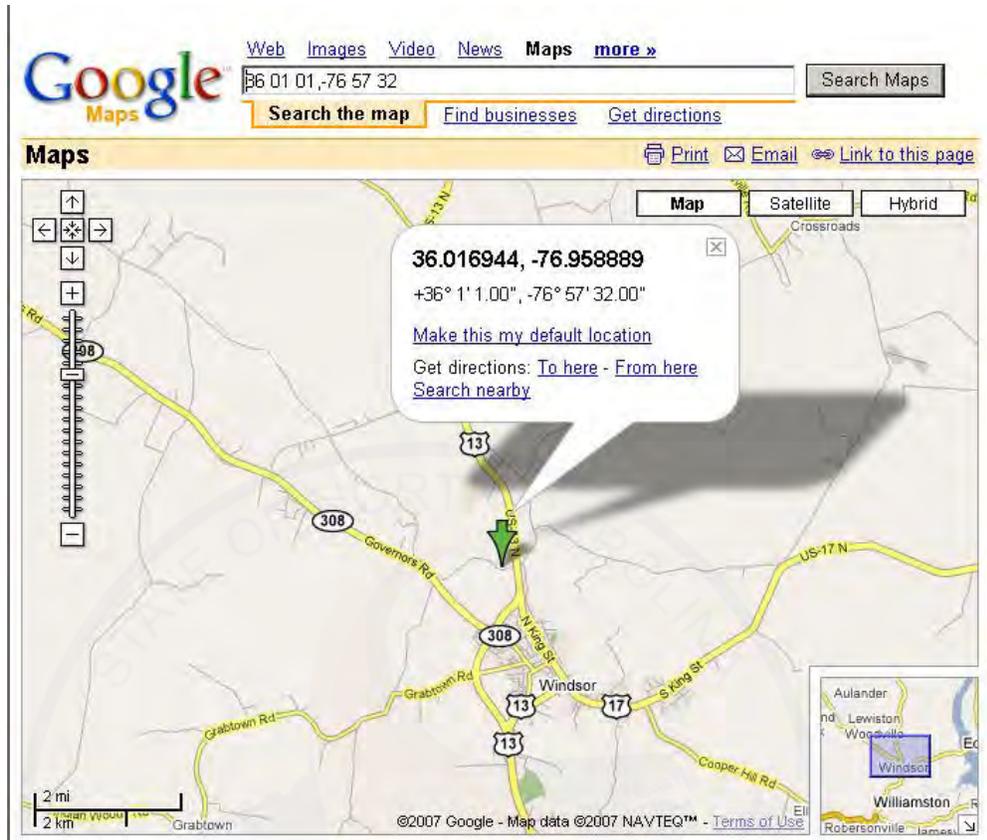
Map	Outfall Name	Type	Latitude	Longitude	Drain Basin	On Site DA	Percent Imp	Off Drain	Receiving Stream	
	1	18-inch pipe	34 59 43	-80 10 46	DA-001	6	30%	NCDOC	Brown Creek	
	2	24-inch pipe	34 59 40	-80 10 41	DA-002	6	15%	None	BROWN CREEK	
	3	36-inch pipe	34 59 32	-80 10 54	DA-003	5	85%	None	BROWN CREEK	
	4	18-inch pipe	34 59 37	-80 10 51	DA-004	1	85%	None	BROWN CREEK	

[Add Outfall](#)

4. Click the **Map** icon to view the facility's location on Google map.

Map	Outfall Name	Type
	1	18-inch pipe
	2	24-inch pipe

The Google Maps page appears in a new window.



Refer to Google help for more information on navigating Google Maps.

- When you are finished viewing the map, click the **Close** button in the top right corner of the window.



Adding an Outfall

Director and Administrative users can add one or more outfalls to a facility using the Outfalls feature. Outfalls are facility pipes or other outlets that discharge storm water from the facility. For more information on how outfalls are used and reported, refer to Task 10 and [Completing Outfall Reports](#). Refer to the following procedures to add an outfall to a facility.

Note: When you add an active outfall to a facility for the current year, Form 17 will be set as Incomplete.

1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility that contains the outfall you want to add, then click the corresponding **Edit Facility** icon.



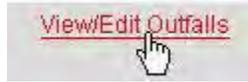
If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

A screenshot of the 'Facility Administration' form. The form has a title bar 'Facility Administration' and a subtitle 'Enter the facility information.' Below this, there are several input fields: 'Facility:' with a text box containing 'Anson County Maintenance Yard' and a checked 'Active' checkbox; 'Division:' with a dropdown menu showing '10'; 'County:' with a dropdown menu showing 'Anson'; 'City:' with a text box containing 'Polkton'; 'Acres:' with a text box containing '18'; 'Longitude:' with a text box containing '-80 10 44'; 'Latitude:' with a text box containing '34 59 36'; 'Management:' with an empty text box; and 'Leader:' with an empty text box. Below the form, there is a section with several blue underlined links: 'View/Edit Outfalls', 'View/Edit Facility BMPs', 'View/Edit Facility Annual Cycle BMPs', 'View/Edit Site Specific Data', 'View/Edit Facility Containers', and 'View/Edit Spill Response and Notification Contacts'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

3. Click the **View/Edit Outfalls** link to add an outfall to the selected facility.



The Facility Outfalls page appears.



- Click the **Add Outfall** link from the **Facility Outfalls** page.

A new row of blank text boxes appears.



- Enter the following information in the Outfall fields:

Outfall Name - The name of the outfall associated with the selected facility.

Type - The type of outfall that is used to discharge storm water from a facility, such as a pipe or a ditch.

Latitude - Enter the latitude of the outfall. The longitude and latitude is used to display a map of the outfall's location. Refer to [Viewing the Location of an Outfall](#) for more information.

Longitude - Enter the longitude of the outfall. The longitude and latitude is used to display a map of the outfall's location. Refer to [Viewing the Location of an Outfall](#) for more information.

Drain Basin - Enter the code associated with the type of drain basin located within the facility's outfall.

On Site DA - Enter the on site DA in this field.

Percent Imp - Enter the percentage of the outfall's impervious surface in this field.

Off Drain - If there is an off drain, enter the information in this field.

Receiving Stream - If the storm water discharge runs into a stream, enter the receiving stream in this field.

6. Click the **Update** button to add the outfall to the selected facility.

Click the **Cancel** button to return to the Facility Outfalls page without saving your entry.



Editing an Outfall

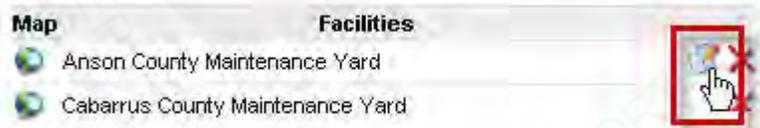
1. Click the **Site Administration** link under the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility that contains the outfall you want to edit, then click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

Facility Administration

Enter the facility information.

Facility: Active

Division:

County:

City:

Acres:

Longitude:

Latitude:

Management:

Leader:

[View/Edit Outfalls](#)

[View/Edit Facility BMPs](#)

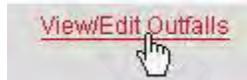
[View/Edit Facility Annual Cycle BMPs](#)

[View/Edit Site Specific Data](#)

[View/Edit Facility Containers](#)

[View/Edit Spill Response and Notification Contacts](#)

3. Click the **View/Edit Outfalls** link to edit an outfall to the selected facility.



The Facility Outfalls page appears.

Facility Outfalls										Add Outfall
Map	Outfall Name	Type	Latitude	Longitude	Drain Basin	On Site DA	Percent Imp	Off Drain	Receiving Stream	
	1	18-inch pipe	34 59 43	-80 10 46	DA-001	6	30%	NCDOC	Brown Creek	
	2	24-inch pipe	34 59 40	-80 10 41	DA-002	6	15%	None	BROWN CREEK	
	3	36-inch pipe	34 59 32	-80 10 54	DA-003	5	85%	None	BROWN CREEK	
	4	18-inch pipe	34 59 37	-80 10 51	DA-004	1	85%	None	BROWN CREEK	

4. Find the outfall you want to edit in the **Facility Outfalls** section, then click the corresponding **Edit** icon.

Map	Outfall Name	Type	Latitude	Longitude	Drain Basin	On Site DA	Percent Imp	Off Drain	Off Drain
	1	18-inch pipe	34 59 43	-80 10 46	DA-001	6	30%	NCDOT	BROWN CREEK
	2	24-inch pipe	34 59 40	-80 10 41	DA-002	6	15%	None	BROWN CREEK
	3	36-inch pipe	34 59 32	-80 10 54	DA-003	5	65%	None	BROWN CREEK

The Outfall text boxes appears.

Facility Outfalls									
Map	Outfall Name	Type	Latitude	Longitude	Drain Basin	On Site DA	Percent Imp	Off Drain	Receiving Stream
	1	18-inch pipe	34 59 43	-80 10 46	DA-001	6	30%	NCDOT	Brown Creek
	2	24-inch	34 59 40	-80 10 41	DA-002	6	15%	None	BROWN CREEK
	3	36-inch pipe	34 59 32	-80 10 54	DA-003	5	65%	None	BROWN CREEK
	4	18-inch pipe	34 59 37	-80 10 51	DA-004	1	85%	None	BROWN CREEK

5. Edit the necessary outfall information in the Outfall fields. Refer to [Adding an Outfall](#) for field definitions.

6. When you are finished editing the selected outfall, click the **Update** button to save your changes.

Click the **Cancel** button to exit the line without saving your changes.

Facility Outfalls									
Map	Outfall Name	Type	Latitude	Longitude	Drain Basin	On Site DA	Percent Imp	Off Drain	Receiving Stream
	1	18-inch pipe	34 59 43	-80 10 46	DA-001	6	30%	NCDOT	Brown Creek
	2	24-inch	34 59 40	-80 10 41	DA-002	6	15%	None	BROWN CREEK
	3	36-inch pipe	34 59 32	-80 10 54	DA-003	5	65%	None	BROWN CREEK
	4	18-inch pipe	34 59 37	-80 10 51	DA-004	1	85%	None	BROWN CREEK

Deleting an Outfall

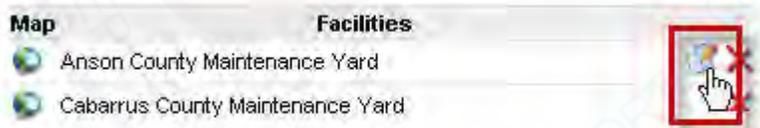
1. Click the **Site Administration** link under the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility that contains the outfall you want to delete, then click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

Facility Administration

Enter the facility information.

Facility: Active

Division:

County:

City:

Acres:

Longitude:

Latitude:

Management:

Leader:

[View/Edit Outfalls](#)

[View/Edit Facility BMPs](#)

[View/Edit Facility Annual Cycle BMPs](#)

[View/Edit Site Specific Data](#)

[View/Edit Facility Containers](#)

[View/Edit Spill Response and Notification Contacts](#)

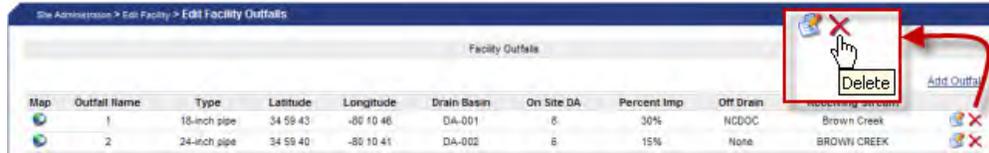
- Click the **View/Edit Outfalls** link to add an outfall to the selected facility.



The Edit Facility Page appears.

Site Administration > Edit Facility > Edit Facility Outfalls										
Facility Outfalls Add Outfall										
Map	Outfall Name	Type	Latitude	Longitude	Drain Basin	On Site DA	Percent Imp	Off Drain	Receiving Stream	
	1	18-inch pipe	34 59 43	-80 10 46	DA-001	6	30%	NCDOC	Brown Creek	
	2	24-inch pipe	34 59 40	-80 10 41	DA-002	6	15%	None	BROWN CREEK	

- Find the outfall you want to delete in the Outfalls section, then click the corresponding **Delete** icon.



