



Client User Guide

PermiTrack_{MS4}

NPDES Storm Water Permit Tracking

Release 4.1.0

SEH Client Access Point – Technical Support

For assistance with technical questions and/or issues regarding the applications on the SEH Client Access Point, we offer product support Monday through Friday, 7:00 a.m. to 5:00 p.m. (CST), excluding major holidays.

Support is available via [e-mail](#) or phone at 612.333.2123.

If a support technician is not available at the time of your call, please leave a message on voicemail.

When sending an e-mail or leaving a voicemail, be sure to include your name, contact information, the application you are using, and a brief description of the question and/or issue you are inquiring about.

Be sure and check the [FAQ](#) page for answers to Frequently Asked Questions. Our support technicians will update this page regularly with questions submitted by other users.

For content-specific assistance with any of the Client Access Point applications, feel free to contact the appropriate staff person identified on the [Contact Us](#) page.

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Getting Started

PermiTrackMS4 is a web-based application for tracking NPDES (National Pollutant Discharge Elimination System) permits and publishing annual reports for compliance with federal and state stormwater regulations. **PermiTrackMS4** lets you keep all of your information in one, easy-to-access place. Since it is available via the Internet, multiple staff people can access and work with this data from an office computer or a wireless notebook computer at a site.

PermiTrackMS4 lets you:

- Quickly create new plans based on templates that automatically populate the plan with standard MCMs (Minimum Control Measures) and BMPs (Best Management Practices).
- Customize plan MCMs, BMPs, and goals to meet your unique needs.
- Track activities as they are completed and monitor incomplete activities.
- Delegate responsibilities and track the responsible parties via reports.
- Remind staff via email about up-coming permit-related goals.
- Quickly report on everything from the past year, in the correct format, to meet your regulatory deadline.

PermiTrackMS4 offers:

- Web-based technology
- Ability to track multiple MCMs, BMPs, goals, and activities
- Drill-down tree structure for access to all MCMs, BMPs, measurable goals, and related activities
- Data integrity and security
- Easy access to information from a central location
- Published report generator

Logging into PermiTrackMS4

To log in to **PermiTrackMS4**:

1. Open your web-browser on a computer.
2. In the address field, enter the web address for your **PermiTrackMS4** client site.
3. On the Welcome page, click the Client Login link.

4. On the login page, enter your user name and password.

Contact your Client Administrator if you need a user name and password assigned.

5. Click the **PermiTrackMS4** tab, if you have multiple SEH applications.

The application opens to the Select page, where you select a plan to view, modify, or publish (see page 19).

What is on the Opening Screens?

Select Plan

PermiTrackMS4 opens to the Select page. On this page, choose the plan you want to view, edit, or publish.

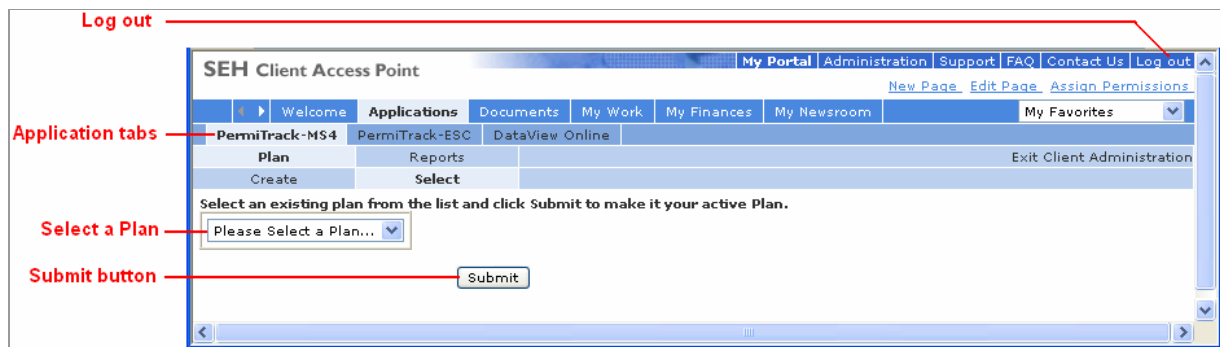


Figure 1. Select Plan tab

Log Out

Click the Log Out link to close the application and log out of the website.

Application Tabs

If you have one or more SEH applications, click the tab for the application you want to use.

Select a Plan

Choose a plan from the drop-down list. You will be working with this plan.

Submit button

Click the Submit button to open the plan (see View Plan below).

View Plan

The image below shows the main parts of the **PermiTrackMS4** screen *after* you select a plan. You start from this page for most of your activities. For more detailed information, see the description of each page in later sections of this guide.

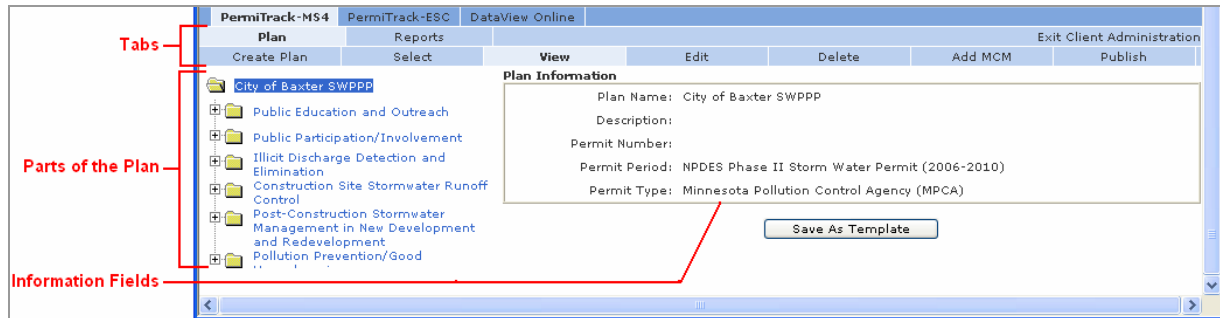


Figure 2. Plan View tab

Tabs

The tabs let you add to or modify various parts of the plan. The image above shows the tabs.

The tabs change when you click on a different folder/item in the treeview on the left side of the page. You must click on the Plan name at the top of the treeview to return to the highest level tabs. (See “Folders on the Plan View tab” on page 20 for information on the treeview.)

Parts of the Plan

The list of folders (called a treeview) on the left side shows the plan hierarchy. Each MCM, BMP, and goal is represented by a folder in the treeview. Click on a folder to view or make changes to that item.

See “Folders on the Plan View tab” on page 20 for more information on the treeview.

Information Fields

The right side of the page displays either information about the item highlighted in the treeview or fields for entering data. The contents of this part of the page reflect the item highlighted in the treeview and the tab selected near the top of the page.

Logging Out of PermiTrackMS4

To exit or log out of the system, click the Log Out link in the upper-right corner of the page.

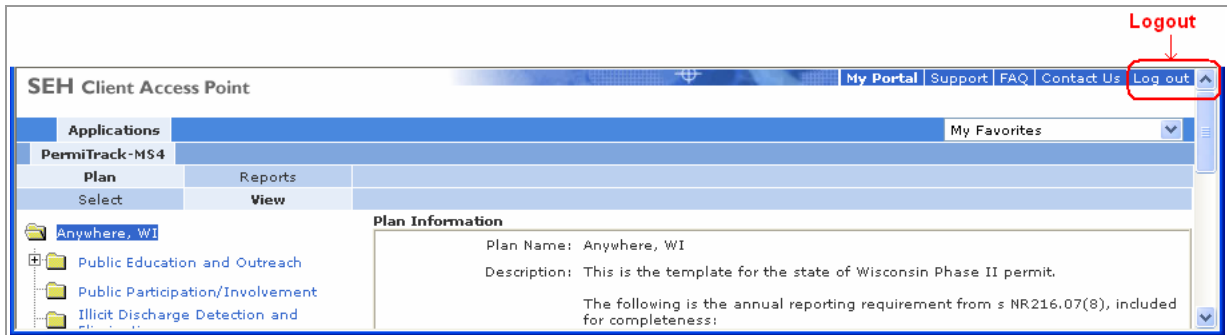


Figure 3. Logout link

Quick Reference

To help you get started, this section of the guide provides step-by-step instructions for some of your key tasks. The remainder of the document is designed as a reference to help you to explore and identify ways that **PermiTrackMS4** can best suit your needs.

As you work through these sample procedures, please see the description for each screen in the following sections. The reference sections provide more information about individual fields and options on each page.

Add MCMs to a Plan

When a plan is created, a default set of MCMs and BMPs are added to the plan. To customize the plan to match your precise reporting needs, you can add MCMs and BMPs to the plan. To add an MCM to a plan:

Step I. Select the Plan

1. Go to the Select tab by doing one of the following:
 - Log in to the program. The program opens to the Select tab. Continue with step 2 (below).
 - From elsewhere in the program, click on the plan name in the treeview on the left. Click the Select tab. Go to *Step II. Add an MCM* (below).
2. On the Select page (on page 19), click on the name of the plan in the drop-down list.
3. Click the Submit button.

Step II. Add an MCM

1. With the plan highlighted in the treeview on the left, click the Add MCM tab in the row of tabs above the treeview.
2. On the Add MCM page, enter a name and description of the MCM. (See page 24 for information on this page.)
3. Select a Responsible Staff/Position from the drop-down list.
4. Type a description in the main text box. This description is included in the published report.
5. Click the Spell Check button to check the spelling in each of the text fields.
6. Click the Create button to save your changes and add the MCM to the plan. The program adds the MCM at the bottom of the treeview.
7. Repeat the previous steps to add another MCM to the plan, if needed.

Add BMPs (Best Management Practices) to a Plan

When a plan is created, a default set of BMPs are added to the plan. To customize the plan to match your precise reporting needs, you can add BMPs to the plan. To add a BMP:

Step I. Select the Plan

1. Go to the Select tab by doing one of the following:
 - Log in to the program. The program opens to the Select tab. Continue with step 2 (below).
 - From elsewhere in the program, click on the plan name in the treeview on the left. Click the Select tab. (Go to *Step II. Add a BMP from the Database* (below).
2. On the Select page (on page 19), click on the name of the plan in the drop-down list.
3. Click the Submit button.

Step II. Add a BMP from the Database

Save time by adding a BMP from the database. With this option, the BMP name, description, etc. are added to the plan automatically. After adding it, you can customize this BMP. However, if you prefer to create a BMP from scratch, go to *Step III. Set up a New BMP* (below).

1. Expand the treeview on the left side of the page by clicking on the MCM where you want to add the BMP.
2. Click the Add BMP from DB tab in the row of tabs above the treeview.
3. On the Add BMP from DB page, select a category for the type of BMP you want to add. (See page 38.)
4. Scroll through the list of BMPs displayed below the category box.
5. If the BMP you want is in the list, click the name.

If the BMP you want is not in the list, go to *Step III. Set up a New BMP* (below).
6. On the BMP Edit page, select a Responsible Staff/Position from the drop-down list.
7. Make changes to the name, description, or other fields, as needed. The description is included in the published report.
8. Click the Spell Check button to check the spelling in each of the text fields.
9. Click the Update button to save your changes.

Step III. Set up a New BMP

To create a BMP from scratch:

1. Expand the treeview on the left side of the page by clicking on the MCM where you want to add the BMP.
2. Click the Add BMP tab in the row of tabs above the treeview.

Note: Your application may display other Add BMP tabs. The tabs available are based on the type of plan. See these topics for more information:

- Add BMP Form 1 on page 32
- Add BMP Form 2 on page 34
- Add BMP on page 36
- Add BMP from DB on page 38

3. On the Add BMP page, enter a name and description of the BMP.
The description is included in the published report.
4. Select a Responsible Staff/Position from the drop-down list.
5. Click the Spell Check button to check the spelling in each of the text fields.
6. Click the Create button to save your changes and add the BMP to the plan.
The program adds the BMP at the bottom of the MCM that is highlighted in the treeview.
7. Repeat the previous steps to add another BMP to the MCM, if needed.

Step IV. Add Goals and Measurable Activities to the BMPs

Goals and Activities are added to existing BMPs. To add goals and activities to a BMP:

1. Highlight a BMP in the treeview on the left side of the page.
2. Click the Add Goal tab to add a goal to the BMP.
(See page 47 for more information on the fields on the Add Goal tab.)
3. Complete the information on the Add Goal page, and then click the Create button.
The program adds the goal at the bottom of the current BMP.
4. Highlight the Goal in the treeview.
5. Click the Enter Goal Activity tab.
(See page 53 for more information on the Enter Goal Activity tab.)
6. Complete the information on the Enter Goal Activity page.
7. Click the Create button.
The program adds the activity at the bottom of the current goal.

Print Blank Copies of the Outfall Inspection Form

Since you may have volunteers or temporary staff complete field inspections, you can print paper copies of the outfall inspection form to be completed in the field. After the inspection, this information is entered into the **PermiTrackMS4** application for reporting. To print a blank copy of the form:

Step I. Select the Plan

1. Go to the Select tab by doing one of the following:
 - Log in to the program. The program opens to the Select tab. Continue with step 2 (below).
 - From elsewhere in the program, click on the plan name in the treeview on the left. Click the Select tab. Go to *Step II. Create a New Outfall Inspection Activity* (below).
2. On the Select page (on page 19), click on the name of the plan in the drop-down list.
3. Click the Submit button.

Step II. Create a New Outfall Inspection Activity

1. Expand the treeview on the left side of the page by clicking on the MCM where you want to record the outfall inspection.
2. Under the MCM, click the BMP that includes the inspection.
3. Under the BMP, click the Goal that requires the outfall inspection.

Note: In order to print the inspection form, the Goal must be setup using the *Outfall Inspection Form* type.

4. With the Goal highlighted in the treeview, click the Enter Goal Activity tab.

Step III. Print the Outfall Inspection Form

1. On the Enter Goal Activity page (on page 53), click the Download PDF Form link that is above the text fields.

The system opens the form as an Acrobat PDF file in a separate window. From Acrobat Reader, you can print the form.

Note: You must have Adobe Acrobat Reader installed on your computer, in order to print the form. You can download Acrobat Reader from the Reports tab.

2. Close the form in Acrobat.
3. Do one of the following:
 - Click anywhere in the treeview to close the Enter Goal Activity page without recording an activity. A new inspection record can be set up after the paper form is completed.

- Record the name, description, activity date, and outfall ID to add the inspection record. This record can be edited after the inspection has been completed. Click the Create button to save your changes.

Assign Parts of the Plan to Staff

When each MCM, BMP, Goal, and Measurable Activity is set up, you have the opportunity to assign it to a staff person. Later, you can reassign it to a different person. The person named in the Responsible Staff/Position field:

- Receives an email notice when any activities under the item are scheduled to occur.
- Is named in the Published report (see page 26)
- Can be selected in reports filtered by owner (see page 65)

To assign an existing MCM to a staff person:

1. Go to the Select tab by doing one of the following:
 - Log in to the program. The program opens to the Select tab. Continue with step 2 (below).
 - From elsewhere in the program, click on the plan name in the treeview on the left. Click the Select tab. Go to step 4 (below).
2. On the Select page (on page 19), click on the name of the plan in the drop-down list.
3. Click the Submit button.
4. Click the name of an MCM in the treeview on the left.
5. On the MCM View tab (on page 29), click the Edit tab.
6. On the Edit MCM page, select a name from the Responsible Staff/Position drop-down list.
7. Click the Update button to save your change.

Identify Incomplete Activities

Use the *Incomplete Measurable Goals option* on the report page to generate a report that lists all activities that are incomplete and fall within the current permit period. To identify incomplete activities:

1. Go to the Select tab by doing one of the following:
 - Log in to the program. The program opens to the Select tab. Continue with step 2 (below).
 - From elsewhere in the program, click on the plan name in the treeview on the left. Click the Select tab. Go to step 4 (below).

2. On the Select page (on page 19), click on the name of the plan in the drop-down list.
3. Click the Submit button.
4. Click the Reports tab.
5. On the Report Options page (on page 65), leave the default option — All Minimum Control Measures — selected in the upper area of the page.
6. Click the Select Activities in a Reporting Period option button in the middle area of the page.
7. Click the option button next to the permit period to cover. The current permit period is selected automatically.
8. Click the option button for Incomplete Measurable Goals for Selected Period in the lower area of the page.
9. Click the Run Report button.
10. The results page (on page 68), click the name of the report (in blue).
11. At the system prompt, click the Open button to open the report in Acrobat PDF format.
12. View the report online, save it, or print it from Acrobat Reader.

Publish an Annual Report

To publish the annual report for a plan:

1. Go to the Select tab by doing one of the following:
 - Log in to the program. The program opens to the Select tab. Continue with step 2 (below).
 - From elsewhere in the program, click on the plan name in the treeview on the left. Click the Select tab. Go to step 4 (below).
2. On the Select page (on page 19), click on the name of the plan in the drop-down list.
3. Click the Submit button.
4. Click the Publish tab near the top of the page.
5. On the Publish page (on page 26), specify the time period by doing one of the following:
 - Click the option button for the permit period.
 - Enter the Start and End dates, if you elected to use a date range.
6. Click the Publish Report button.

The application tells you that the report has been published.

7. On the notification page (on page 27), click the Link to Plan link. The report opens as an Acrobat PDF file.

Note: You must have Acrobat Reader installed on your computer to view the report. To install it, click the Adobe Reader icon in the upper-right part of the notification page.

8. Save or print the Acrobat file.

The file can be saved to your computer or a network location. The saved version can be emailed, viewed, or linked to your website.

This page intentionally left blank.

Plans

Plans in the **PermiTrackMS4** program contain all of your SWMP (Storm Water Management Plan) data, organized in an easy-to-access format. The plan structure helps you organize the documentation and requirements for complying with and reporting on activities related to federal and state pollution control requirements. From the plan, you can also publish interim reports or an annual report.

Create Plan tab

Use the Create Plan tab to set up a SWMP that can be used to track and report on the MCMs, BMPs, goals, inspections, and activities required to fulfill the plan obligations.

Note: Plans are often set up by SEH, Inc. as a service to clients. For example, SEH may set up a plan based on the client's existing SWMP documentation in Microsoft Word. However, clients can create plans directly in the application if they choose.

The Create Plan tab opens when you click on the Create Plan tab under the Plan View tab (on page 20).

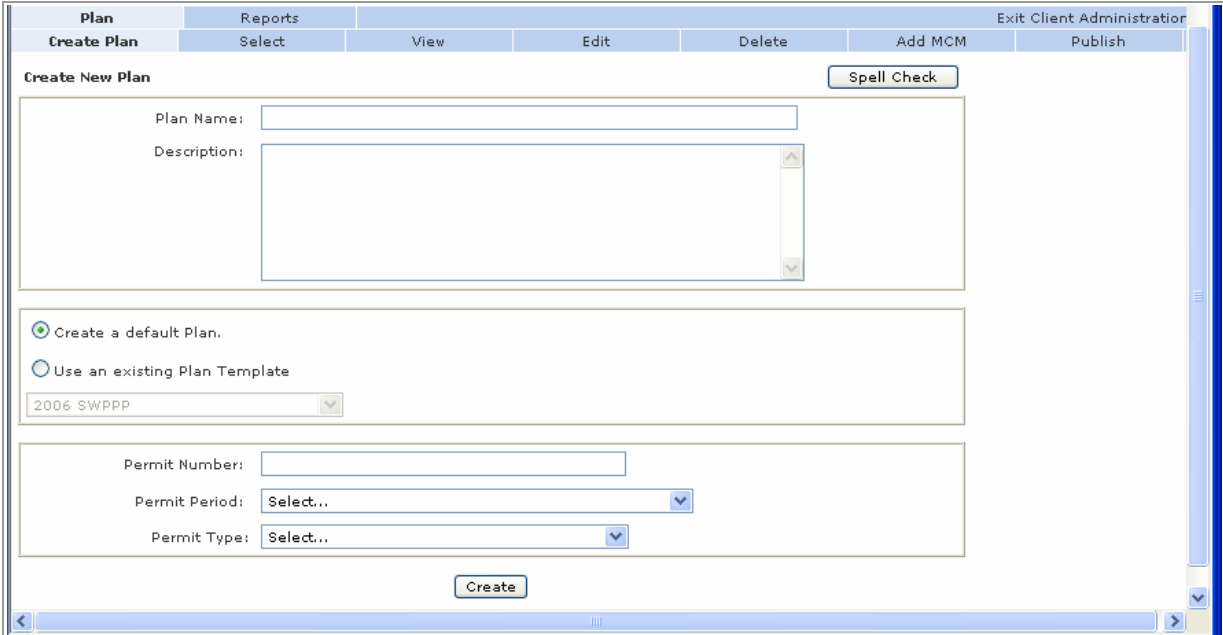


Figure 4. Create Plan New page

Fields & Button on the Create New Plan tab

- **Plan Name:** Enter a descriptive name for the plan. This name helps you identify the plan when it is selected from the list of plans on the Select Plan page.
- **Description:** Enter a description of the plan, how it is used, notes on requirements addressed by the plan, etc. This description is included in the published report.

- **Plan Template:** Select the template you want to use as the basis the plan. Using a template saves time by automatically adding standard MCMs and BMPs to the plan, in the correct order. When editing the plan, the user can customize the default MCMs and BMPs, add goals, and record goal activities.

⊗ **Create a Default Plan:** Select this option button to use the Default template. The default plan includes six standard MCMs required by the EPA (Environmental Protection Agency).

⊗ **Use an Existing Plan Template:** Select this option button to use a template designed for a specific state or purpose. After selecting this option, choose a template from the drop-down list below it.

With this option, you select from templates that reflect the plan structure and components required for a specific state or agency. For example, a template may automatically set up the structure, MCMs, and BMPs required by the state pollution control agency.

Note: Templates are created and maintained by SEH. If you need a new template, contact your SEH Administrator.

- **Permit Number:** Enter the identification number for the permit issued by the agency overseeing the program.
- **Permit Period:** Select the period during which the permit is valid. These options are set up by SEH. Contact your SEH system administrator to add a permit period.
- **Permit Type:** Select the type of permit supported by the plan. Each permit type results in a plan with its own fields and options, to support the unique requirements of the agency issuing the permit.

For example, the MPCA permit type sets specific Add BMP tabs on the MCM View page. These BMP tabs let you add BMPs with fields required by the MPCA. A plan based on the default type does not include these tabs.

Options may include:

- **Minnesota Pollution Control Agency (MPCA):** The MPCA permit type includes special numbering fields for section/subsection numbering in the published report, and BMP tabs for adding the types of BMPs and BMP information specifically required by the MPCA.
- **Default (EPA) :** The Default permit type includes the basic numbering scheme and BMP setup required by the EPA (Environmental Protection Agency).

Buttons on the Create New Plan tab

- **Spell Check** button: Check the spelling in each of the text fields on this page.
- **Create** button: Creates the SWMP plan. After clicking this button, the plan and its settings are available through the Select tab.

After creating a plan, the application automatically takes you to the Plan View tab.

Return to the Plan Selection

- **Select a different plan:** Click the Select tab to return to the Select page (below) where you can choose a different plan without creating a new plan.

Select tab

The application opens to the Select tab. On this page, you can:

- Select a plan to view, edit, track, or publish.
- Create a new plan

The Plan Select opens when you open the **PermiTrackMS4** program or click on the Select tab from the Plan View tab on page 20.

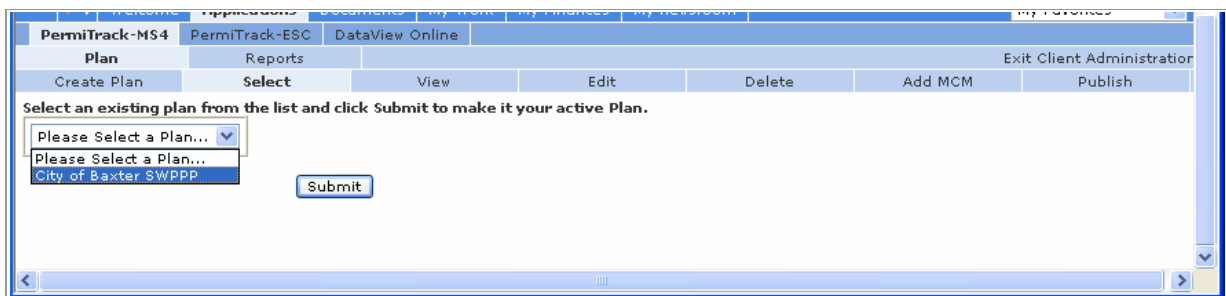


Figure 5. Select Plan page

Fields & Button on the Select Plan tab

- **Select an Existing Plan:** Click on the drop-down list and scroll to the plan you want to use. Information that you view or edit is for this plan.
- **Submit** button: Opens the plan you selected and displays the View tab for the plan.

Tabs on the Select Plan tab

Tabs across the top of the Select Plan tab include:

- **Plan:** Use the tabs below this tab to select or create a new plan. This tab is highlighted to show that you are working with Plan data.
 - **Create:** Click the Create tab to set up a new plan.