The Edit Facility page refreshes with the outfall you deleted removed.

Viewing Outfall Reports

You can view the details of an outfall report for any facility that has been assigned to you. Refer to the following procedures for more information.

To complete the first set of outfall reports, refer to [Perform 1st biannual wet weather visual observation of SDOs](#) (Task 10).

To complete the second set of outfall reports, refer to [Perform 2nd biannual wet weather visual observation of SDOs](#) (Task 12).

To edit an outfall, refer to [Editing an Outfall](#).



Note: All users have the ability to access this page.

1. From the [Form 17 page](#), find the outfall you want to view, then click the corresponding **View** icon.

**Wet Weather StormWater Discharge Outfall Report (Form 17) Status
1st Biannual Visual Observations**

Outfall Number	Inspector	Status	Edit	View
001	Clouseau	Complete	Edit	
002		InComplete	Edit	
003		InComplete	Edit	
004		InComplete	Edit	
005		InComplete	Edit	

The Observation page appears.

[Print](#)

Form 17- Year 13, Fall	
Outfall Number:	1
County:	Bertie
Facility Name:	Bertie County Maintenance Yard
Date:	7/15/2010 1:58:00 PM
Inspector:	bg
Phone:	9197072271
Receiving Stream:	none
Outfall Type:	Ditch
Industrial Activities in Drainage Area:	No Evidence
Flow Observation:	False
Color:	None
Odor:	None
Clarity:	1
Floating Solids:	1
Suspended Solids:	2
Foam:	False
Oil Sheen:	False
Erosion:	Yes
Obvious Indicators of Stormwater Pollution:	No Evidence
NPDES Permit No:	NCS000250

2. Refer to [Outfall Field Definitions](#) for information on field definitions within the outfall report.

Printing Outfall Reports

Outfall reports can be printed once the outfall displays a complete status. Refer to the procedures below for printing an outfall report.



Note: All users can print outfall reports.

1. From the [Form 17 page](#), find the outfall you want to print, then click the corresponding **View** icon.

**Wet Weather StormWater Discharge Outfall Report (Form 17) Status
1st Biannual Visual Observations**

Outfall Number	Inspector	Status	Edit	View
001	Clouseau	Complete	Edit	
002		InComplete	Edit	
003		InComplete	Edit	
004		InComplete	Edit	
005		InComplete	Edit	

The Observation page appears.

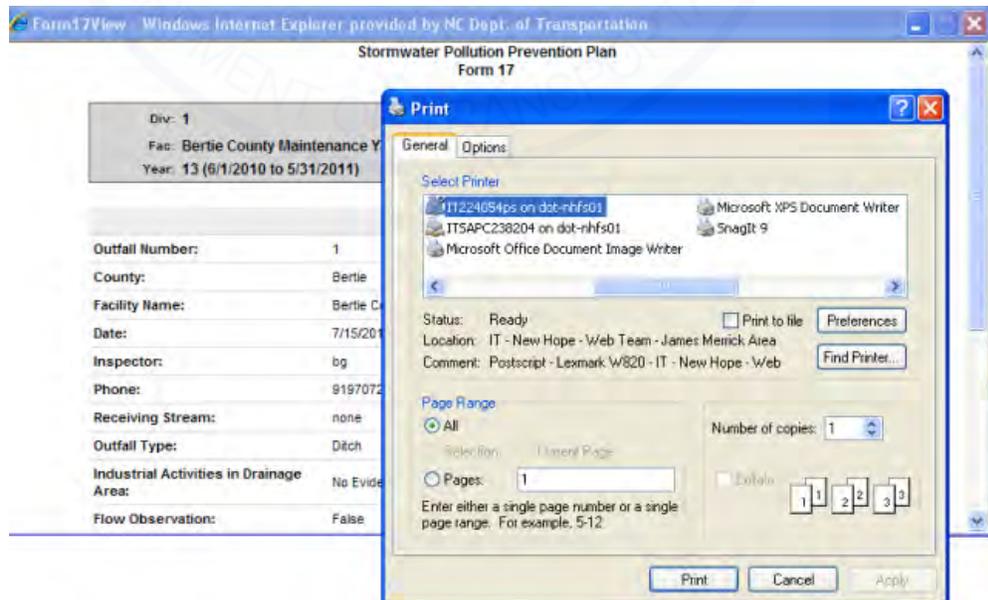
Form 17: Year 13, Fall	
Outfall Number:	1
County:	Bertie
Facility Name:	Bertie County Maintenance Yard
Date:	7/15/2010 1:58:00 PM
Inspector:	bg
Phone:	9197072271
Receiving Stream:	none
Outfall Type:	Ditch
Industrial Activities in Drainage Area:	No Evidence
Flow Observation:	False
Color:	None
Odor:	None
Clarity:	1
Floating Solids:	1
Suspended Solids:	2
Foam:	False
Oil Sheen:	False
Erosion:	Yes
Obvious Indicators of Stormwater Pollution:	No Evidence
NPDES Permit No:	NCS000250

[Print](#)

2. Click the **Print** link in the top right corner to print the selected Outfall report.



The Print dialog box appears.



3. Click the **Print** button to output the file.

Site Specific BMP

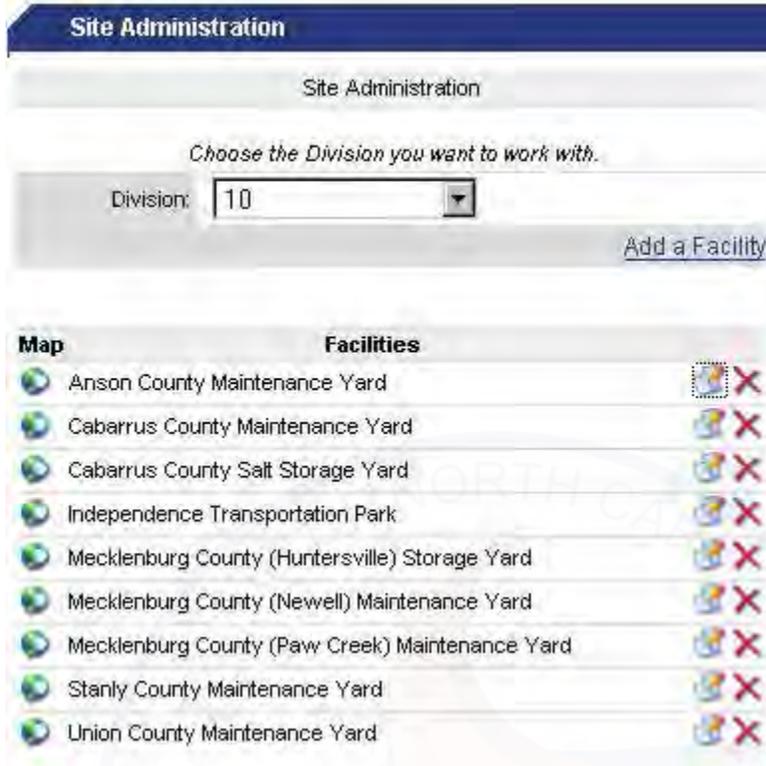
Accessing Facility BMPs

The POCs, Team Lead, and Administrators can enter, edit or delete BMPs information on the Edit Site Specific BMPs page. Refer to the following procedures for more information. Directors can view the BMP information but cannot edit a BMP.

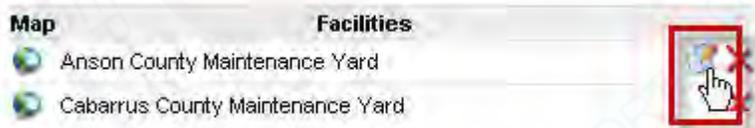
1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility; then, click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

Facility Administration

Enter the facility information.

Facility: Active

Division:

County:

City:

Acres:

Longitude:

Latitude:

Management:

Leader:

[View/Edit Outfalls](#)

[View/Edit Facility BMPs](#)

[View/Edit Facility Annual Cycle BMPs](#)

[View/Edit Site Specific Data](#)

[View/Edit Facility Containers](#)

[View/Edit Spill Response and Notification Contacts](#)

3. Click the **View/Edit Facility BMPs** link.



The Edit Site Specific BMPs page appears.

Edit Incomplete Site Specific BMPs

BMP No.	Required Best Management Practice	BMP Ref.	
09	Wash drip pans under leaking vehicle equipment	3.2.7g	
10	Remove excess scrap metals, scrap auto, and empty drums exposed to precipitation	3.2.8f	
11	Cover open topped scrap metal bins, dumpsters and recycle bins exposed to precipitation	3.2.8g	
15	Provide and maintain vegetative buffer around facility perimeter	3.2.10a	
15	Repair and stabilize areas of erosion with grass, mulch, track bars, or appropriate measures	3.2.11a	
16	Label active ASTs with contents, capacity, and an emergency phone number	3.2.4c	
18	Provide covered secondary containment for exposed hazardous substance storage areas	3.3.9	
2.5	Provide secondary containment for hazardous substances stored in Building 2	3.3.9h	
2.6	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	
2.9	Remove AST-2 from site and dispose properly	3.2.8b	
4.1	Divert run-off away from soil and soil/sand mixture storage bin	3.3.9c	
5.3	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	

Maintaining Site Specific BMPs

Select one of the following links for specific instructions:

[Adding a Site Specific BMP](#)

[Editing a Site Specific BMP](#)

[Deleting a](#)

[Site Specific BMP](#)

Adding Site Specific BMP

The POCs, Team Lead, and Administrators can enter a site specific BMP on the Edit Site Specific BMPs page. Refer to the following procedures for more information.

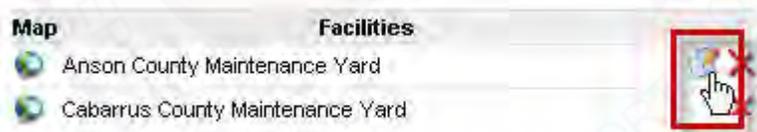
1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility; then, click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

Facility Administration

Enter the facility information.

Facility: Active

Division:

County:

City:

Acres:

Longitude:

Latitude:

Management:

Leader:

[View/Edit Outfalls](#)

[View/Edit Facility BMPs](#)

[View/Edit Facility Annual Cycle BMPs](#)

[View/Edit Site Specific Data](#)

[View/Edit Facility Containers](#)

[View/Edit Spill Response and Notification Contacts](#)

3. Click the **View/Edit Facility BMPs** link.



The Edit Site Specific BMPs page appears.

Edit Incomplete Site Specific BMPs

BMP No.	Required Best Management Practice	BMP Ref.	
09	Wash drip pans under leaking vehicle equipment	3.2.7g	
10	Remove excess scrap metals, scrap parts, and empty drums exposed to precipitation	3.2.8f	
11	Cover open-top scrap metal bins, dumpsters and recycle bins exposed to precipitation	3.2.8g	
15	Provide and maintain vegetative buffer around facility perimeter	3.2.10a	
15	Repair and stabilize areas of erosion with grass, mulch, track bars, or appropriate measures	3.2.11a	
16	Label active ASTs with contents, capacity, and an emergency phone number	3.2.4c	
18	Provide covered secondary containment for exposed hazardous substance storage areas	3.3.9	
2.5	Provide secondary containment for hazardous substances stored in Building 2	3.3.9h	
2.6	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	
2.9	Remove AST-2 from site and dispose properly	3.2.8b	
4.1	Divert run-off away from soil and soil/sand mixture storage bin	3.3.9c	
5.3	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a	

- Select and click the **Add BMP** link.



The Add Site Specific BMP page appears.