Note: Plans are often set up by SEH, Inc. as a service to clients. For example, SEH may set up a plan based on the client's existing SWMP documentation in Microsoft Word. However, clients can create plans directly in the application if they choose.

- **Select:** The Select tab is highlighted to indicate that you are on the Select page.
- **Reports:** Click the Reports tab to generate a report for the last plan that you viewed. Or, select a plan and then click the Reports tab. The reports tab is available only if you have viewed a plan during the current session.

Plan View tab

The View tab provides access to all of the information included in the plan.

- The plan name, description, and permit information are displayed on the right side of the page.
- The plan hierarchy, (reflected in the treeview on the left) includes the MCMs, BMPs, goals, and activities associated with the plan. (See more information on the treeview below.)

The View tab opens when you select a plan on the Select tab (on page 19), or when you click on the plan name at the top of the treeview.

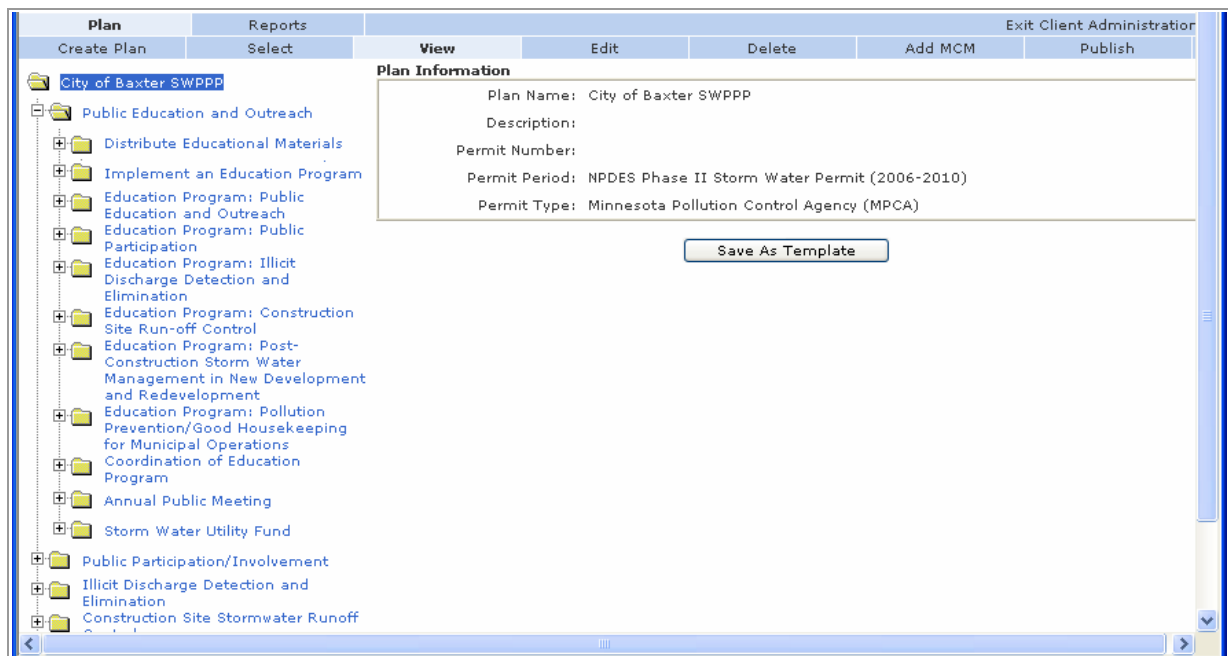


Figure 6. Plan View tab

Note: After you select a plan, the tabs across the top of the page reflect the item selected in the treeview. You must click on the Plan name at the top of the treeview to return to the highest level tabs.

For example, you see one set of tabs when the plan folder is highlighted, a different set when an MCM folder is highlighted, and a third set when a BMP is highlighted in the treeview.

Folders on the Plan View tab

The treeview on the left side of the page shows the organization of the plan, including the MCMs, BMPs, and goals assigned to the plan. For example, the branches under an MCM show the BMPs that define the MCM. The branches under a BMP show the goals and activities that support the BMP.

The published report for the plan is organized according to the arrangement displayed in the treeview.



Click on a folder name to view information about that item. The tabs across the top of the page and the view on the right side of the page change to reflect the item highlighted in the treeview.

Tabs on the Plan View tab

Tabs across the top of the Plan View tab include:

- **Plan:** Use the tabs on the Plan View tab to create or select a plan, make changes, view plan data, or publish the final report for a plan.
 - **Create Plan:** Create a new SWMP plan. Plans are often set up by SEH, so you may not need to use this tab.
 - **Select:** Opens the Select page, where you select a plan to view or edit.
 - **View:** The View tab is highlighted to show that you are on this page. The View page shows the plan information, including the name, description, and permit number.
 - **Edit:** Opens Plan Edit page for updating the plan name, description, or permit number.
 - **Delete:** Opens the Delete page, where you can remove the current plan.
 - **Add MCM:** Opens the Add MCM page, where you can add an MCM to the plan.
 - **Publish:** Publish the final report, which contains all of the plan information. The report is an Acrobat PDF file that can be saved, printed, emailed, or posted on a website.
- **Reports:** Select the Reports tab to generate a report based on MCMs, BMPs, activities, owners, or time period. Reports help you track specific information as the plan is developed and implemented.

Note: The annual report for a plan is published through the Publish tab, rather than the Reports tab. To publish the final report, select the plan and use the Publish tab on the Plan View. (See information about the Publish tab on page 26.)

Fields & Button on the Plan View tab

This information is displayed on the right side of the page:

- **Plan Name:** Descriptive name of the plan.

- **Description:** Description of the plan and the purpose it serves. This description is included in the published report.
- **Permit Number:** The permit number issued to the project defined by the plan.
- **Permit Period:** The permit period or number of years when the permit is valid.
- **Permit Type:** Select the type of permit supported by the plan. Each permit type results in a plan with its own fields and options, to support the unique requirements of the agency issuing the permit.

Return to the Plan Selection

- **Select a different plan:** Click the Select tab on the Plan View tab to return to the Select page where you can choose a different plan.

Edit Plan tab

On the Plan Edit page, you can change the plan name, description, or permit number. The other information displayed here was defined when the plan was created.

The Plan Edit page opens when you select a plan, and then click the Edit tab on the Plan View tab on page 20.

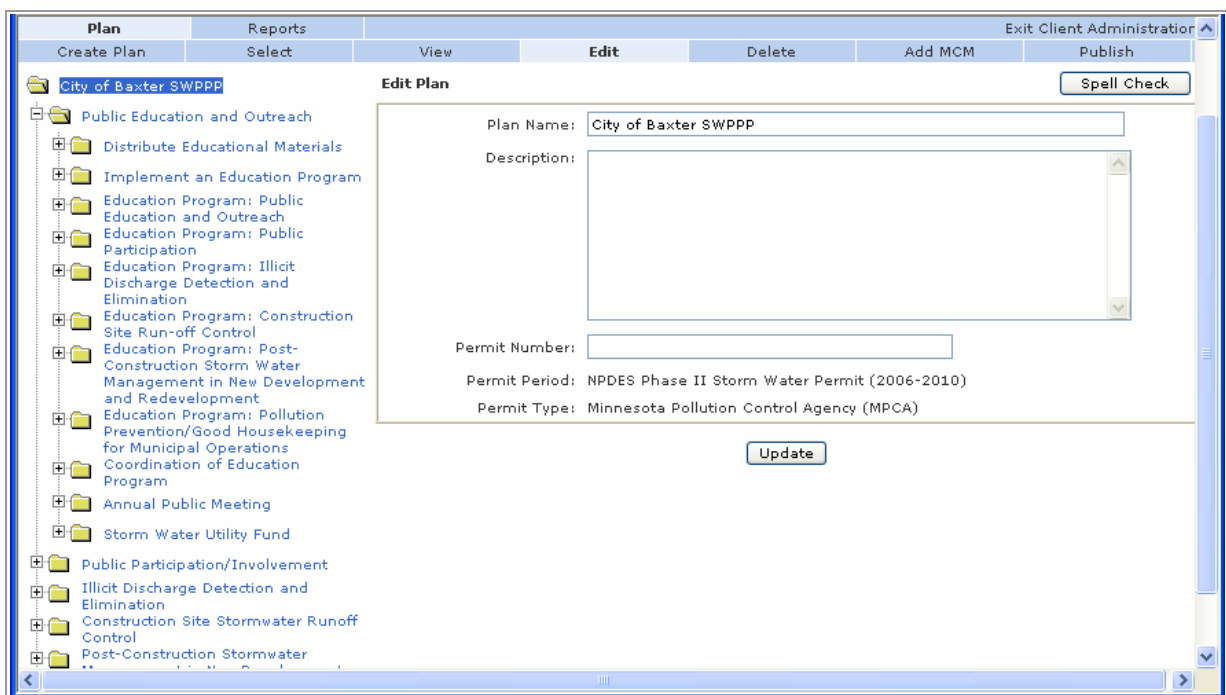


Figure 7. Edit page for a Plan

Fields & Button on the Plan Edit page

- **Plan Name:** Descriptive name of the plan.

- **Description:** Description of the plan and the purpose it serves. This description is included in the published report.
- **Permit Number:** The permit number issued to the project that is defined by the plan.
- **Permit Period:** The permit period or number of years when the permit is valid.
- **Permit Type:** Select the type of permit supported by the plan. Each permit type results in a plan with its own fields and options, to support the unique requirements of the agency issuing the permit.
- **Spell Check** button: Use the Spell Check button in the upper-right part of the page to check the spelling in each of the text fields on this page.
- **Update** button: Click the Update button to save your changes to the plan. The system returns you to the Plan View tab.

Return to the Plan View or Selection

- **View the Plan Information:** Click the name of the plan in the treeview to leave edit mode and return to the Plan View tab without making changes.
- **Select a different plan:** Click the Select tab on the Plan Edit page to return to the Select page where you can choose a different plan.

Delete Plan tab

Click the Delete tab when you want to delete the current plan. Before it is deleted, the system asks you to enter a reason for deleting the plan.

Caution: The Delete function deletes the plan, along with all of the MCMs, BMPs, goals, and activities associated with it. We recommend deleting a plan only if you are certain that the plan and its contents will never be needed again. Generally, complete plans are kept on the site as an archive.

If you want to delete a plan but preserve items set up within the plan, contact your SEH Administrator.

The Plan Delete page opens when you select the plan name at the top of the treeview (on page 20), and then click the Delete tab.

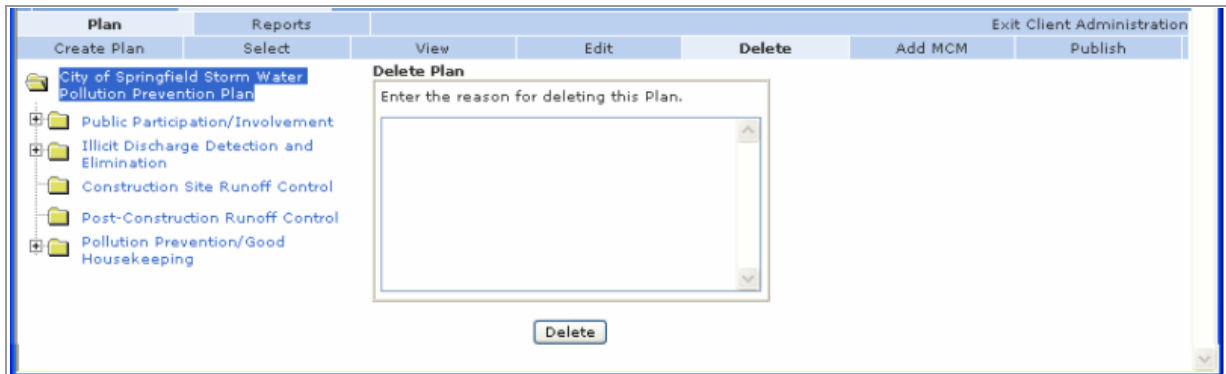


Figure 8. Delete Plan tab

Field & Button on the Delete Plan page

- **Enter the reason for deleting this Plan:** In the text box, enter a reason for deleting the current plan. This information is saved in the database. If you need this information later, contact your SEH Administrator.
- **Delete** button: Click the delete button to remove the plan from your site.

Return to the Plan Selection

After deleting the plan, the application takes you to the Select tab automatically. From the Select tab, you can choose a different plan.

Add MCM to Plan tab

Use the Add MCM tab to add an MCM to the current plan. The program adds the MCM at the bottom of the plan treeview on the left side of the page.

The Plan Add MCM page in the treeview (on page 20) you select a plan, and then click the Add MCM tab.