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

Add a BMP

Facility:
 Division 1 - Bertie County Maintenance Yard
 Division 1 - Currituck County Bridge Maintenance Yard
 Division 1 - Currituck County Maintenance Yard
 Division 1 - Dare County (Buxton) Maintenance Yard
 Division 1 - Dare County (Monteal) Maintenance Yard
 Division 1 - Gates County Maintenance Yard

BMP Number:

BMP Ref:

Description:

Priority:

BMP Type: Site Specific Annual Cycle

Total Estimate:

Pollution Potential:

Water Quality Impact:

Cost Type:

Save Cancel

- Enter the following information in the BMP fields:

Facility - Select the division and facility you want to associate the BMP with from the Facility list box.

BMP Number - Enter the number assigned to the Best Management Practice (BMP) by the SPPP/SPCC documentation in the BMP Number field.

BMP Ref - Enter the identification that references the BMP and its associated information in the BMP Ref field.

Description - Enter a brief description outlining the specifics of the BMP in the Description field.

Priority - Select the **Priority** checkbox to identify the BMP as a Priority Activity BMP. By selecting the checkbox, the BMP is noted as having a higher priority status and should be completed before other BMPs. Priority activity BMPs are specified in the Complete and Incomplete BMPs pages.

BMP Type - Select the **Site Specific** radio button when the BMP is site specific. This is the default.

Total Estimate - Enter an estimated total amount of cost to complete the BMP in the Total Estimate field.

Pollution Potential - Select Low, Medium or High to designate the feasibility of stormwater pollution or contamination factor from the drop-down Pollution Potential box.

Water Quality Impact - Select Low, Medium or High to designate the feasibility of stormwater pollution or contamination factor from the drop-down Water Quality Impact box.

Cost Type - Select Low, Medium, High or On-going to designate the feasibility of stormwater pollution or contamination factor from the drop-down Cost Type box.

6. Click the **Save** button to add the BMP to the selected facility.

Click the **Cancel** button to exit this page without saving your changes.



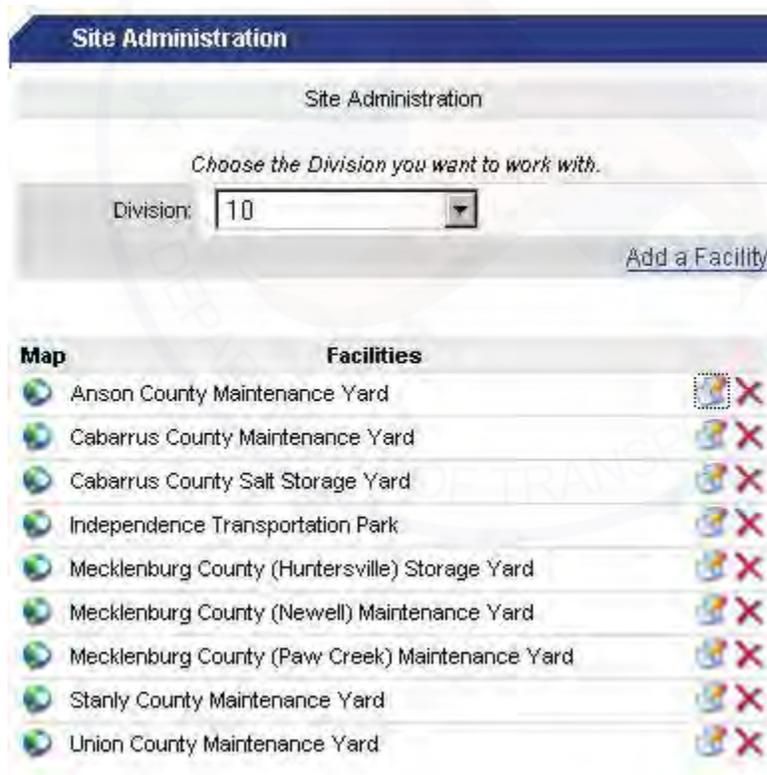
Editing a Site Specific BMP

The POC, Team Lead, Director and Administrators can edit the BMP information on the Edit Site Specific BMPs page. Refer to the following procedures for more information.

1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility; then, click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

A screenshot of a web form titled 'Facility Administration'. The form contains the following fields: 'Facility:' with the value 'Anson County Maintenance Yard' and an 'Active' checkbox checked; 'Division:' with a dropdown menu showing '10'; 'County:' with a dropdown menu showing 'Anson'; 'City:' with the text 'Polkton'; 'Acres:' with the value '18'; 'Longitude:' with the value '-80 10 44'; 'Latitude:' with the value '34 59 36'; 'Management:' and 'Leader:' with empty text boxes. Below the form are several blue links: 'View/Edit Outfalls', 'View/Edit Facility BMPs', 'View/Edit Facility Annual Cycle BMPs', 'View/Edit Site Specific Data', 'View/Edit Facility Containers', and 'View/Edit Spill Response and Notification Contacts'. At the bottom are 'Save' and 'Cancel' buttons.

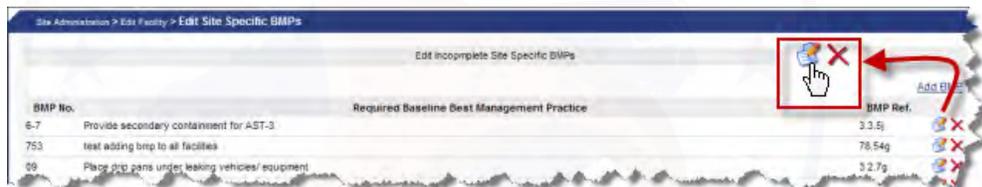
3. Click the **View/Edit Facility BMPs** link.



The Edit Site Specific BMPs page appears.

BMP No.	Required Baseline Best Management Practice	BMP Ref.
09	Place drip pans under leaking vehicles/equipment	3.2.7g
10	Remove excess scrap metals, scrap parts and empty drums exposed to precipitation	3.2.9f
11	Cover open-topped scrap metal bins, dumpsters and recycle bins exposed to precipitation	3.2.8
15	Protect and maintain vegetative buffer around facility perimeter	3.2.10a
15	Repair and stabilize areas of erosion with grass, mulch, track bars, or appropriate measures	3.2.11a
16	Label active ASTs with contents, capacity, and an emergency phone number	3.2.4c
18	Provide covered secondary containment for exposed hazardous substance storage areas	3.3.9
2-5	Provide secondary containment for hazardous substances stored in Building 2	3.3.5h
2-6	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a
2-8	Remove AST-2 from site and dispose properly	3.2.9b
4-1	Divert liquid away from salt and ball sand vehicle storage lot	3.3.8c
5-3	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a

4. Find the BMP you want to edit; then, click the corresponding **Edit BMP** icon.



Editable fields appear for the selected BMP.

BMP No.	Required Baseline Best Management Practice	BMP Ref.
<input type="text" value="6-7"/>	<input type="text" value="Provide secondary containment for AST-3"/>	<input type="text" value="3.3.5j"/> Update Cancel

5. Edit the necessary information in the BMP fields. Refer to Adding a Site Specific BMP for [field definitions](#).

6. When you are finished editing the selected BMP click the **Update** button to save your changes.

Click the **Cancel** button to exit the line without saving your changes.



Deleting a Site Specific BMP

The POC, Team Lead, Director and Administrators can delete a site specific BMP on the Edit Site Specific BMPs page. Refer to the following procedures for more information.

1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.

Site Administration

Site Administration

Choose the Division you want to work with.

Division: 10

[Add a Facility](#)

Map	Facilities
	Anson County Maintenance Yard
	Cabarrus County Maintenance Yard
	Cabarrus County Salt Storage Yard
	Independence Transportation Park
	Mecklenburg County (Huntersville) Storage Yard
	Mecklenburg County (Newell) Maintenance Yard
	Mecklenburg County (Paw Creek) Maintenance Yard
	Stanly County Maintenance Yard
	Union County Maintenance Yard

2. Locate the division and/or facility; then, click the corresponding **Edit Facility** icon.

Map	Facilities
	Anson County Maintenance Yard
	Cabarrus County Maintenance Yard

If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

Facility Administration

Enter the facility information.

Facility: Active

Division:

County:

City:

Acres:

Longitude:

Latitude:

Management:

Leader:

[View/Edit Outfalls](#)

[View/Edit Facility BMPs](#)

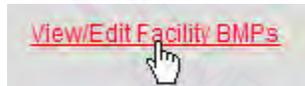
[View/Edit Facility Annual Cycle BMPs](#)

[View/Edit Site Specific Data](#)

[View/Edit Facility Containers](#)

[View/Edit Spill Response and Notification Contacts](#)

3. Click the **View/Edit Facility BMPs** link.



The Edit Site Specific BMPs page appears.

Edit Incomplete Site Specific BMPs

Add BMP

BMP No.	Required Best Management Practice	BMP Ref.
09	Place drip pans under leaking vehicles/equipment	3.2.7g
10	Remove excess scrap metals, scrap parts and empty drums exposed to precipitation	3.2.8f
11	Cover open-toppled scrap metal bins, dumpsters and recycle bins exposed to precipitation	3.2.8g
15	Provide and maintain vegetative buffer around facility perimeter	3.2.10a
15	Repair and stabilize areas of erosion with grass, mulch, track bars, or appropriate measures	3.2.11a
16	Label active ASTs with contents, capacity, and an emergency phone number	3.2.4c
19	Provide covered secondary containment for exposed hazardous substance storage areas	3.2.9
2.5	Provide secondary containment for hazardous substances stored in Building 2	3.2.8h
2.6	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a
2.8	Remove AST-2 from site and dispose properly	3.2.8b
4.1	Divert liquid away from soil and soil/sand mixture storage bins	3.3.8c
5.2	Ensure that personnel have access to a centrally located standard spill kit	3.3.2a

- Find the BMP you want to delete; then, click the corresponding **Delete BMP** icon.



The selected record disappears.



Site Specific Data

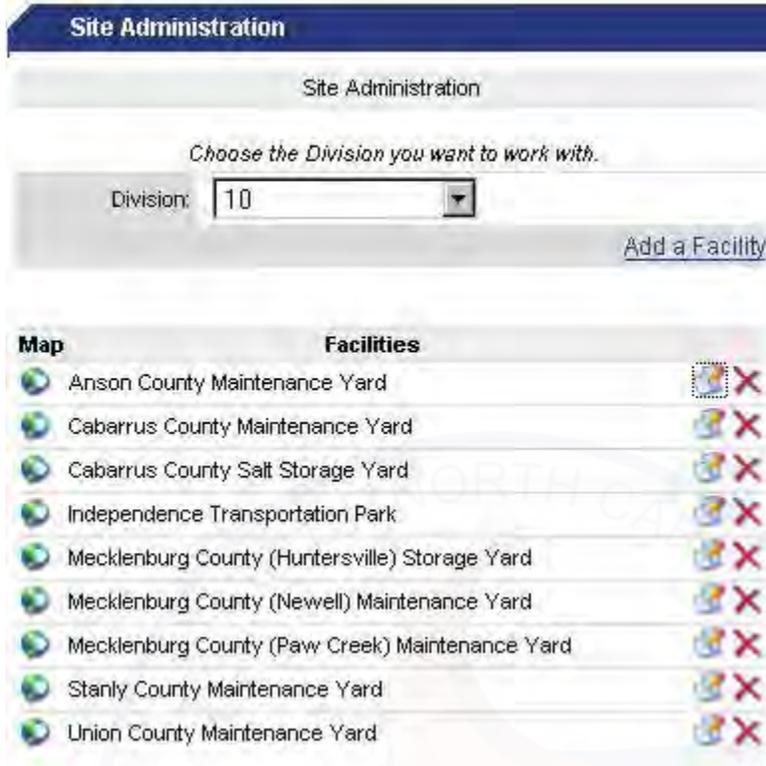
The POCs, Team Lead, Director, and Administrative users can edit the facility information on the Site Specific Data page.

Refer to the following procedures and field definitions for more information.

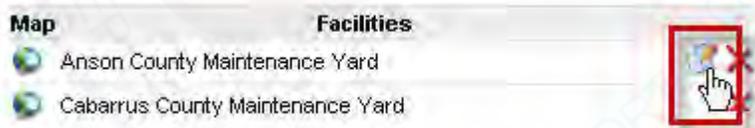
- Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility; then, click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

Facility Administration

Enter the facility information.

Facility: Active

Division:

County:

City:

Acres:

Longitude:

Latitude:

Management:

Leader:

[View/Edit Outfalls](#)

[View/Edit Facility BMPs](#)

[View/Edit Facility Annual Cycle BMPs](#)

[View/Edit Site Specific Data](#)

[View/Edit Facility Containers](#)

[View/Edit Spill Response and Notification Contacts](#)

3. Click the **View/Edit Specific Data** link to update the facility's site data information.



The Site Specific Data page appears.

Site Specific Data

Enter the facility information.

General Location:

Street Address:

Zip:

Facility Boundaries:

4. Review and update, if necessary, any of the following fields:

General Location - The facility's general location which includes a nearest highway or State route intersection and/or approximate distance to the nearest City or Town.

Street Address - The facility's physical street address and city.

Zip - The facility's 5-digit numerical code assigned by the US Postal Service to designate a local area or entity for the delivery of mail.

Facility Boundaries - A description of properties surrounding the facility to the north, south, east and west.

Facility Activities - Explanation of activities performed at the facility.

Industrial Activities - Explanation of the industrial activities performed at the facility. Examples are: vehicle and equipment maintenance, vehicle refueling operations, hazardous materials storage, and raw material stockpiles.

Facility Security - Description of the security system at the facility used to prevent an accidental or intentional release of oil or hazardous substances to the stormwater drainage system as a result of vandalism, theft, sabotage, or other improper uses of facility property. Security systems include perimeter security fencing, locked gates, cameras or alarms, key-coded pump controls at fuel stations, overhead lighting, etc.

Facility Drainage - Description of the on-site drainage characteristics. For example, regional soil descriptions where areas are paved, gravel, dirt, or grass-covered and where spills might reach the State waters and the associated pathways.

Basinwide Water Quality Plan Info - Description of site topography, receiving waters, and receiving water classifications/ratings at the facility.

Stormwater Discharge Outfalls - Description of each stormwater discharge outfall to include the general location and type of each outfall, the buildings or areas that drain to the outfall, and any off-site run-on that drains through the outfall.

Spill History - Description of past significant spills of oil or hazardous substances at the facility. Note whether or not the facility has had a reportable spill and how long it has been since the last reportable spill. Include specific details of any reportable spills.

Refueling Operations - Description of the facility's operations that have a high risk of contributing to a large spill which may contaminate the stormwater drainage system and adjacent waters of the State due to the delivery or transfer of fuels from storage tanks or refuelers, or the failure of a storage tank. Note: Outdoor refueling, material handling, vehicle /equipment cleaning are high risk sources of stormwater pollution.

Non-permitted Discharges - Description of non-permitted discharges identified at the facility and whether or not the non-permitted discharges are a risk of entering the stormwater drainage system and adjacent waters of the State.

Spill Risks - Description of the facility's operations that have a risk of contributing to a spill that may contaminate the stormwater drainage system and adjacent waters of the State.

List of Materials Exposed to Stormwater - Description of the moderate and low risks of pollutants entering the stormwater drainage system from various exposed materials at the facility.

5. Click the **Next** button to accept the changes made for the selected facility and access the next page.

Click the **Cancel** button to exit this page without saving the changes or advancing to the next page.



6. The Facility Component page appears. Review and update the Facility Component and Description fields.

Facility Component Description - Click and select [Edit/View Document](#) link to access the Facility Component Description on the next page. A description of the major facility components (buildings and associated areas) located at the facility. For example, Highway Maintenance Yard, Fuel Station, Equipment Shop, Bridge Maintenance Yard, Traffic Services Shop, Roadside Environmental Shop, Ferry Terminal, Road Oil Shop, and District Office.

A screenshot of a web form. The first field is labeled "Facility Component:" and contains the text "Highway Maintenance Yard, Equipment Shop, Bridge Maintenance Yard, Fuel". The second field is labeled "Facility Component Description:" and contains the text "Highway Maintenance Yard" followed by a scrollable area containing "Highway Maintenance provides maintenance such as pavement repair and safety inspections of State highways for the NCDOT. The Highway".

7. Click the [Save](#) button to accept the changes made for the selected facility.

Click the [Cancel](#) button to exit this page without saving the changes.



Facility Container

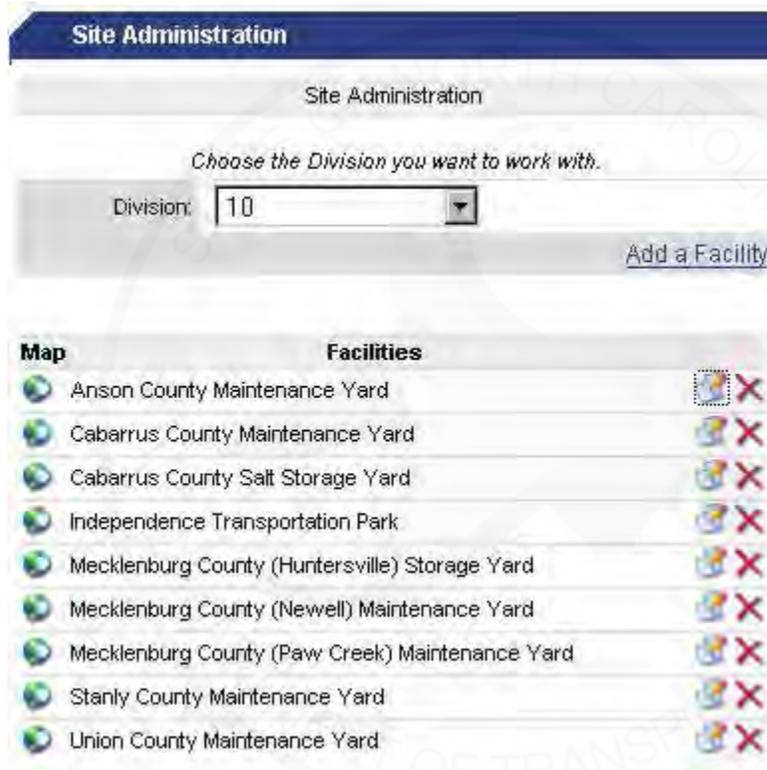
Accessing Facility Containers

The POC, Team Lead, Director and Administrators can enter, edit or delete oil container information on the Facility Containers page. Refer to the following procedures for more information.

1. Click the [Site Administration](#) link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility that contains the facility containers, then click the corresponding **Edit Facility** icon.

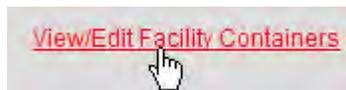


If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

3. Click the **View/Edit Facility Containers** link.



The Edit Facility Containers page appears.



Maintaining Facility Containers

Select one of the following links for specific instructions:

[Adding a Facility Container](#) [Editing a Facility Container](#) [Deleting a Facility Container](#)

Adding a Container Record

The POC, Team Lead, Director and Administrators can enter an oil container information on the Facility Containers page. Refer to the following procedures for more information.

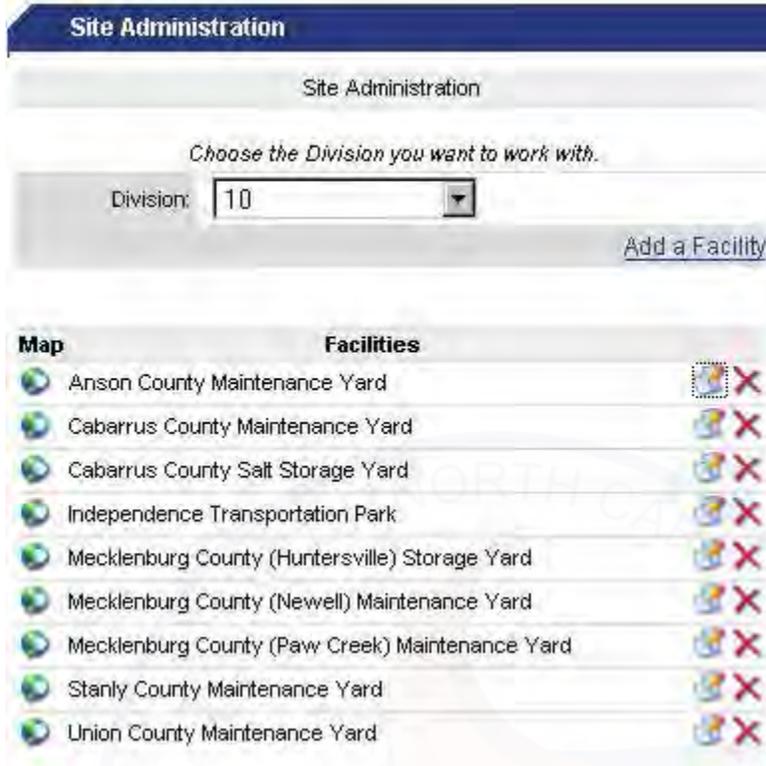


Note: *If you have questions, a FAQ is available by selecting the FAQs link at the end of the text. Also, the FAQ is available using the online help.*

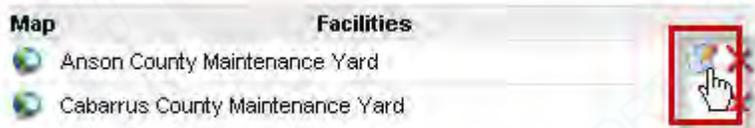
1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility; then, click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

Facility Administration

Enter the facility information.

Facility: Active

Division:

County:

City:

Acres:

Longitude:

Latitude:

Management:

Leader:

[View/Edit Outfalls](#)

[View/Edit Facility BMPs](#)

[View/Edit Facility Annual Cycle BMPs](#)

[View/Edit Site Specific Data](#)

[View/Edit Facility Containers](#)

[View/Edit Spill Response and Notification Contacts](#)

3. Click the **View/Edit Facility Containers** link.



The Edit Facility Containers page appears.

Anson County Maintenance Yard's Containers

Review your Facility information shown below and update as necessary to ensure that a complete record of all aboveground oil storage containers is maintained for your facility. Please add new oil container information, delete old information, and/or edit existing information. The SPCC regulations only apply to containers with an oil storage capacity of 55 gallons or greater. Do not submit entries for containers that are smaller than 55 gallons. Mobile containers that store oil should also be included. *Oil includes but is not limited to Diesel Fuel, Gasoline, Heating Oil, Kerosene, Lube Oil, CRS-2, Engine Oil, Used Oil, Waste Fuel, Pine Oil, RC-250, Transmission or Hydraulic Fluid. For more information please visit the [EPA](#).

[Add Container](#)

Building Number	Container ID	Product Stored	Secondary Containment	Tank Bottom Visible	Capacity (gallons)	
Building 5	AST-2	Heating oil	None		250	
Storage Yard	AST-1	CRS-2	Partial		7000	
Storage Yard	AST-4	RC-250	Partial		7000	

Total Capacity: 14250

This facility's aboveground oil storage meets or exceeds 1320 gallons. [Click here to review immediate action items.](#)

4. Click the **Add Container** link to add a container.

Anson County Maintenance Yard's Containers

Review your Facility information shown below and update as necessary to ensure that a complete record of all aboveground oil storage containers is maintained for your facility. Please add new oil container information, delete old information, and/or edit existing information. The SPCC regulations only apply to containers with an oil storage capacity of 55 gallons or greater. Do not submit entries for containers that are smaller than 55 gallons. Mobile containers that store oil should also be included. *Oil* includes but is not limited to Heating Oil, Kerosene, Lube Oil, CRS-2, Engine Oil, Used Oil, Waste Fuel, Pine Oil, RC-250, Transmission or Hydraulic Fluid. [Add Container](#) [Please visit the FAQs.](#)

Building Number	Container ID	Product Stored	Secondary Containment	Tank Bottom Visible	Capacity (gallons)	
Building 5	AST-2	Heating oil	None		250	
Storage Yard	AST-1	CRS-2	Partial		7000	
Storage Yard	AST-4	RC-250	Partial		7000	

Total Capacity: 14250

This facility's aboveground oil storage meets or exceeds 1320 gallons. Click here to review immediate action items.