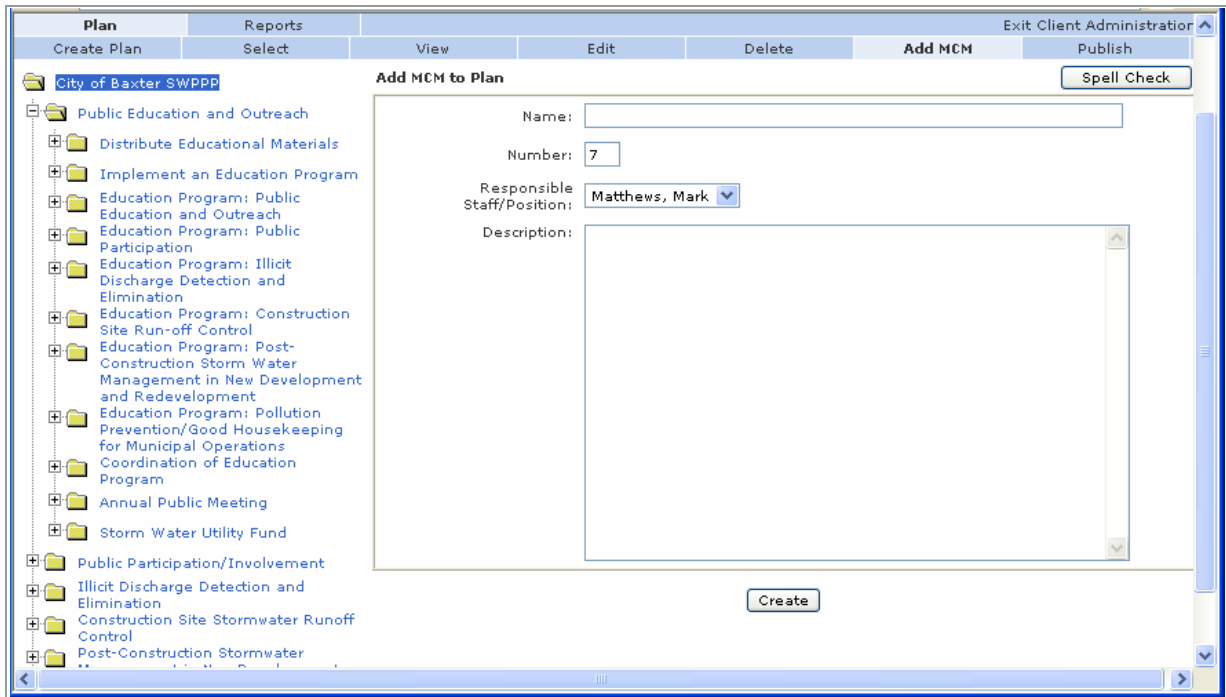


Figure 9. Add MCM to Plan page

Fields on the Add MCM page

- **Name:** Enter a descriptive name for the MCM. This name is displayed in the treeview on the left and used in the published report.
- **Number:** Specifies the position of this MCM in the plan list. This number is also used for numbering sections in the published report. The system assigns this number automatically.

Caution: This number can be changed to move the MCM to a different position in the treeview, but we strongly recommend not changing the number. Change it only if you have full knowledge of all the consequences resulting from this change.

- **Responsible Staff/Position:** Select the name of the staff person or staff position responsible for overseeing or implementing this MCM. This person:
 - Receives an email notice when activities under this MCM are scheduled to occur.
 - Is named in the Published report (see page 26)
 - Can be selected in reports filtered by owner (see page 65)

Note: If the name you want is not listed, contact your SEH Administrator to add the name.

- **Description:** Enter a description of the MCM, why it is required, etc. This description is included in the published report.

- **Spell Check** button: Use the Spell Check button in the upper-right part of the page to check the spelling in each of the text fields on this page.
- **Create** button: After completing the fields above, click the Create button to add the MCM to the current plan. The program adds the MCM at the bottom of the treeview.

Return to the Plan View or Selection

- **View the Plan Information:** Click the View tab or click the name of the plan in the treeview to return to the Plan View tab without creating a new MCM.
- **Select a different plan:** Click the Select tab to return to the Select page where you can choose a different plan.

Publish tab

Use the Publish tab to generate a copy of the final annual report for a plan in a format that is ready for submission. The report includes all of the plan information, including the name, description, permit number, MCMs, BMPs, goals, and activities for the permit period you specify. The published report is organized according to the plan treeview.

Note: The Publish tab is for generating the final report. To produce progress or summary reports, use the Reports tab (see page 65).

The Publish page opens when you select a plan in the treeview (on page 20), and then click the Publish tab.

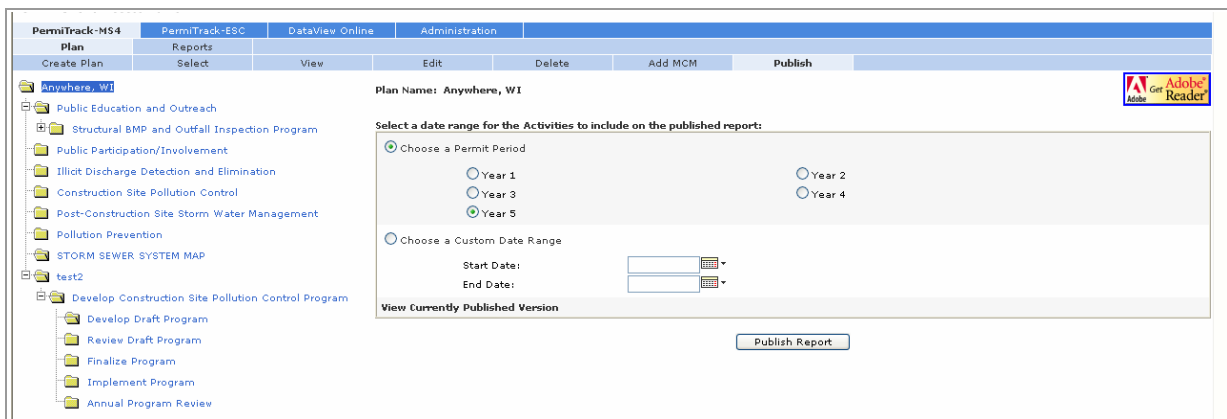




Figure 10. Publish page

Fields & Button on the Publish page

- **Choose a Permit Period:** Select the Choose a Permit Period option to publish a report for a specific permit period. Next, select an option button below to indicate the permit period you want to include. The current permit period is selected by default.
 - **Year 1:** Select this option button to include data from this permit period in the published report.

- **Year 1:** Clear this option button to exclude data from this permit period in the published report.
- **Choose a Custom Date Range:** Select the Choose a Custom Date range option to publish a report that covers a specific period of time that may not correspond to a permit period.

The published report includes the plan description, MCMs, BMPs, and only the goals and activities scheduled between the start date and the end date.
 - **Start Date:** Enter the first day for the time period to include, or click the  Calendar icon to select a date.
 - **End Date:** Enter the last day for the time period to include, or click the  Calendar icon to select a date.
- **View Currently Published Version** link: Click the View Currently Published Version link to open the most recent copy of the published report. The report is available as an Acrobat PDF file that you can view, print, email or link to your website.

Note: When you click this link, an updated version of the report is *not* generated. This link lets you quickly view, save, or print an existing report.
- **Publish Report** button: Click the Run Report button to generate the final report. The report is available as an Acrobat PDF file through the URL or web address displayed after you click this button.

Return to the Plan View or Selection

- **View the Plan Information:** Click the View tab or click the name of the plan in the treeview to return to the Plan View tab without publishing a report.
- **Select a different plan:** Click the Select tab to return to the Select page where you can choose a different plan without publishing a report.

Notification page

Use the Notification page to view a copy of the complete plan as an Acrobat PDF file. You can save this file and link it to your website or distribute the file. It includes the complete plan for the period you choose, plus any attachments.

The Notification page opens when you click the Run Report button on the Publish tab (on page 26).

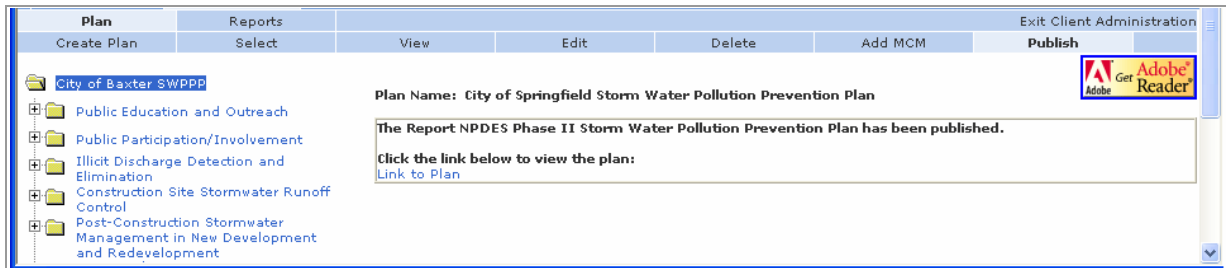


Figure 11. Notification page

Link on the Notification page

- **Link to Plan:** Click the Link to Plan link to view the published plan. The published plan is available as an Acrobat PDF file.

Note: For a complete copy of the plan on a CD, contact your SEH Administrator.

MCM (Minimum Control Measure) Views

MCMs are the measures that serve as the backbone of your management plan. They organize the plan activities into the categories or areas of concern that must be addressed by the plan. The MCMs added when the plan was created also correspond to those required by the EPA, state pollution control agency, or other organization. For your convenience, the basic MCMs are added to the plan automatically when it is created. You can then customize the plan by adding your own MCMs, as needed.

Create an MCM

MCMs are added to a plan when the plan is created. Additional MCMs can also be added through the Plan View tab. With a plan highlighted in the treeview on the left, click the Add MCM tab.

Note: Because the Add MCM page is opened from the Plan View tab, it is covered in the Plan section of this guide. See page 24 for information on this page.

View MCM tab

The MCM View page shows:

- The plan treeview on the left
- Information about the current MCM on the right side of the page, including the name, responsible staff, and description.

This view also gives you access to other options, including editing the MCM, deleting the MCM, and adding a BMP to the MCM.

The MCM View page opens when you click the name of an MCM in the treeview (on page 20).

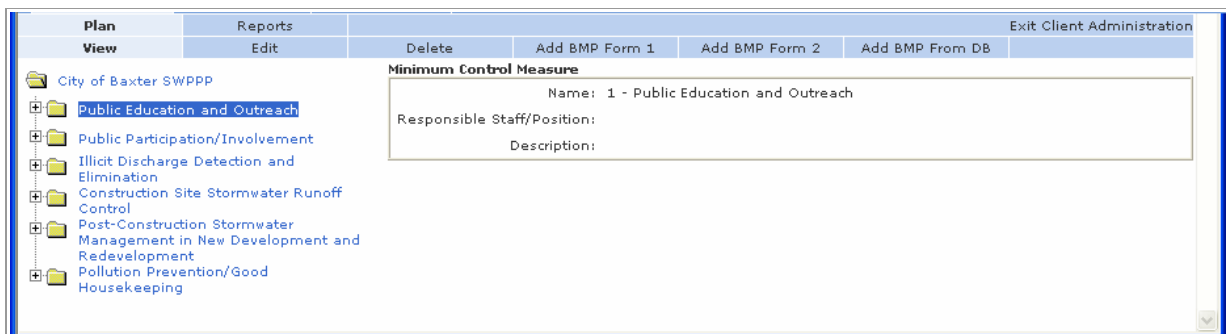


Figure 12. MCM View page

Fields & Folders on the MCM View page

With the MCM View selected, the items listed within the MCM folder in the treeview are the BMPs associated with this MCM.

The right side of the page shows the name and description for this item. (See page 24 for information on the fields displayed on this page.)

Tabs on the MCM View page

The tabs on this page reflect the options available for working with an MCM within the plan.

- **Edit:** Edit the MCM name, description, and responsible staff. Click the Edit tab to open the Edit Minimum Control Measure page.
- **Delete:** Delete the MCM highlighted in the treeview. Opens the Delete page where you enter a reason for deleting the MCM.
- **Add BMP:** Add a basic BMP to the current MCM. This type of BMP includes only the standard fields, including name, description, number, and responsible staff. Opens the Add BMP page.

Note: The Add BMP tabs that are available to you depend on the permit type selected when the plan was created. Each of these tabs is briefly described below and in more detail on pages 32 to 38.

- **Add BMP Form 1:** Add a Form 1BMP to the current MCM. In addition to the standard fields, this type of BMP includes a field for the section letter/number and a field for specific components or notes.
- **Add BMP Form 2:** Add a Form 2 BMP to the current MCM. In addition to the standard fields, this type of BMP includes a field for the section letter/number and fields to support educational goals and activities.
- **Add BMP from DB (Database):** The BMP database includes a wide array of BMPs that were set up for other clients or other plans. These universal BMPs are made available to save you time. After you choose a BMP from the list, it is added to your plan with all of the information entered automatically.

Return to the Plan View

- **View the Plan Information:** Click the name of the plan in the treeview to return to the Plan View tab .

Edit MCM tab

Use the MCM Edit page to change the MCM name or to assign it to a different staff person or position.

The MCM Edit page opens when you click the name of an MCM treeview (on page 20), and then click the Edit tab.

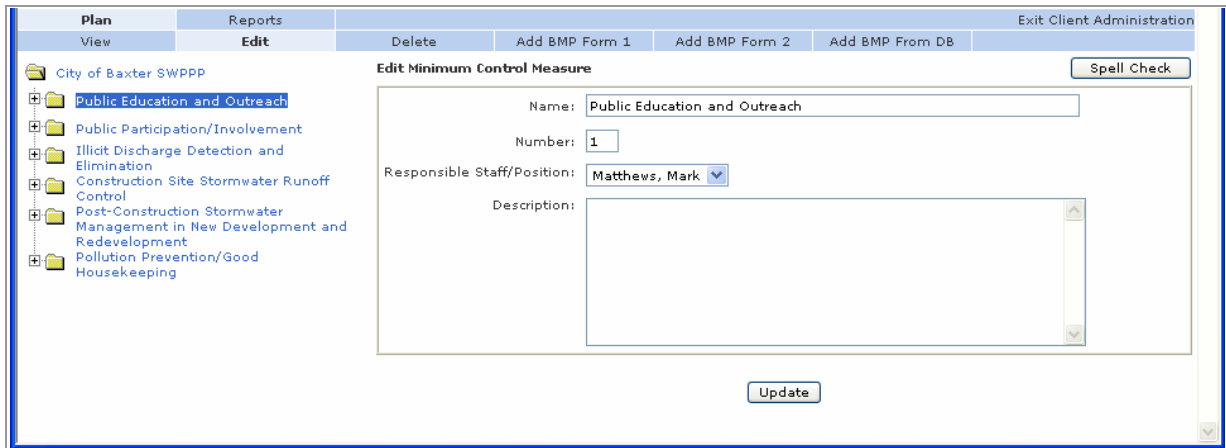


Figure 13. MCM Edit page

Fields & Button on the MCM Edit page

The fields on the Edit page are the same as those completed when the MCM was created. For information on these fields, see Add MCM tab on 24.

Caution: The value in the Number field can be changed to move the MCM to a different position in the treeview, but we strongly recommend not changing the number. Change it only if you have full knowledge of all the consequences resulting from this change.

- **Spell Check** button: Use the Spell Check button in the upper-right part of the page to check the spelling in each of the text fields on this page.
- **Update** button: After entering your changes in the fields above, click the Update button to save your changes.

Return to the MCM or Plan View

- **View the MCM Information:** Click the View tab or click the name of the MCM in the treeview to return to the MCM View page without making changes on the Edit page.
- **View the Plan Information:** Click the name of the plan in the treeview to return to the Plan View tab.

Delete MCM tab

Use the Delete tab to remove the current MCM from the plan. The MCM highlighted in the treeview is deleted.

Caution: The Delete function deletes the current item and any items nested within it. For example, if you delete an MCM from the plan, all BMPs and goals within that MCM are also removed from the plan.

The Delete MCM page opens when you select an MCM folder in the treeview (on page 20), and then click the Delete tab.

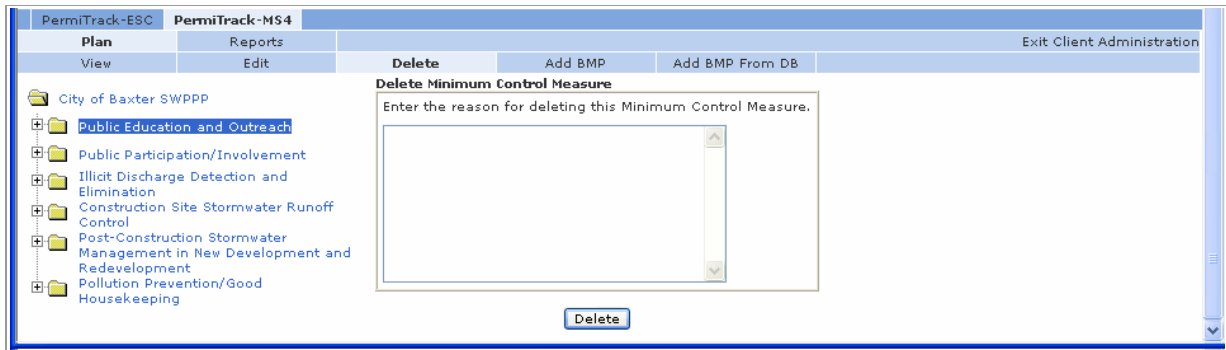


Figure 14. Delete Minimum Control Measure page

Field & Button on the Delete MCM page

- **Enter the reason for deleting the MCM:** In the text box, enter a reason for deleting the current MCM. This information is saved in the database. If you need this information later, contact your SEH Administrator.
- **Delete** button: Click the delete button to remove the MCM, its BMPs, goals, and activities, from your site. You return to the Plan View tab.

Add BMP Form 1 to MCM tab

Use the Add BMP Form 1 tab to add a Form 1 BMP to the plan. In addition to the standard fields, this type of BMP includes a field for the section letter/number and a field for specific components or notes.

Note: The Add BMP Form 1 tab described here is available only if the plan is based on the MPCA permit type. A plan created with a different permit type may have different Add BMP tabs.

The Add BMP Form 1 page opens when you select an MCM in the treeview (on page 20), and then click the Add BMP Form 1 tab above the viewing area.

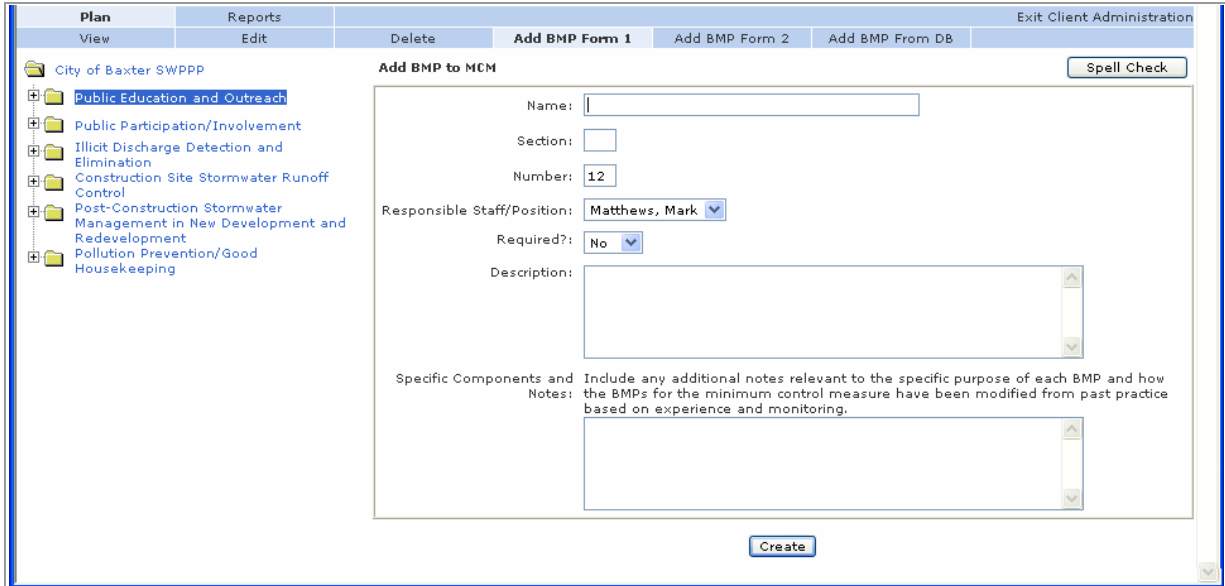


Figure 15. Add BMP Form 1 page

Fields on the Add BMP Form 1 page

- **Name:** Enter a descriptive name for the BMP. This name is displayed in the treeview on the left and used in the published report.
- **Section:** Enter a letter to indicate the section of the MCM where this BMP should be placed in the published report. This section label, along with the number (entered in the field below), is used in the report to designate sections and subsections— for example 3.E-6, etc.

Caution: A new BMP is always added to the bottom of the list within the MCM — even if your section number suggests that it should be placed elsewhere within the MCM.

To move this BMP in the treeview and in the published report, edit *each* of the BMPs within the MCM to change their sections and numbers. Select the Unlock Name Field for Edit option to edit the section and number fields on the BMP Edit page.

- **Number:** Defines the position of this BMP within the MCM highlighted in the treeview. This number also determines the order for the BMPs in the published report. The system assigns this number automatically.
- **Responsible Staff/Position:** Select the name of the staff person or staff position responsible for overseeing or implementing this BMP. This person:
 - Receives an email notice when any activities under this BMP are scheduled to occur.
 - Is named in the Published report (see page 26)
 - Can be selected in reports filtered by owner (see page 65)

Note: If the name you want is not listed, contact your SEH Administrator to add the name.

- **Required:** Indicate whether this BMP must be implemented for the plan. This option flags the status of the BMP in the published report. The report includes both required BMPs and BMPs that are not required.
 - **Yes:** Select Yes from the drop-down list if the BMP is required for this plan. In the reports, it is marked as required.
 - **No:** Select No from the drop-down list if the BMP is not required for this plan. In the reports, it is marked as not required.
- **Description:** Enter a description of the BMP and its use. This description is included in the published report.
- **Specific Components and Notes:** Enter any additional information about the BMP, how it may have been modified, etc. These notes are included in the published report.

Buttons on the Add BMP Form 1 page

- **Spell Check** button: Use the Spell Check button in the upper-right part of the page to check the spelling in each of the text fields on this page.
- **Create** button: After completing the fields above, click the Create button to add the BMP to the current plan. The program adds the BMP at the bottom of the current MCM.

Return to the MCM or Plan View

- **View the MCM Information:** Click the View tab or click the name of the MCM in the treeview to return to the MCM View page without adding a BMP.
- **View the Plan Information:** Click the name of the plan in the treeview to return to the Plan View tab.

Add BMP Form 2 to MCM tab

Use the Add BMP Form 2 tab to add a Form 2 BMP to the plan. In addition to the standard fields, this type of BMP includes fields to support educational and public outreach goals and activities.

Note: The Add BMP Form 2 tab described here is available only if the plan is based on the MPCA permit type. A plan created with a different permit type may have different Add BMP tabs.

The Add BMP Form 2 page opens when you select an MCM in the treeview (on page 20), and then click the Add BMP Form 2 tab above the viewing area.

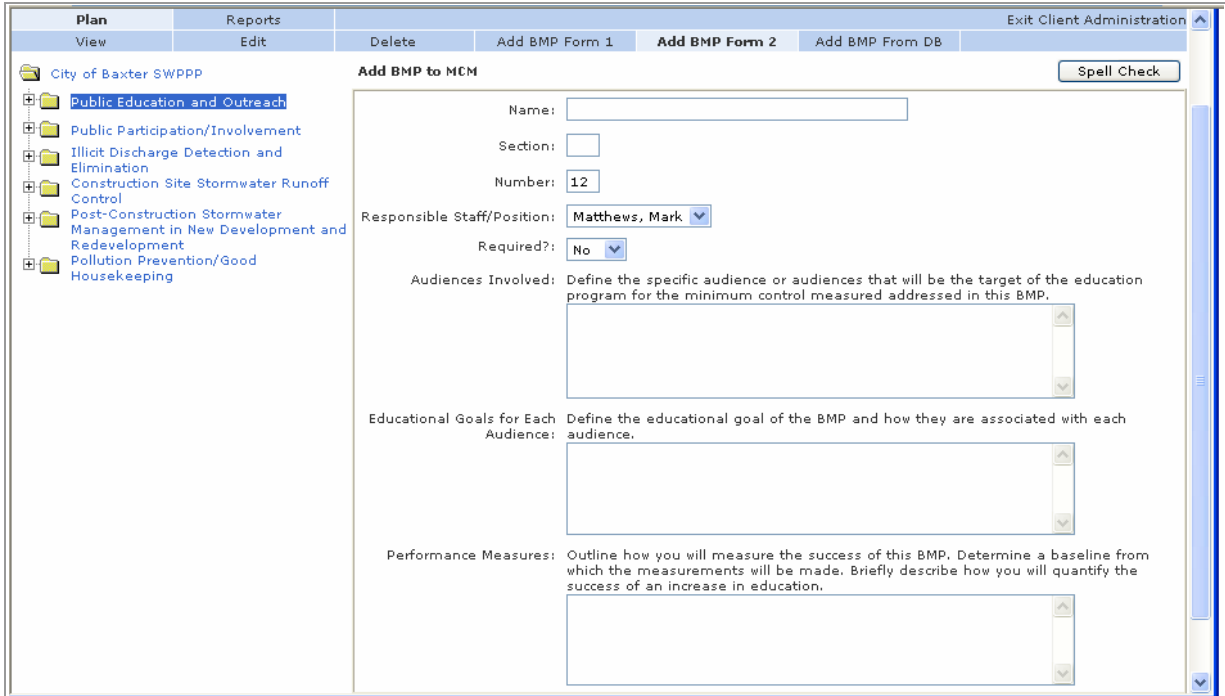


Figure 16. Add BMP Form 2 page

Fields on the Add BMP Form 2 page

- **Name:** Enter a descriptive name for the BMP. This name is displayed in the treeview on the left and used in the published report.
- **Section:** Enter a letter to indicate the section of the MCM where this BMP should be placed in the published report. This section number, along with the number (below), is used in the report to designate sections and subsections— for example 3.E-6, etc.