A row of blank text boxes appears.

Building Number	Container ID	Product Stored	Secondary Containment	Tank Bottom Visible	Capacity (gallons)	
Building 5	AST-2	Heating oil	None		250	
Storage Yard	AST-1	CRS-2	Partial		7000	
Storage Yard	AST-4	RC-250	Partial		7000	
<input type="text"/>	<input type="text"/>	Abandoned	Building	Yes	0	Update Cancel

Total Capacity: 14250

5. Enter or select the following information in the Containers fields:

Building Number - Enter the facility component number (buildings and associated areas) located at the facility in the Building Number field.

Container ID- Enter the container number in the Container ID field.

Product Stored - Select and click the type of product stored in the container from the drop-down Product Stored field. Selection includes: CRS-2, Diesel Fuel, Engine Oil, Gasoline, Heating Oil, Hydraulic Fluid, Kerosene, Lube Oil, Pine Oil, RC-250, Transmission fluid, Used Oil, and Waste Fuel.

Secondary Containment - Select and click one of the following containment selections: Building, Dike, Double Wall, NA, None, OWS, and Spill kit from the drop-down Secondary Containment field.

Tank Button Visible - Select and click **Yes** if the tank bottom is visible or **No** if it is not.

Capacity (gallon) - Enter the capacity of the 55 gallon or larger container in the Capacity field.

6. Click the **Update** button to add the container to the selected facility.



Note: *The total for the facility capacity will update to display the new total capacity.*

Click the **Cancel** button to exit the record line without saving your changes.

Storage Yard	AST-1	CRS-2	Partial	Update
Storage Yard	AST-4	RC-250	Partial	Cancel
Building 4	AST-3	Abandoned	Building	Yes 0 Update Cancel

7. Click the **Red Band with text** at the end of the Facility Container page to view and print the SPCC Immediate Action Items page. Refer to Printing New Section 4 for additional information.



If the Total capacity does not meet or exceed 1320 gallons, the red band text does not appear.

Editing a Facility Container Record

The POC, Team Lead, Director and Administrators can edit container information on the Facility Containers page. Refer to the following procedures for more information.

1. Find the container you want to edit in the **Edit Facility Containers** page, then click the corresponding **Edit Container** icon.

Building Number	Container ID	Product Stored	Secondary Containment	Tank Bottom Visible	Capacity (gallons)	
Storage Yard	AST-5	RC-250	False		10000	
Storage Yard	AST-6	RC-250	False		10000	
Storage Yard	AST-1	RC-250	False		8000	
Storage Yard	AST-3	Kerosene	True		1000	
Storage Yard	AST-2	CRS-2	True		7000	
Building 14	AST-4	Varsol	False		275	

Total Capacity: 36275

Editable fields appear for the selected container.

Building Number	Container ID	Product Stored	Secondary Containment	Tank Bottom Visible	Capacity (gallons)	
Storage Yard	AST-5	Abandoned	Building	Yes	10000	Update Cancel

2. Edit the necessary information in the Container fields. Refer to Adding a Container for [field definitions](#).
3. When you are finished editing the selected container, select the **Update** link to save your changes.

If you select the **Cancel** link, the changes you made will not be saved. The record refreshes and displays the same data in all fields that appeared prior to the selection of the Edit icon.

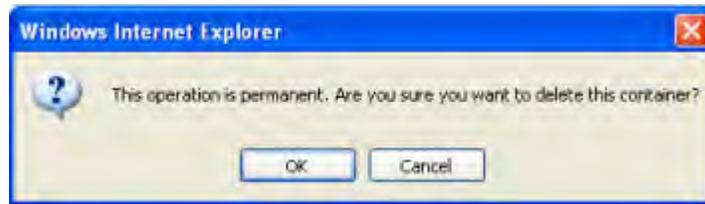
Deleting a Facility Container Record

The POC, Team Lead, Director and Administrators can delete BMPs from a specific facility. Refer to the following procedures for more information.

1. Find the container you want to delete in the **Edit Facility Containers** page, then click the corresponding **Delete Container** icon.

Building Number	Container ID	Product Stored	Secondary Containment	Tank Bottom Visible	Capacity (gallons)	
Storage Yard	AST-5	RC-250	False		10000	
Storage Yard	AST-6	RC-250	False		10000	
Storage Yard	AST-1	RC-250	False		8000	

2. A confirmation message appears. Click the **OK** button to delete the container. Click the **Cancel** button to abort the removal of the container.



i **Note:** *The total facility capacity will update to display the new total capacity for the facility.*

Facility Response Contacts

Accessing Facility Spill Response Contacts

The TL can access the Facility Spill Response page to enter and edit Form 25, the Spill Response and Notification Contact information. Form 25 is accessed by selecting Spill Response Document on the notification banner, Task 10 on Form 1 or from the Facility Administration page. Once contacts are entered and updated, selection of the Form 1 button enters a completion date in the completion date field associated with Task 10.

i **Note:** *POCs, Team Lead, Director and Admin users can enter contacts for this task. Division Engineers and Prime POCs can view the data and completion date.*

1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility that contains the facility contacts, then click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

Facility Administration

Enter the facility information.

Facility: Active

Division:

County:

City:

Acres:

Longitude:

Latitude:

Management:

Leader:

[View/Edit Outfalls](#)

[View/Edit Facility BMPs](#)

[View/Edit Facility Annual Cycle BMPs](#)

[View/Edit Site Specific Data](#)

[View/Edit Facility Containers](#)

[View/Edit Spill Response and Notification Contacts](#)

5. Click the **View/Edit Spill Response and Notification Contacts** link.



The Edit Facility Spill Response page appears.

Site Administration > Edit Facility > Edit Facility Spill Response

[Print](#)

Spill Response and Notification Contacts

Complete the form below by entering the full telephone numbers for your local fire department, the local emergency planning coordinator (LEPC), any local hazardous material response agency, and any local contractors that may be used to respond to or clean up oil spills at your facility. Only Team Leaders or their designated representative should report oil spills to the North Carolina Department of Environment and Natural Resources (NCDENR), the Environmental Protection Agency (EPA) or the National Response Center (NRC). Refer to Section 1.4.3 of your SPPP/SPCC for guidance in reporting spills to the appropriate authorities. When all appropriate telephone numbers have been entered, click the submit button at bottom of page to save changes and print a hardcopy of this form to insert into your SPPP/SPCC binder.

Spill Notification

NCDENR 24-hour Emergency Response Spill Reporting	800-658-0368
National Response Center	800-424-8802
EPA Region 4	404-562-9655

Spill Response

Agency	Agency Phone Number
Add an Agency	

Maintaining Facility Spill Response and Notification Contacts

Select one of the following links for specific instructions:

[Adding a Facility Response Contact](#)

[Editing a Facility Response](#)

[Deleting a Facility Response Contact](#)

[Printing a Facility Response](#)

[Contact List](#)

Adding a Facility Response Contact

TL, POC, Director and Admin users can add facility response contact. Refer to the following procedures.

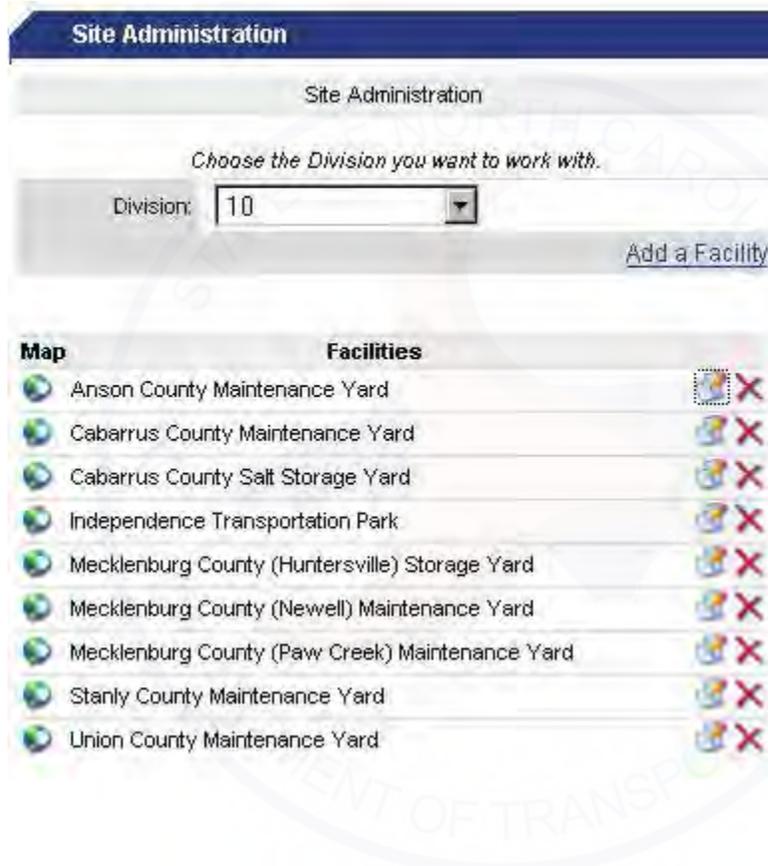


Note: POC, Team Lead, Director, and Admin users can add/edit/delete. Division Engineers and Prime POCs can view Response and Notification Contacts.

1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility that contains the facility contacts you want to add, then click the corresponding **Edit Facility** icon.

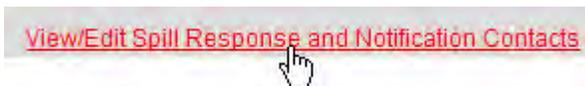


If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

3. Click the **View/Edit Spill Response and Notification Contacts** link.



The Edit Facility Spill Response page appears.

Site Administration > Edit Facility > Edit Facility Spill Response [Print](#)

Spill Response and Notification Contacts

Complete the form below by entering the full telephone numbers for your local fire department, the local emergency planning coordinator (LEPC), any local hazardous material response agency, and any local contractors that may be used to respond to or clean up oil spills at your facility. Only Team Leaders or their designated representative should report oil spills to the North Carolina Department of Environment and Natural Resources (NCDENR), the Environmental Protection Agency (EPA) or the National Response Center (NRC). Refer to Section 1.4.3 of your SPP/SPCC for guidance in reporting spills to the appropriate authorities. When all appropriate telephone numbers have been entered, click the submit button at bottom of page to save changes and print a hardcopy of this form to insert into your SPP/SPCC binder.

Spill Notification

NCDENR 24-hour Emergency Response Spill Reporting	800-858-0368
National Response Center	800-424-8802
EPA Region 4	404-562-9655

Spill Response

[Add an Agency](#)

Agency	Agency Phone Number	
DOC	789-456-1234 ext 45	 
DOR	456-123-7894 ext753	 

- Click the **Add an Agency** link to add a spill response contact to the selected facility.

Spill Response

[Add an Agency](#)

Agency	Agency Phone Number	
DOC	704-777-1234	 

A blank row of text boxes appears.

Agency	Agency Phone Number	
DOC	704-777-1234	 
<input type="text"/>	<input type="text"/>	

[Update](#) [Cancel](#)

- Enter the following information in the text box fields:

Agency - The name of an organization, company or individual that responds and provides service for an oil spill(s) at the facility.

Agency Phone Number - The telephone number of the agency, include area code and extension, if appropriate.

- Click the **Update** Link to save your spill response entry to the SPP/SPCC application.

Click the **Cancel** button to exit the record without saving your entries.

Agency	Agency Phone Number	
DOC	789-456-1234 ext 45	
DOR	456-123-7894 ext753	
<input type="text" value="DOT-IT"/>	<input type="text" value="919-707-2271"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

7. To print the contact list, click the **Print** link.



The Print page appears.