Caution: A new BMP is always added to the bottom of the list within the MCM — even if your section number suggests that it should be placed elsewhere within the MCM.

To move this BMP in the treeview and in the published report, edit *each* of the BMPs within the MCM to change their sections and numbers. Select the Unlock Name Field for Edit option to edit the section and number fields.

- **Number:** Defines the position of this BMP in the plan list. This number also determines the order for the BMPs in the published. The system assigns this number automatically.
- **Responsible Staff/Position:** Select the name of the staff person or staff position responsible for overseeing or implementing this BMP. This person:
 - Receives an email notice when any activities under this BMP are scheduled to occur.
 - Is named in the Published report (see page 26)

- Can be selected for reports filtered by owner (see page 65)

Note: If the name you want is not listed, contact your SEH Administrator to add the name.

- **Required:** Indicate whether this BMP must be implemented for the plan. This option flags the status of the BMP in the reports. Both types of BMP are included in the report.
 - **Yes:** Select Yes from the drop-down list if the BMP is required for this plan. In the reports, it is marked as required.
 - **No:** Select No from the drop-down list if the BMP is not required for this plan. In the reports, it is marked as not required.
- **Audiences Involved:** Describe the audiences that will be the target of the educational program defined by this BMP.
- **Educational Goals for Each:** Enter educational goals to be achieved under this BMP and how each goal is associated with an audience identified in the field above.
- **Performance Measures:** Outline how you will measure the success of this BMP. Mention the baseline from which the measures will be made. Describe how you will quantify successful increase in education as a result of the BMP activities.

Buttons on the Add BMP Form 2 page

- **Spell Check** button: Use the Spell Check button in the upper-right part of the page to check the spelling in each of the text fields on this page.
- **Create** button: After completing the fields above, click the Create button to add the BMP to the current plan. The program adds the BMP at the bottom of the current MCM.

Return to the MCM or Plan View

- **View the MCM Information:** Click the View tab or click the name of the MCM in the treeview to return to the MCM View page without adding a BMP.
- **View the Plan Information:** Click the name of the plan in the treeview to return to the Plan View tab.

Add BMP tab

The Add BMP tab includes the standard fields for entering the name, description, number, and responsible staff for a BMP. It also lets you record justifications for the BMP, information on education or outreach programs, and annual reporting items.

Note: The Add BMP tab described here is available only if the plan is based on the default permit type. A plan created with a different permit type may have different Add BMP tabs.

The MCM Add BMP page opens when you select an MCM folder in the treeview (on page 20), and then click the Add BMP tab above the viewing area.

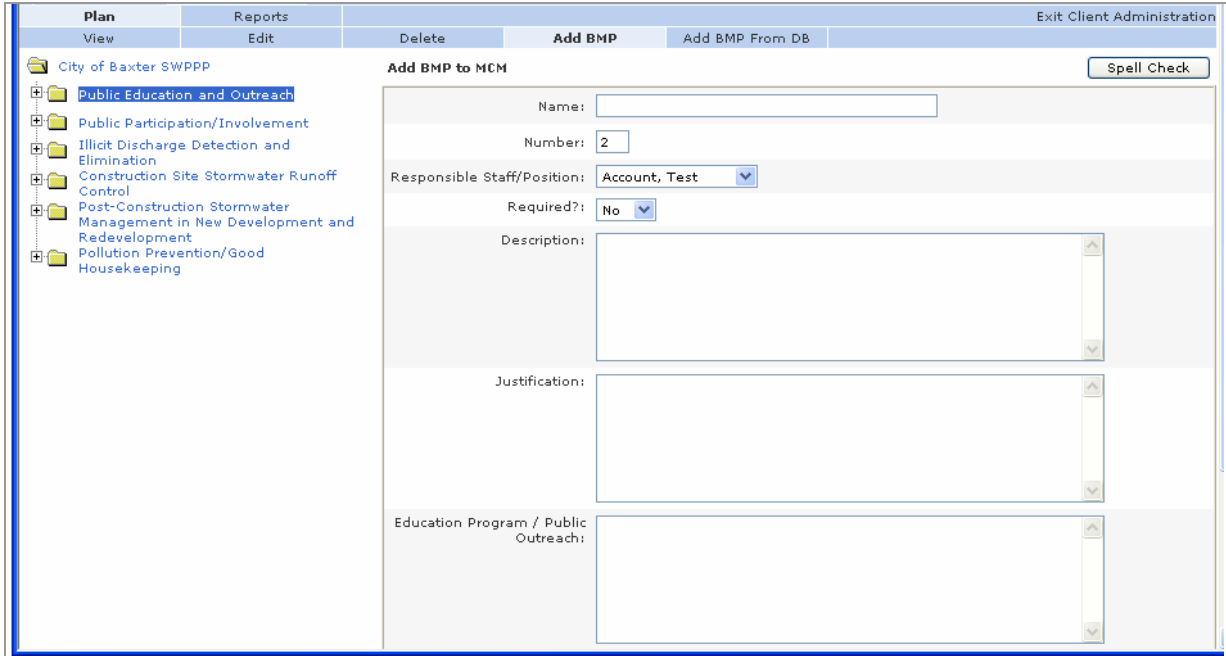


Figure 17. Add BMP page

Fields on the Add BMP to MCM page

- **Name:** Enter a descriptive name for the BMP. This name is displayed in the treeview on the left and used in the published report.
- **Number:** Defines the position of this BMP in the plan list. This number also determines the order for the BMPs in the published report. The system assigns this number automatically.

Caution: This number can be changed to move the BMP to a different position in the treeview, but we strongly recommend not changing the number. Change it only if you have full knowledge of all the consequences resulting from this change.

- **Responsible Staff/Position:** Select the name of the staff person or staff position responsible for overseeing or implementing this BMP. This person:
 - Receives an email notice when any activities under this BMP are scheduled to occur.
 - Is named in the Published report (see page 26)
 - Can be selected for reports filtered by owner (see page 65)

Note: If the name you want is not listed, contact your SEH Administrator to add the name.

- **Required:** Indicate whether this BMP must be implemented for the plan. This option flags the status of the BMP in the reports. Both types of BMP are included in the report.
 - **Yes:** Select Yes from the drop-down list if the BMP is required for this plan. In the reports, it is marked as required.

- **No:** Select No from the drop-down list if the BMP is not required for this plan. In the reports, it is marked as not required.
- **Description:** Enter a description of the BMP and its use. This description is included in the published report.
- **Justification:** Enter the reason that this BMP is included in the plan. For example, this section may discuss the risk or need that this BMP addresses.
- **Education Program / Public Outreach:** If this BMP addresses the need for public education or outreach, enter a description of the need and the type of program.
- **Annual Reporting Items:** List and/or describe any items that must be included in the annual report. For example, annual reporting items may include attainment of measurable goals, examples of newsletters published, articles published on the website, etc.

Buttons on the Add BMP page

- **Spell Check** button: Use the Spell Check button in the upper-right part of the page to check the spelling in each of the text fields on this page.
- **Create** button: After completing the fields above, click the Create button to add the BMP to the current plan. The program adds the BMP at the bottom of the current MCM.

Return to the MCM or Plan View

- **View the MCM Information:** Click the View tab or click the name of the MCM in the treeview to return to the MCM View page without adding a BMP.
- **View the Plan Information:** Click the name of the plan in the treeview to return to the Plan View tab.

Add BMP from DB tab

To save you time, we include a special group of BMPs that were developed for other plans and/or clients. They include BMPs commonly used as part of MS4 plans. When you select one of these BMPs, the system automatically adds the BMP to your plan and enters all of the required information.

After adding a BMP from the database, you can edit to suit your specific plan, as needed, without changing the source BMP in the database.

The Add BMP from DB page opens when you select an MCM folder in the treeview (on page 20), and then click the Add BMP from DB tab above the viewing area.

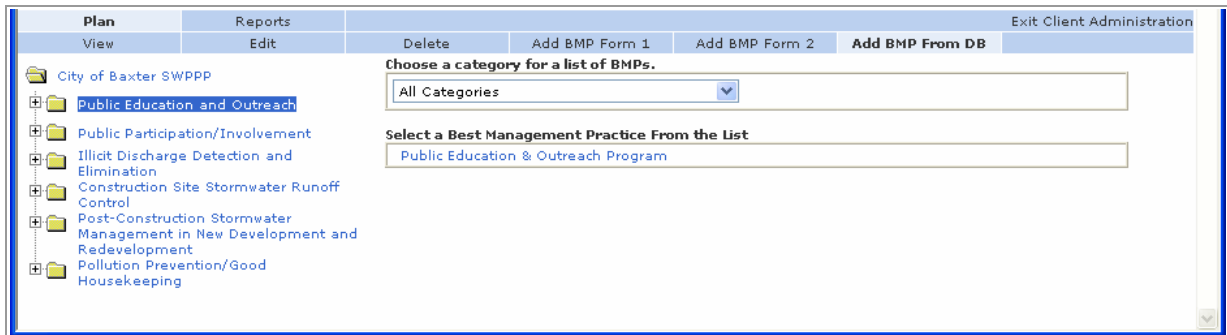


Figure 18. Add BMP from DB page

Fields on the Add BMP from DB page

- **Choose a Category for a list of BMPs:** Select a category to see a filtered list of BMPs.

The BMPs are organized into categories to help you locate a specific BMP more quickly. The categories group the BMPs by the type of action or treatment they provide.

- **Select a Best Management Practice from the List:** Click on the name of a BMP in the list. This box lists all of the BMPs in the category that you chose above. The BMP, with its standard settings and components, is added to the MCM highlighted in the treeview on the left.

After adding the BMP, the application takes you to the BMP Edit page, where you can modify it to suit the needs of your individual plan, as needed. (See page 36 for information on the fields available on this page.)

Return to the MCM or Plan View

- **View the MCM Information:** Click the View tab or click the name of the MCM in the treeview to return to the MCM View page without adding a BMP.
- **View the Plan Information:** Click the name of the plan in the treeview to return to the Plan View tab.

This page intentionally left blank.

BMP (Best Management Practice) Views

BMPs are added to reflect the management practices used to address the goals for the plan. BMPs are grouped within the MCMs to let you provide more detailed information about each practice or solution.

BMPs identify the types of programs that you are using to address the goals and requirements for the plan. For example, set up a BMP to describe an outreach program, inspection program, maintenance program, study, etc.

Create a BMP

BMPs are added to an MCM through the MCM View page. With an MCM highlighted in the treeview on the left, click one of the Add BMP tabs.

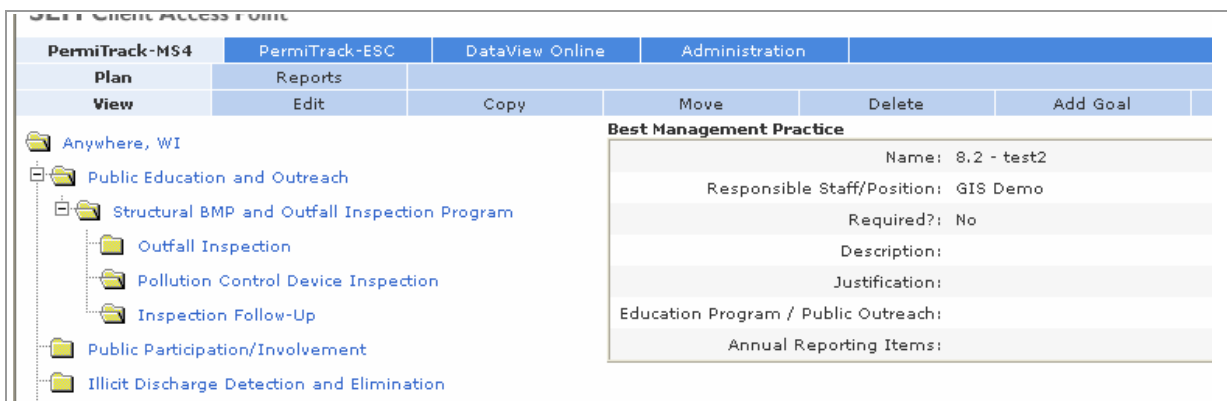
Note: Because the Add BMP page is opened from the MCM View, it is covered in the MCM section of this guide. See page 36 for information on this page.