Spill Response and Notification Contacts

Complete the form below by entering the full telephone numbers for your local fire department, the local emergency planning coordinator (LEPC), any local hazardous material response agency, and any local contractors that may be used to respond to or clean up oil spills at your facility. Only Team Leaders or their designated representative should report oil spills to the North Carolina Department of Environment and Natural Resources (NCDENR), the Environmental Protection Agency (EPA) or the National Response Center (NRC). Refer to Section 1.4.3 of your SPPP/SPCC for guidance in reporting spills to the appropriate authorities. When all appropriate telephone numbers have been entered, click the submit button at bottom of page to save changes and print a hardcopy of this form to insert into your SPPP/SPCC binder.

Spill Notification	
NCDENR 24-hour Emergency Response Spill Reporting	800-858-0368
National Response Center	800-424-8802
EPA Region 4	404-562-9655

Spill Response		
Agency Type	Agency	Agency Phone Number
Correctional	DOC	789-456-1234 ext 45
State Facility	DOR	456-123-7894 ext753

8. To print the Facility Response Contact list and place the form in the facility's master binder after printing, refer to [Printing](#) for more information.

Editing a Facility Response Contact

TL, POC, Director and Admin users can edit a facility response contact. Refer to the following procedures.



Note: POCs, Team Lead, Director, and Admin users can add/edit/delete. Division Engineers and Prime POCs can view Response and Notification Contacts.

1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility that contains the facility contacts you want to edit, then click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

- Click the **View/Edit Spill Response and Notification Contacts** link.



The Edit Facility Spill Response page appears.

Site Administration > Edit Facility > Edit Facility Spill Response [Print](#)

Spill Response and Notification Contacts

Complete the form below by entering the full telephone numbers for your local fire department, the local emergency planning coordinator (LEPC), any local hazardous material response agency, and any local contractors that may be used to respond to or clean up oil spills at your facility. Only Team Leaders or their designated representative should report oil spills to the North Carolina Department of Environment and Natural Resources (NCDENR), the Environmental Protection Agency (EPA) or the National Response Center (NRC). Refer to Section 1.4.3 of your SPP/SPCC for guidance in reporting spills to the appropriate authorities. When all appropriate telephone numbers have been entered, click the submit button at bottom of page to save changes and print a hardcopy of this form to insert into your SPP/SPCC binder.

Spill Notification

NCDENR 24-hour Emergency Response Spill Reporting	800-858-0368
National Response Center	800-424-8802
EPA Region 4	404-562-9655

Spill Response [Add an Agency](#)

Agency	Agency Phone Number	
DOC	789-456-1234 ext 45	 
DOR	456-123-7894 ext753	 

- Click the **Edit** icon.

Spill Response [Add an Agency](#)

Agency	Agency Phone Number	
DOC	919-707-2222	 

The editable fields appears for the selected agency.

Spill Response [Add an Agency](#)

Agency	Agency Phone Number	
<input type="text" value="DOC"/>	<input type="text" value="919-707-2222"/>	Update Cancel

5. Edit the necessary text box fields. Refer to Adding an Agency for [field definitions](#).
6. When you are finished editing the selected container, click the **Update** button.

Click the **Cancel** button to exit the line without saving your changes.

Spill Response

Agency	Agency Phone Number
DOC	919-707-2222

Update Cancel Add an Agency Update Cancel

Deleting a Facility Response Contact

TL, POC, Director and Admin users can delete a facility response contact.

Refer to the following procedures.



Note: POC, Team Lead, Director, and Admin users can add/edit/delete. Division Engineers and Prime POCs can view Response and Notification Contacts.

1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility that contains the facility contact you want to delete, then click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

Facility Administration

Enter the facility information.

Facility: Active

Division:

County:

City:

Acres:

Longitude:

Latitude:

Management:

Leader:

[View/Edit Outfalls](#)

[View/Edit Facility BMPs](#)

[View/Edit Facility Annual Cycle BMPs](#)

[View/Edit Site Specific Data](#)

[View/Edit Facility Containers](#)

[View/Edit Spill Response and Notification Contacts](#)

3. Click the **View/Edit Spill Response and Notification Contacts** link.



The Edit Facility Spill Response page appears.

Site Administration > Edit Facility > Edit Facility Spill Response [Print](#)

Spill Response and Notification Contacts

Complete the form below by entering the full telephone numbers for your local fire department, the local emergency planning coordinator (LEPC), any local hazardous material response agency, and any local contractors that may be used to respond to or clean up oil spills at your facility. Only Team Leaders or their designated representative should report oil spills to the North Carolina Department of Environment and Natural Resources (NCDENR), the Environmental Protection Agency (EPA) or the National Response Center (NRC). Refer to Section 1.4.3 of your SPPVSPCC for guidance in reporting spills to the appropriate authorities. When all appropriate telephone numbers have been entered, click the submit button at bottom of page to save changes and print a hardcopy of this form to insert into your SPPVSPCC binder.

Spill Notification

NCDENR 24-hour Emergency Response Spill Reporting	800-858-0368
National Response Center	800-424-8802
EPA Region 4	404-562-9655

Spill Response [Add an Agency](#)

Agency	Agency Phone Number	
DOC	789-456-1234 ext 45	 
DOR	456-123-7894 ext753	 

- Click the **Delete** icon for the contact you want to remove.

Agency	Agency Phone Number	
DOC	789-456-1234 ext 45	 
DOR	456-123-7894 ext753	 

The contact's record disappears.

Printing the Facility Response Contacts

Once the facility response and notification contacts list is complete the TL, POC and Director users can print and post this information in specified locations throughout the facility. Refer to the following procedures to print the contacts sheet.

- Click the **Print** link.

[Print](#)

Spill Response and Notification Contacts

Complete the form below by entering the full telephone numbers for your local fire department, the local emergency planning coordinator (LEPC), any local hazardous material response agency, and any local contractors that may be used to respond to or clean up oil spills at your facility. Only Team Leaders or their designated representative should report oil spills to the North Carolina Department of Environment and Natural Resources (NCDENR), the Environmental Protection Agency (EPA) or the National Response Center (NRC). Refer to Section 1.4.3 of your SPPP/SPCC for guidance in reporting spills to the appropriate authorities. When all appropriate telephone numbers have been entered, click the submit button at bottom of page to save changes and print a hardcopy of this form to insert into your SPPP/SPCC binder.

Spill Notification

NCDENR 24-hour Emergency Response Spill Reporting	800-858-0368
National Response Center	800-424-8802
EPA Region 4	404-562-9655

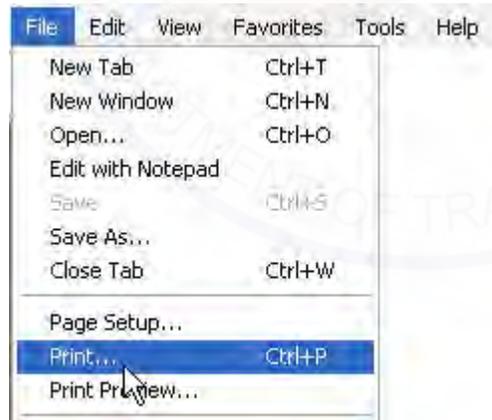
Spill Response

[Add an Agency](#)

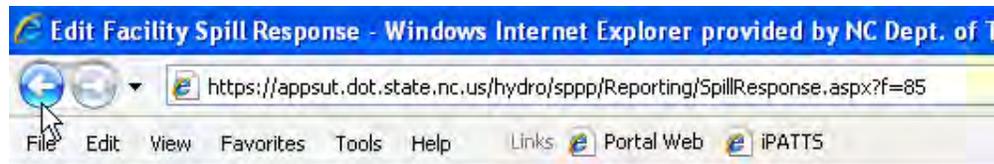
Agency	Agency Phone Number
DOC	919-707-2222
DOR	456-123-7894 ext 753

The spill Response and Notification Contacts page appears.

2. Click **Print** from the File drop-down list on the Task bar. Place the form in the facility's master binder after printing.



3. Click the **Back** button on the Task bar to return to the SPPP/SPCC application.



Site Specific Annual Cycle BMPs

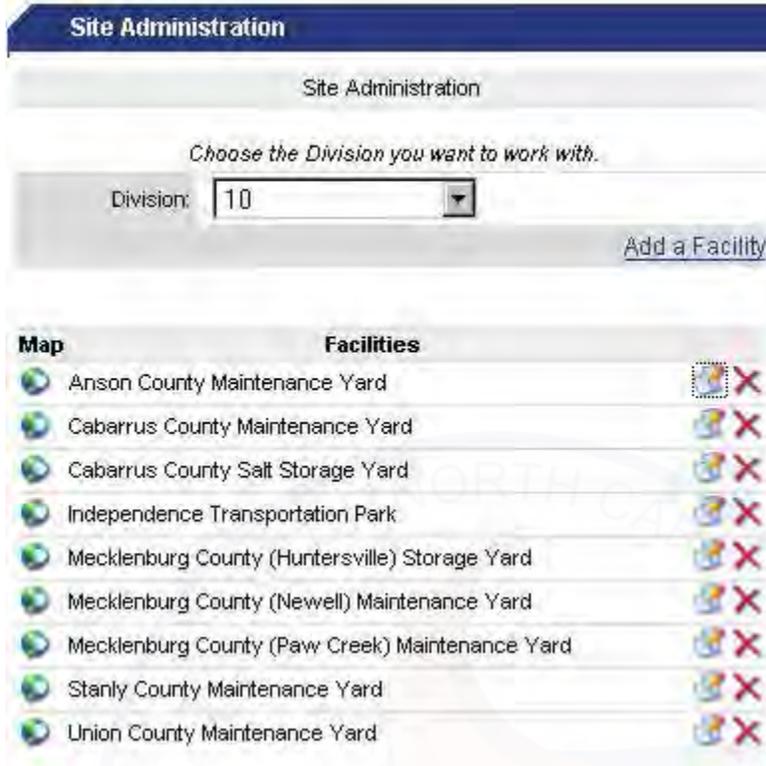
Accessing Facility Annual Cycle BMPs

The POCs, Team Lead, and Administrators can enter, edit or delete Annual Cycle BMPs information on the Edit Annual Cycle BMPs page. Refer to the following procedures for more information. Directors can view the BMP information but cannot edit an Annual BMP.

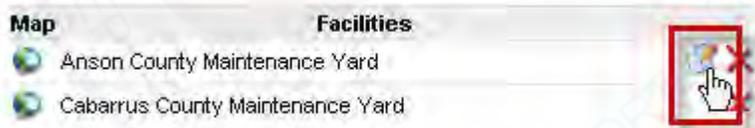
1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility; then, click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

Facility Administration

Enter the facility information.

Facility: Active

Division:

County:

City:

Acres:

Longitude:

Latitude:

Management:

Leader:

[View/Edit Outfalls](#)

[View/Edit Facility BMPs](#)

[View/Edit Facility Annual Cycle BMPs](#)

[View/Edit Site Specific Data](#)

[View/Edit Facility Containers](#)

[View/Edit Spill Response and Notification Contacts](#)

3. Click the **View/Edit Annual Cycle BMPs** link.



The Edit Annual Cycle BMPs page appears.

Site Administration > Edit Facility > Edit Annual Cycle BMPs

Edit Annual Cycle BMPs [Add BMP](#)

BMP No.	Required Baseline Best Management Practice	BMP Ref.
8-5	Instruct personnel regarding proper use of detergents	3.3.3b
12	Reduce use of hazardous materials - select non-toxic and recycled products where feasible	3.2.9a
13	Remove unneeded HAZMATs from facility (excess inventory and/or expired shelf life)	3.2.9c
14	Remove hazardous wastes from site promptly - dispose properly - do not exceed assigned generator status	3.2.9b
20-1	Ensure that janitorial supplies are stored in the building away from doorways and drains	3.3.6a
21-1	Ensure that janitorial supplies are stored inside building away from doorways and drains	3.3.6a
17	Manage runoff to reduce pollutants	3.2.12a
02	Conduct Good Housekeeping Program	3.2.2a
03	Conduct Preventative Maintenance Program	3.2.3a

Maintaining Site Specific BMPs

Select one of the following links for specific instructions:

[Adding an Annual Cycle BMP](#)
[an Annual Cycle BMP](#)

[Editing an Annual Cycle BMP](#)

[Deleting](#)

Adding a Site Specific Annual Cycle BMP

The POCs, Team Lead, and Administrators can enter an Annual Cycle BMP on the Edit Annual Cycle BMPs page.

Refer to the following procedures for more information.

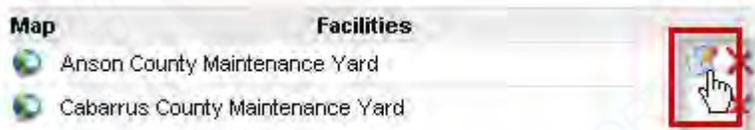
1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility; then, click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

Facility Administration

Enter the facility information.

Facility: Active

Division:

County:

City:

Acres:

Longitude:

Latitude:

Management:

Leader:

[View/Edit Outfalls](#)

[View/Edit Facility BMPs](#)

[View/Edit Facility Annual Cycle BMPs](#)

[View/Edit Site Specific Data](#)

[View/Edit Facility Containers](#)

[View/Edit Spill Response and Notification Contacts](#)

3. Click the **View/Edit Annual Cycle BMPs** link.



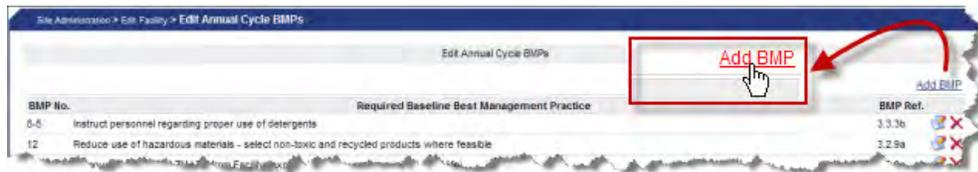
The Edit Annual Cycle BMPs page appears.

Site Administration > Edit Facility > Edit Annual Cycle BMPs

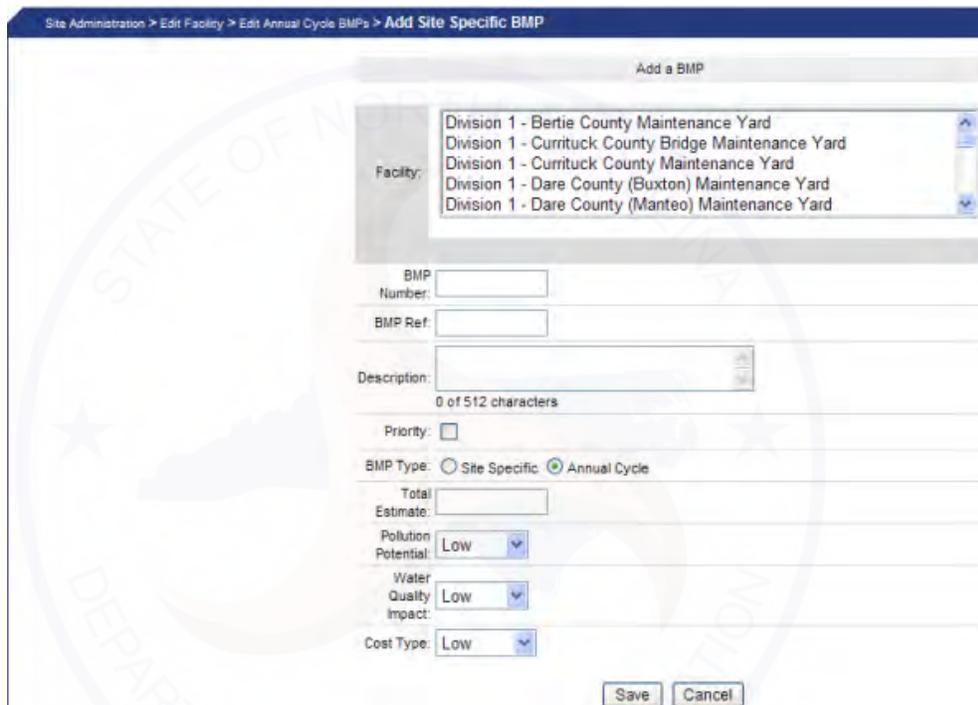
Edit Annual Cycle BMPs [Add BMP](#)

BMP No.	Required Baseline Best Management Practice	BMP Ref.
8-5	Instruct personnel regarding proper use of detergents	3.3.3b
12	Reduce use of hazardous materials - select non-toxic and recycled products where feasible	3.2.9a
13	Remove unneeded HAZMATs from facility (excess inventory and/or expired shelf life)	3.2.9c
14	Remove hazardous wastes from site promptly - dispose properly - do not exceed assigned generator status	3.2.9b
20-1	Ensure that janitorial supplies are stored in the building away from doorways and drains	3.3.6a
21-1	Ensure that janitorial supplies are stored inside building away from doorways and drains	3.3.6a
17	Manage runoff to reduce pollutants	3.2.12a
02	Conduct Good Housekeeping Program	3.2.2a
03	Conduct Preventative Maintenance Program	3.2.3a

4. Select and click the **Add BMP** link to add a BMP to the selected facility.



The Add Site Specific BMP page appears.



5. Enter the following information in the BMP fields:

Facility - Select the division and facility you want to associate the BMP with from the Facility list box.

BMP Number - Enter the number assigned to the Best Management Practice (BMP) by the SPPP/SPCC documentation in the BMP Number field.

BMP Ref - Enter the identification that references the BMP and its associated information in the BMP Ref field.

Description - Enter a brief description outlining the specifics of the BMP in the Description field.

Priority - Select the **Priority** checkbox to identify the BMP as a Priority Activity BMP. By selecting the checkbox, the BMP is noted as having a higher priority status and should be completed before other BMPs. Priority activity BMPs are specified in the Complete and Incomplete BMPs pages.

BMP Type - Select the **Annual Cycle** radio button when the BMP is an annual cycle BMP. This is the default.

Total Estimate - Enter an estimated total amount of cost to complete the BMP in the Total Estimate field.

Pollution Potential - Select Low, Medium or High to designate the feasibility of stormwater pollution or contamination factor from the drop-down Pollution Potential box.

Water Quality Impact - Select Low, Medium or High to designate the feasibility of stormwater pollution or contamination factor from the drop-down Water Quality Impact box.

Cost Type - Select Low, Medium, High or On-going to designate the feasibility of stormwater pollution or contamination factor from the drop-down Cost Type box.

6. Click the **Save** button to add the BMP to the selected facility.

Click the **Cancel** button to exit this page without saving your changes.

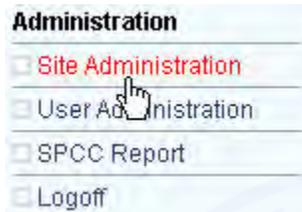


Editing Site Specific Annual Cycle BMPs

The POC, Team Lead, Director and Administrators can edit the BMP information on the Edit Annual Cycle BMPs page.

Refer to the following procedures for more information.

1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility; then, click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

A screenshot of a web form titled 'Facility Administration'. The form contains several input fields and dropdown menus. The 'Facility' field is filled with 'Anson County Maintenance Yard' and has a green checkmark and the word 'Active' next to it. The 'Division' dropdown is set to '10', and the 'County' dropdown is set to 'Anson'. The 'City' field is 'Polkton', 'Acres' is '18', 'Longitude' is '-80 10 44', and 'Latitude' is '34 59 36'. There are empty fields for 'Management' and 'Leader'. Below the form, there are several blue underlined links: 'View/Edit Outfalls', 'View/Edit Facility BMPs', 'View/Edit Facility Annual Cycle BMPs', 'View/Edit Site Specific Data', 'View/Edit Facility Containers', and 'View/Edit Spill Response and Notification Contacts'. At the bottom of the form are 'Save' and 'Cancel' buttons.

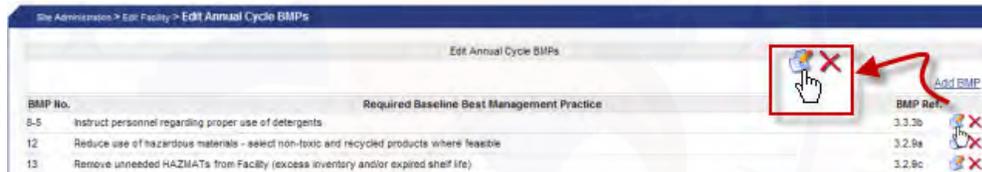
3. Click the **View/Edit Annual Cycle BMPs** link.



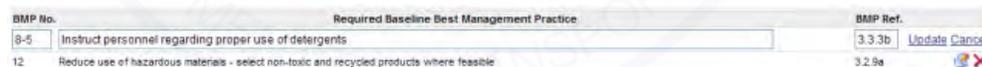
The Edit Annual Cycle BMPs page appears.



- Find the Annual Cycle BMP you want to edit in the **Edit Annual Cycle BMPs** page, then click the corresponding **Edit BMP** icon.

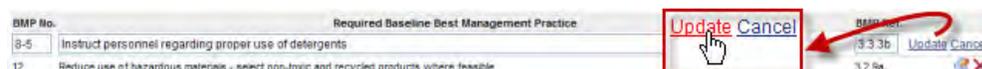


Editable fields appear for the selected BMP.



- Edit the necessary information in the BMP fields. Refer to Adding an Annual Cycle BMP for [field definitions](#).
- When you are finished editing the selected BMP, click the **Update** button to save your changes.

Click the **Cancel** button to exit the line without saving your changes.



Deleting a Site Specific Annual Cycle BMP

The POC, Team Lead, Director and Administrators can delete an Annual Cycle BMP on the Edit Annual Cycle BMPs page.

Refer to the following procedures for more information.

1. Click the **Site Administration** link from the **Administration** section of the Navigation Bar.



The Site Administration page appears.



2. Locate the division and/or facility; then, click the corresponding **Edit Facility** icon.



If additional facilities exist for the division, additional pages will appear, click the page number link at the bottom of the page to view additional facilities.



The Facility Administration page appears.

Facility Administration

Enter the facility information

Facility: Active

Division:

County:

City:

Acres:

Longitude:

Latitude:

Management:

Leader:

[View/Edit Outfalls](#)

[View/Edit Facility BMPs](#)

[View/Edit Facility Annual Cycle BMPs](#)

[View/Edit Site Specific Data](#)

[View/Edit Facility Containers](#)

[View/Edit Spill Response and Notification Contacts](#)

- Click the **View/Edit Annual Cycle BMPs** link.



The Edit Annual Cycle BMPs page appears.

Site Administration > Edit Facility > Edit Annual Cycle BMPs

Edit Annual Cycle BMPs Add BMP

BMP No.	Required Baseline Best Management Practice	BMP Ref.
8-5	Instruct personnel regarding proper use of detergents	3.3.3b
12	Reduce use of hazardous materials - select non-toxic and recycled products where feasible	3.2.9a
13	Remove unneeded HAZMATs from Facility (excess inventory and/or expired shelf life)	3.2.9c
14	Remove hazardous wastes from site promptly - dispose properly - do not exceed assigned generator status	3.2.9b
20-1	Ensure that janitorial supplies are stored in the building away from doorways and drains	3.3.6a
21-1	Ensure that janitorial supplies are stored inside building away from doorways and drains	3.3.6a
17	Manage runoff to reduce pollutants	3.2.12a
02	Conduct Good Housekeeping Program	3.2.2a
03	Conduct Preventative Maintenance Program	3.2.3a

- Find the BMP you want to delete in the **Edit Annual Cycle BMPs** page, then click the corresponding **Delete** icon.

Edit Annual Cycle BMPs Add BMP

BMP No.	Required Baseline Best Management Practice	BMP Ref.
8-5	Instruct personnel regarding proper use of detergents	3.3.3b
12	Reduce use of hazardous materials - select non-toxic and recycled products where feasible	3.2.9a
13	Remove unneeded HAZMATs from Facility (excess inventory and/or expired shelf life)	3.2.9c

Note: In the original image, a red box highlights the 'Delete' icon next to BMP 12, and a red arrow points to it from the right.