The Add BMP from DB page is opened from the MCM View. See page 38 for information on this page.

View BMP tab

The BMP View page shows information about the BMP highlighted in the treeview. The information shown on the right side of the page depends on the type of BMP.

The BMP View page opens when you click the name of a BMP in the treeview (on page 20).



The screenshot shows the PermiTrackMS4 application interface. At the top, there are navigation tabs: PermiTrack-MS4, PermiTrack-ESC, DataView Online, and Administration. Below these are sub-tabs: Plan, Reports, Copy, Move, Delete, and Add Goal. The left sidebar shows a treeview with folders like 'Anywhere, WI', 'Public Education and Outreach', 'Structural BMP and Outfall Inspection Program', 'Outfall Inspection', 'Pollution Control Device Inspection', 'Inspection Follow-Up', 'Public Participation/Involvement', and 'Illicit Discharge Detection and Elimination'. The main content area is titled 'Best Management Practice' and displays the following information:

Name:	8.2 - test2
Responsible Staff/Position:	GIS Demo
Required?:	No
Description:	
Justification:	
Education Program / Public Outreach:	
Annual Reporting Items:	

Figure 19. BMP View page

Fields & Folders on the BMP View page

With the BMP View selected, the BMP folder in the treeview includes the goals and activities associated with this BMP.

The right side of the page shows the name, description, and other settings for this BMP. The specific information available depends on the type of BMP. (See pages 32 to 36 for information on the fields displayed on this page.)

Tabs on the BMP View page

The tabs on this page reflect the options available for working with a BMP within the plan.

- **View:** The View tab is highlighted when you click on a BMP in the treeview.
- **Edit:** Click the Edit tab to change the BMP name, description, assigned staff, or other settings. Opens the Edit Best Management Practice page.
- **Copy:** Click the Copy tab to copy the BMP highlighted in the treeview, and place the copy under another MCM in the plan or under the same MCM. Opens the Copy a Best Management Practice page.
- **Move:** Click the Move tab to move the BMP highlighted in the treeview to a different MCM in the plan. Opens the Move a Best Management Practice page.
- **Delete:** Delete the BMP highlighted in the treeview. Opens the Delete page, where you can delete the current BMP.
- **Add Goal:** Add a goal to the BMP to identify a specific goal to be accomplished as part of the plan. Opens the Add Goal page.

Return to the MCM or Plan View

- **View the MCM Information:** Click the name of the MCM in the treeview to return to the MCM View page.
- **View the Plan Information:** Click the name of the plan in the treeview to return to the Plan View tab.

Edit BMP tab

Use the BMP Edit page to change the description or other information about the BMP. For example, use this page to customize a BMP added from the database.

The BMP Edit page opens when you click the name of a BMP in the treeview (on page 20), and then click the Edit tab. This Edit tab is only for the current BMP.

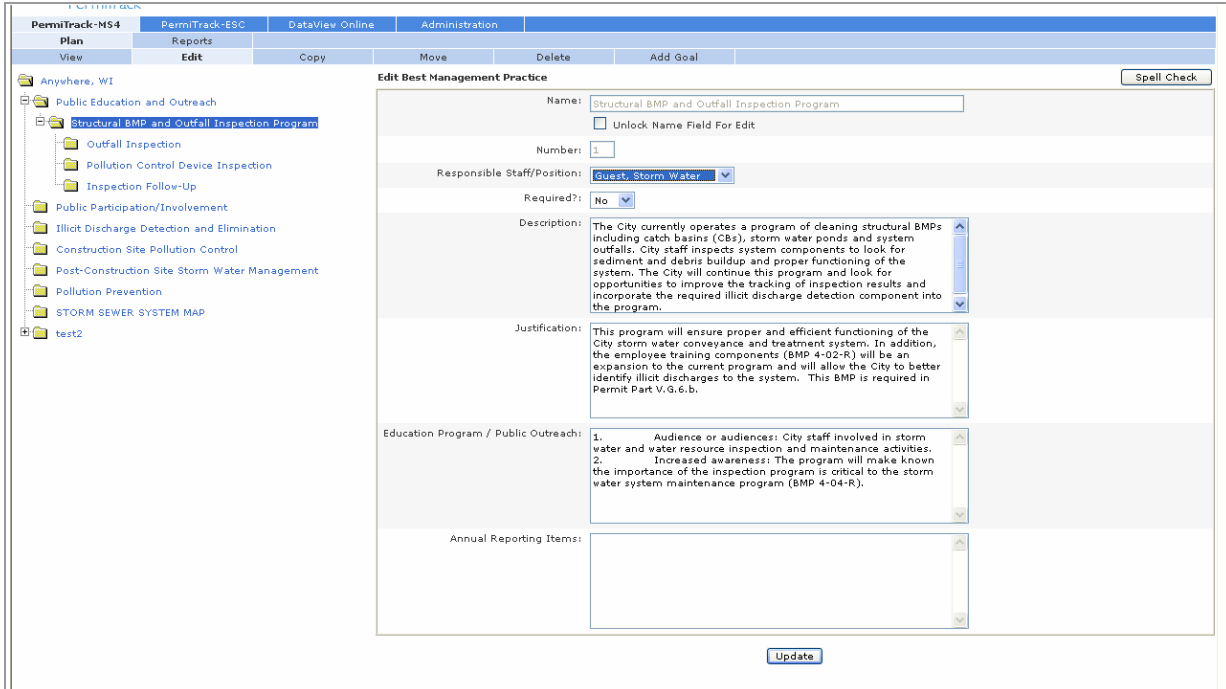


Figure 20. BMP Edit page

Fields & Button on the BMP Edit page

Most of the fields on the Edit page are the same as those completed when the BMP was created. Each type of BMP has its own set of fields. For information on these fields, see pages 32 to 36.

The following fields and buttons are unique to the BMP Edit page:

- **Unlock Name Field for Edit:** Use this option to open the Name, Section, and Number fields for editing.

Unlock Name Field for Edit: Select the Unlock Name Field for Edit check box if you want to change the name, number, or section for the BMP.

Unlock Name Field for Edit: Clear the Unlock Name Field for Edit to keep the Name, Section, and Number fields as read-only. These fields cannot be edited.

Caution: This box is cleared by default. Be sure you want to change the name or numbers before selecting this box.

If you change the Section or Number, these fields must also be changed for other BMPs within the MCM.

- **Section:** Enter a letter to indicate the section of the MCM where this BMP should be placed in the published report. This section label, along with the number (entered in the field below), is used in the report to designate sections and subsections— for example 3.E-6, etc.

Caution: A new BMP is always added to the bottom of the list within the MCM – even if your section number suggests that it should be placed elsewhere within the MCM.

To move this BMP in the treeview and in the published report, edit *each* of the BMPs within the MCM to change their sections and numbers. Select the Unlock Name Field for Edit option to edit the section and number fields on the BMP Edit page.

- **Number:** Defines the position of this BMP within the MCM highlighted in the treeview. This number also determines the order for the BMPs in the published report. The system assigns this number automatically.
- **Responsible Staff/Position:** Select the name of the staff person or staff position responsible for monitoring or implementing. This person:
 - Receives an email notice when any activities under this Goal are scheduled to occur.
 - Is named in the Published report (see page 26)
 - Can be selected for reports filtered by owner (see page 65)

Note: If the name you want is not listed, contact your SEH Administrator to add the name.

- **Required:** Indicate whether this BMP must be implemented for the plan. This option flags the status of the BMP in the published report. The report includes both required BMPs and BMPs that are not required.
 - **Yes:** Select Yes from the drop-down list if the BMP is required for this plan. In the reports, it is marked as required.
 - **No:** Select No from the drop-down list if the BMP is not required for this plan. In the reports, it is marked as not required.
- **Description, Justification, etc:** When editing a BMP Form 1 and BMP Form 2, the page may include information fields with information on measurable goals, activities, timeline, specific components, etc.

This information is provided for your information, it *is not* included in the published report. It cannot be edited.

- **Spell Check** button: Use the Spell Check button in the upper-right part of the page to check the spelling in each of the text fields on this page.
- **Update** button: After making changes on this page, click the Update button to save your changes.

Tabs on the BMP Edit page

- **View:** The View tab is highlighted when you click on a BMP in the treeview.

- **Edit:** Click the Edit tab to change the BMP name, description, assigned staff, or other settings. Opens the Edit Best Management Practice page.
- **Copy:** Click the Copy tab to copy the BMP highlighted in the treeview, and place the copy under another MCM in the plan or under the same MCM. Opens the Copy a Best Management Practice page.
- **Move:** Click the Move tab to move the BMP highlighted in the treeview to a different MCM in the plan. Opens the Move a Best Management Practice page.
- **Delete:** Delete the BMP highlighted in the treeview. Opens the Delete page, where you can delete the current BMP.
- **Add Goal:** Add a goal to the current BMP to identify a specific goal to be accomplished as part of the plan. Opens the Add Goal page.

Return to the BMP or Plan View

- **View the BMP Information:** Click the View tab or the name of the BMP in the treeview to return to the BMP View page without making changes on the Edit page.
- **View the Plan Information:** Click the name of the plan in the treeview to return to the Plan View tab.

Copy BMP tab

Use the Copy tab to copy the highlighted BMP and place the copy under another MCM in the plan or under the same MCM. This feature is useful when you want to create several BMPs with similar information. The new copy includes the BMP information plus any goals within that BMP. The goal activities are not copied.

The Copy BMP page opens when you select a BMP folder in the treeview (on page 20), and then click the Copy tab.

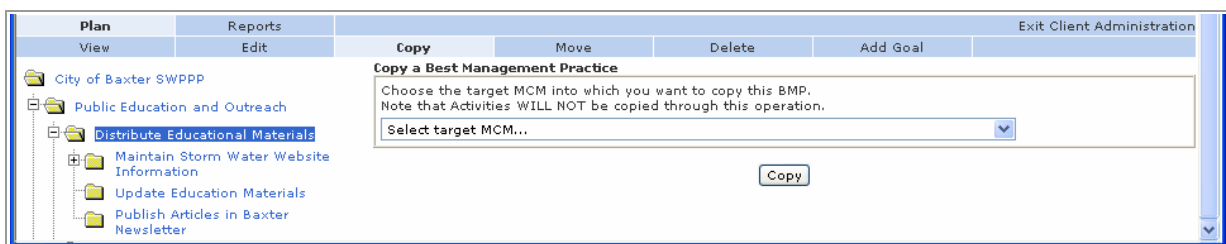


Figure 21. Copy BMP page

Field & Button on the Copy BMP page

- **Select target MCM:** Click on the down arrow to view a list of the MCMs in the plan. When you highlight an MCM in the list and click the Copy button, the current BMP is copied to that MCM.
- **Copy button:** Click the Copy button to make a copy of the highlighted BMP in the treeview on the left. The new copy is placed under the MCM selected in the box above.

Move BMP tab

Use the Move tab to move the highlighted BMP to a different MCM in the plan. When the BMP is moved, all of the goals and goal activities under that BMP are moved along with it. For example, use this option to move a BMP to a new MCM that you created.

When you move a BMP, all of the goals and goal activities associated with the BMP are also moved.

The Move BMP page opens when you select a BMP folder in the treeview (on page 20), and then click the Move tab.