The selected record disappears from the list of BMPs.

Edit Annual Cycle BMPs

BMP No.	Required Baseline Best Management Practice
12	Reduce use of hazardous materials - select non-toxic and recycled products where feasible
13	Remove unneeded HAZMATs from Facility (excess inventory and/or expired shelf life)
14	Remove hazardous wastes from site promptly - dispose properly - do not exceed assigned generator status

Note: In the original image, a red circle highlights the first three rows of the table.

User Admin

Accessing User Administration

The User Administration component allows POC, Director and Administrative users to assign and remove roles for existing SPPP users. Click any of the following links for procedures and additional information:

[Adding a User Role to an SPPP User](#)

[Removing a User Role from an SPPP User](#)

[User Administration Field Definitions](#)

User Administration Field Definitions

The following information describes the fields that appear in the User Administration page.

1. Click the **User Administration** link in the **Administration** section of the Navigation Bar.

The User Administration page appears.

The screenshot shows a web interface for 'User Administration'. At the top, there is a search bar with the text 'Enter the username of the person to find. *'. Below this, the 'Username' field contains 'peters' and a 'Search' button is visible. A note below the search bar states: 'For external users you must enter their full Email Address for a username.' The interface is divided into three main sections: 'User Information', 'User Roles', and 'Add Role'.

User Information

Name: peters
 Telephone:
 Email: peters@dot.state.nc.us

User Roles

POC	Division 3	X
TL	Castle Hayne Maintenance Yard	X
TL	Franklin County Maintenance Yard	X

Add Role:

Role: TL
 Division: 5
 Franklin County Maintenance Yard Add

2. Refer to the following fields for more information:

Username - The NCDOT name of the user who currently has access to the SPPP/SPCC application. The user name uniquely identifies the NCDOT user. To search for the user you entered, click the **Search** button.

Name - The user name that matches the user you entered in the Username field.

Telephone - The telephone number where the user can be reached.

Email - The email address where the selected user can be reached.

User Roles - The User Roles section contains all the user roles that are currently assigned to the selected user. Each user role can contain the user role, division and facility, as well as a Delete icon to remove a role from a selected user. Refer to the following user role definitions for more information:

DIR - The Director user role does not require a division or a facility because this user role has the ability to view all divisions and their facilities. Directors are responsible for managing the overall NCDOT NPDES permit and/or SPPP/SPCC program State-wide.

TL - The Team Lead user role requires both a division and a facility. Team Leads are responsible for tracking SPPP/SPCC implementation at the facility, and are expected to assign SPPT (Stormwater Pollution Prevention Team) members within their facility.

POC - Point of Contact user roles require a division. POC users are responsible for a division and all the facilities within that division. POC users provide support to the Team Leaders and oversee SPPP/SPCC implementation at all facilities located in their Division.

PRIME - POC Prime user roles require a division. POC Prime users are assigned read-only access to a selected division and all its facilities.

DIVENG - Division Engineer user roles require a division. Division Engineers are allowed read-only access to their divisions and all facilities within those divisions.

Add Role - The Add Role feature allows POC, Director and Admin users to assign user roles to a selected SPPP/SPCC user. This section can contain up to three fields, depending on the type of user role you add: Role, Division and Facility.

3. To add one or more user roles to a selected SPPP/SPCC user, refer to [Adding a User Role to an SPPP User](#).
4. To remove one or more user roles from a selected SPPP/SPCC user, refer to [Removing a User Role from an SPPP User](#).

Adding a User Role to an SPPP/SPCC User

POC, Director and Administrative users can assign user roles to existing SPPP users through the User Administration component. You can assign as many user roles to a user as necessary. When you assign user roles, those roles may require additional information such as a division or a facility. You can enter this information in the User feature as well. Refer to the following procedure for more information.

1. Click the **User Administration** link in the **Administration** section of the Navigation Bar.



The User Administration page appears.



For information about the fields on this page, refer to [User Administration Field Definitions](#).

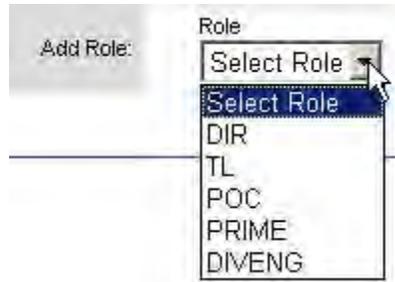
2. Enter the user name of the user you want to view in the User Name field.
3. Click the **Search** button to find the user name you entered.

If a user is found that matches the user name you entered, the SPPP/SPCC application displays the user information in the User fields.

The screenshot displays the 'User Administration' interface. At the top, there is a search section with a text input field containing 'kwits' and a 'Search' button. Below this, a note states: 'For external users you must enter their full Email Address for a username.' The main section is titled 'User Information' and contains the following fields: Name: kwits, Telephone: (empty), and Email: kwits@dot.state.nc.us. Below the user information is a 'User Roles' section with a table showing one role: POC, Division 1, with a red 'X' icon to its right. At the bottom, there is an 'Add Role:' section with a dropdown menu labeled 'Select Role'.

4. To add a role to the selected user, click the **Add Role** drop-down list and select the user role you want to add.

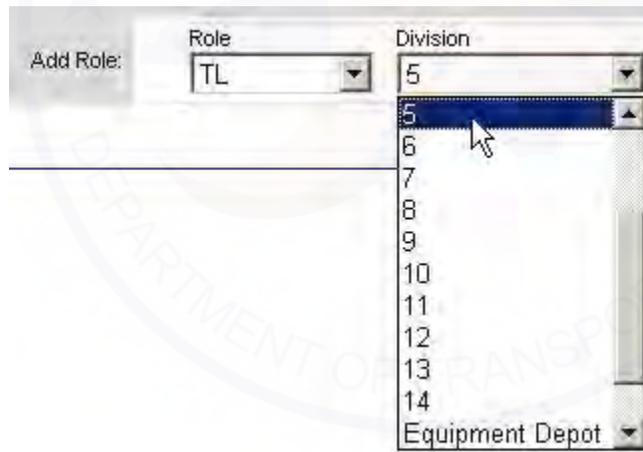
Select from the following options: **DIR** (Director), **TL** (Team Lead), **POC** (Point of Contact), **PRIME** (Primary POC), or **DIVENG** (Division Engineer). For more information on each user role, refer to the [User Permissions table](#).



5. If you select the **DIR** user role, skip to step #9 below, otherwise the Division field appears.



6. Click the **Division** drop-down list and select the division that the selected user will be able to view and use.



7. If you selected the **TL** user role, the Facility drop-down field appears. For all other selections, refer to step #9 below.



- Click the **Select Facility** drop-down list and select the facility in which this user is assigned.

The screenshot shows a form with the following fields:

- Add Role:** (Label)
- Role:** (Dropdown menu) with 'TL' selected.
- Division:** (Dropdown menu) with '5' selected.
- Select Facility:** (Dropdown menu) with a list of facilities:
 - Select Facility
 - Durham County Maintenance Yard
 - Durham County Salt Storage Yard
 - Franklin County Maintenance Yard** (highlighted)
 - Granville County Maintenance Yard
 - Person County Maintenance Yard
 - Testing Facility for Roles
 - Vance County Maintenance yard
 - Wake County Maintenance Storage Yard
 - Wake County Maintenance Yard
 - Warren County Maintenance Yard

- Once you have made the necessary selections for your user role, click the **Add** button.



The user role is added to the selected user.

Removing a User Role from an SPPP/SPCC User

- Click the **User Administration** link in the **Administration** section of the Navigation Bar.



The User Administration page appears.

The screenshot shows a web application interface titled "User Administration". At the top, there is a header bar with the text "User Administration". Below the header, there is a sub-header "User Administration" and a prompt: "Enter the username of the person to find. *". A form field labeled "Username:" is followed by a "Search" button. Below this, a note states: "For external users you must enter their full Email Address for a username." The interface is divided into three sections: "User Information", "User Roles", and "Add Role:". The "User Information" section contains fields for "Name:", "Telephone:", and "Email:". The "User Roles" section contains a field for "Role:". The "Add Role:" section contains a field for "Role:". A large, faint watermark of the North Carolina Department of Transportation logo is visible in the background of the screenshot.

2. Enter the user name of the user you want to view in the User Name field.
3. Click the **Search** button to find the user name you entered.

If a user is found that matches the user name you entered, the SPPP/SPCC application displays the user information in the User fields.

User Administration

User Administration

Enter the username of the person to find. *

Username:

For external users you must enter their full Email Address for a username.

User Information

Name: peters

Telephone:

Email: peters@dot.state.nc.us

User Roles

POC Division 3	X
TL Castle Hayne Maintenance Yard	X
TL Franklin County Maintenance Yard	X

Add Role:

For field definitions, refer to [User Administration Field Definitions](#).

- Find the user role you want to remove within the User Roles section, then click the corresponding **Delete** icon.



The user role is permanently removed from the selected SPPP user.

- To add a user role, refer to [Adding a User Role to an SPPP User](#).

Viewing Status of SPCC Facility by Division

The SPCC Report displays at a division level the percentage of SPCC tasks completed. Refer to the following procedures for more information.

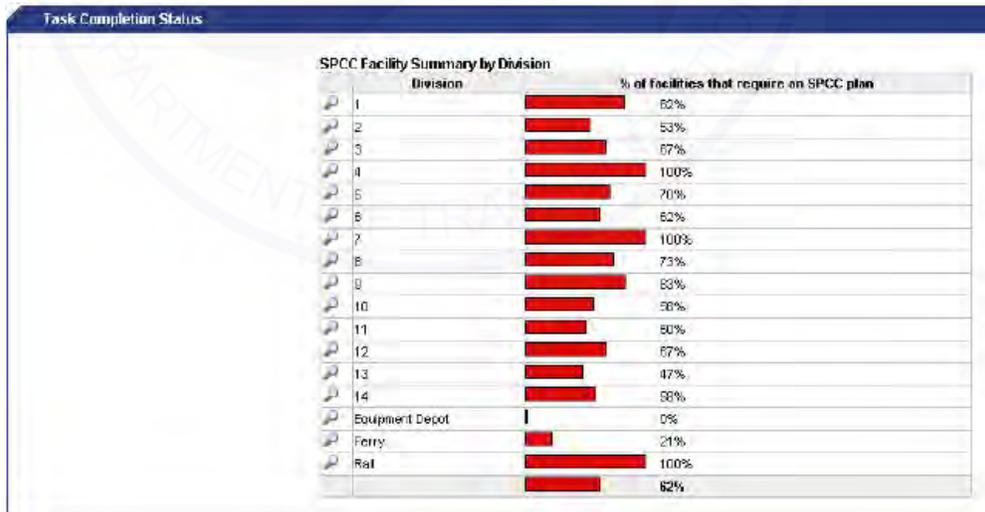


Note: POC, Director, and Administrative users have access to this page.

1. Click the **SPCC Report** link from the [Main Menu navigation bar](#).



The Task Completion Status page appears.



2. To view the status of a specific facility, click the **Search Facility** icon.



Refer to [Viewing the Tasks Overview](#) Page for more information.



Logging Out of the SPPP Application

1. When you are finished using the SPPP application, you can log out by clicking the **Logoff** link within the **Users** section of the Navigation Bar.



The Logout page appears.



2. To log back into the SPPP/SPCC application, click the **Here** link.

The SPPP/SPCC Login page appears.

Refer to [Accessing SPPP/SPCC](#) for more information.

Support

For comments or questions about the SPPP/SPCC application, click the [ContactUs](#) link to send your comments to a subject matter expert.

To send your comments for questions about the SPPP/SPCC Help Files, click this [ContactUs](#) link to send your information to a documentation specialist.

If application assistance, contact the NCDOT Helpdesk

861-3840

1-800-368-2778

dothelp@ncdot.gov