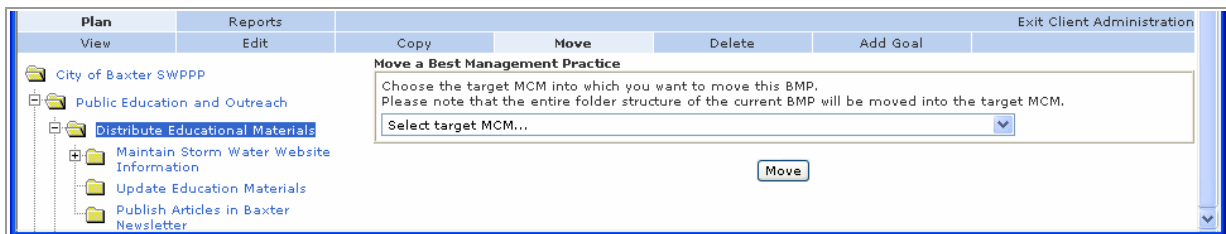


Figure 22. Move BMP page

Field & Button on the Move BMP page

- **Select target MCM:** Click on the down arrow to view a list of the MCMs in the plan. When you highlight an MCM in the list and click the Move button, the current BMP is moved to that MCM.
- **Move button:** Click the Move button to move the highlighted BMP in the treeview on the left. The BMP is placed under the MCM selected in the box above.

Delete BMP tab

Use the BMP Delete tab to remove a BMP from the plan. To delete a BMP, highlight the name of the BMP in the treeview and click the Delete tab.

The BMP Delete page opens when you select a BMP folder in the treeview (on page 20), and then click the Delete tab.

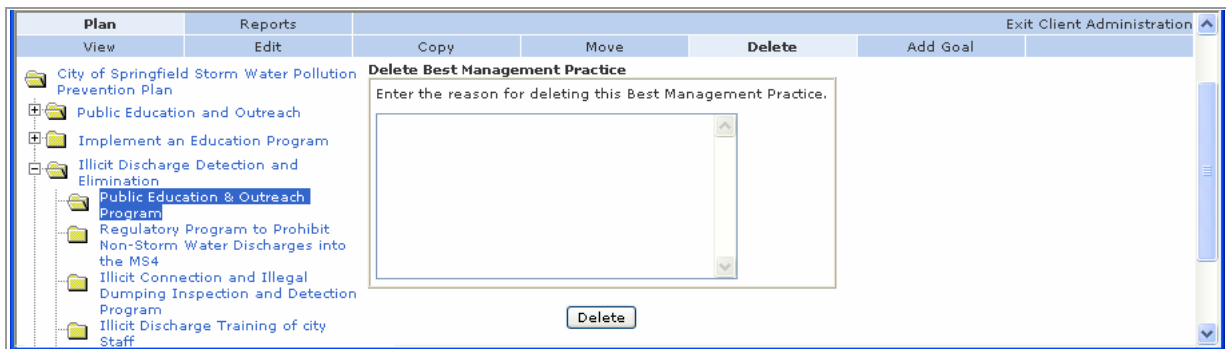


Figure 23. Delete BMP page

Goals and Activities Deleted with the BMP

The Delete function deletes the current item and any items nested within it. For example, if you delete a BMP from the plan, all goals and activities in the branches within that BMP are also removed from the plan.

Numbering other BMPs

When a BMP is deleted, numbers for other BMPs within the same MCM are not updated. For example, if you deleted the third of five BMPs within an MCM, you must edit each of the other BMPs to update the sequence number (entered in the Number field).

Field & Button on the BMP Delete page

- **Enter the reason for deleting the BMP:** In the text box, enter a reason for deleting the current BMP. This information is saved in the database. If you need this information later, contact your SEH Administrator.
- **Delete** button: Click the delete button to remove the BMP, and all of its goals and activities, from your site.

Return to the Previous View

After deleting the BMP, the application takes you to the View MCM page automatically.

Add Goal tab

On the Add Goal tab, you record information about a goal to be accomplished as part of the plan. Goals provide a way to group related activities. For example, a goal could group the various publications produced as part of a specific public outreach program or all of the outfall inspections for a site.

The Add Goal to Best Management Practice page opens when you select a BMP folder within the treeview (on page 20), and then click the Add Goal tab.

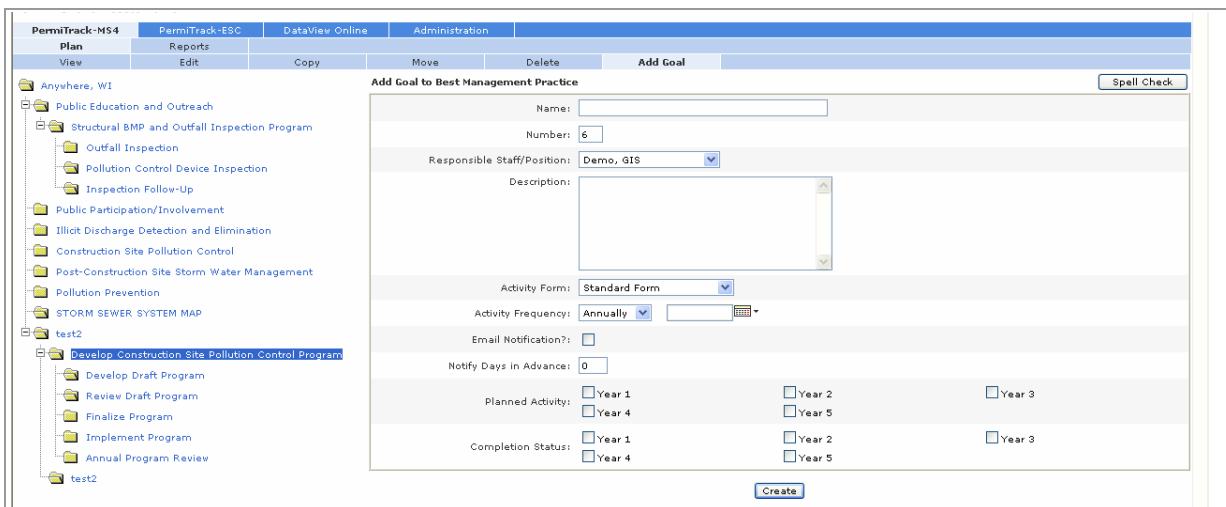


Figure 24. Add Goal to Best Management Practice page

Fields on the Add Goal page

- **Name:** Descriptive name of the goal.
- **Number:** Defines the position of this goal in the plan list. This number also determines the order for the items in the published report. The system assigns this number automatically.

Caution: This number can be changed to move the goal to a different position in the treeview, but we strongly recommend not changing the number. Change it only if you have full knowledge of all the consequences resulting from this change.

- **Responsible Staff/Position:** Select the name of the staff person or staff position responsible for monitoring or implementing. This person:
 - Receives an email notice when any activities under this Goal are scheduled to occur.
 - Is named in the Published report (see page 26)
 - Can be selected for reports filtered by owner (see page 65)

Note: If the name you want is not listed, contact your SEH Administrator to add the name.

- **Description:** Description of the goal, what it should accomplish, and why it is included. This description is included in the published report.
- **Activity Form:** Select a form that will serve as a template for the measurable activities you add to this goal. Options include:
 - **Default Form:** Select the Default Form for measurable activities that need only basic fields, including name, description, and activity date.
 - **Outfall Inspection Form:** Select the Outfall Inspection Form option to record an inspection for an outfall site or print blank inspection forms.
 - **Outfall Information Form:** Select the Outfall Information Form option to record information about an outfall that needs to be monitored. Generally, one information form is completed for each outfall.
- **Activity Frequency:** Indicate how frequently the information for this activity is updated. Select an option from the drop-down list. For example, the activity may be updated on a specific date or updated weekly.

Activity Date: In the date field next to the Activity Frequency, enter the date the activity should be updated *OR* the start date for a recurring activity. A recurring activity is updated on this date and continues at the frequency you specify.

Note: The Activity Date does *not* reflect the frequency of the activity itself. It reflects how often information about the frequency is entered into the system. For example, if the goal covers street sweeping, the activity may occur weekly but the information only recorded quarterly.

- **Email Notification:** Indicate whether the responsible staff/position should receive an email when the goal activity is scheduled to occur. The timing for the email is based on:
 - Activity frequency (entered above): The email sent when the information needs to be updated, based on the activity frequency and date.
 - Notify Days in Advance (entered below): The email is sent before the activity date if there is an entry in the field below.

Email Notification: Select the Email Notification check box to notify the person via email that this goal has been created and assigned to them.

The staff person responsible for the goal, the BMP that includes the goal, and the MCM that includes the BMP and the goal are all notified.

Email Notification: Clear the Email Notification check box to record the information on this page but not generate an email.

- **Notify Days in Advance:** If you enter a value in this field, an email is sent to the responsible staff/position before the goal deadline. Enter a number to indicate how many days in advance of the activity date to send the notification. For example, for a quarterly goal, the email could be sent 10 days before the end of the quarter.
- **Planned Activity:** Select the check boxes to indicate when the activities defined by this goal should occur. For example, a planning goal may be scheduled only for the first year, while a prescriptive goal may be scheduled for each year in the permit period.

The permit periods available here reflect those specified for the plan when it was created. The number of check boxes may vary from one plan to the next.

Note: When you publish the annual report, you can specify the permit period to include in the report. Only activities planned for the same permit period are included in the report. Activities planned for other permit periods are not included.

- **Year 1:** Select this check box to indicate that this activity should be performed during this permit period.
- **Year 1:** Clear this check box to indicate that the activity will not be performed during this permit period.
- **Completion Status:** Select the check boxes to indicate whether the activity was completed for that permit period. This field is usually completed through the Goal Edit tab (see page 51) after the activity has been completed.

The permit periods available here reflect those specified for the plan when it was created. The number of check boxes may vary from one plan to the next.

Note: You must manually check the completion of the activity. The system does not know when the activity is complete.

- **Year 1:** Select this check box to indicate that this activity was completed during this permit period.
- **Year 1:** Clear this check box to indicate that the activity was not completed during this permit period.
- **Spell Check** button: Use the Spell Check button in the upper-right part of the page to check the spelling in each of the text fields on this page.
- **Create** button: Click the Create button to save your changes and add the goal to the plan. The program adds the goal at the bottom of the current BMP.

Return to the BMP or Plan View

- **View the BMP Information:** Click the View tab or the name of the BMP in the treeview to return to the BMP View page without adding a goal.
- **View the Plan Information:** Click the name of the plan in the treeview to return to the Plan View tab.

Goal Views

Goals define target activities or outcomes associated with a BMP. For example, community outreach goals may include an education program to educate the public about the hazards associated with illicit discharges. A goal within the Illicit Discharge Elimination BMP may include development of a map for the MS4.

Create a Goal

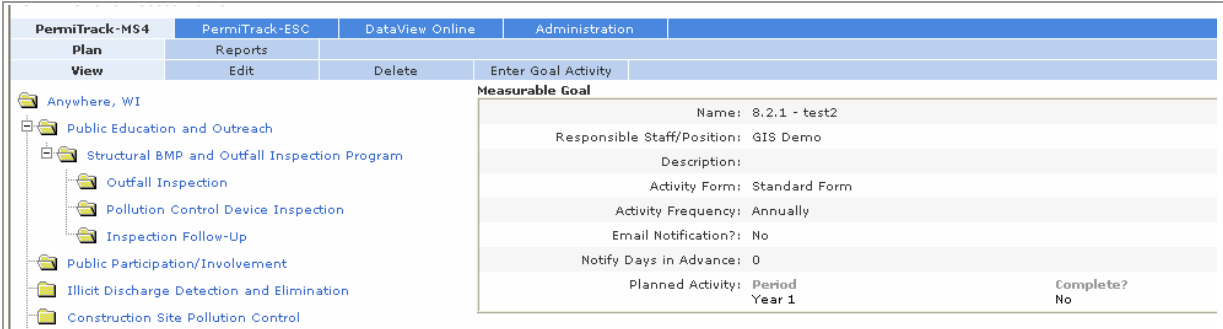
Goals are added to a BMP through the BMP View page. With a BMP highlighted in the treeview on the left, click the Add Goal tab to open the Add Goal page.

Note: Because the Add Goal page is opened from the BMP View, it is covered in the BMP section of this guide. See page 41 for information on this page.

View Goal tab

The Goal View page shows information about the Goal highlighted in the treeview. This view shows the name, number, description, and information about frequency and type of planned activity.

The Goal View page opens when you click the name of a BMP in the treeview (on page 20).



Plan	Reports	Delete	Enter Goal Activity
View	Edit		

Measurable Goal		
Name:	8.2.1 - test2	
Responsible Staff/Position:	GIS Demo	
Description:		
Activity Form:	Standard Form	
Activity Frequency:	Annually	
Email Notification?:	No	
Notify Days in Advance:	0	
Planned Activity:	Period Year 1	Complete? No

Figure 25. Goal View tab

Fields & Folders on the Goal View page

With the Goal View selected, the Goal folder in the treeview includes measurable activities associated with this goal.

The right side of the page shows the name, description, and other settings for this goal. (See page 47 for information on the fields displayed on this page.)

Tabs on the Goal View page

The tabs on this page reflect the options available for working with a Goal within the plan.

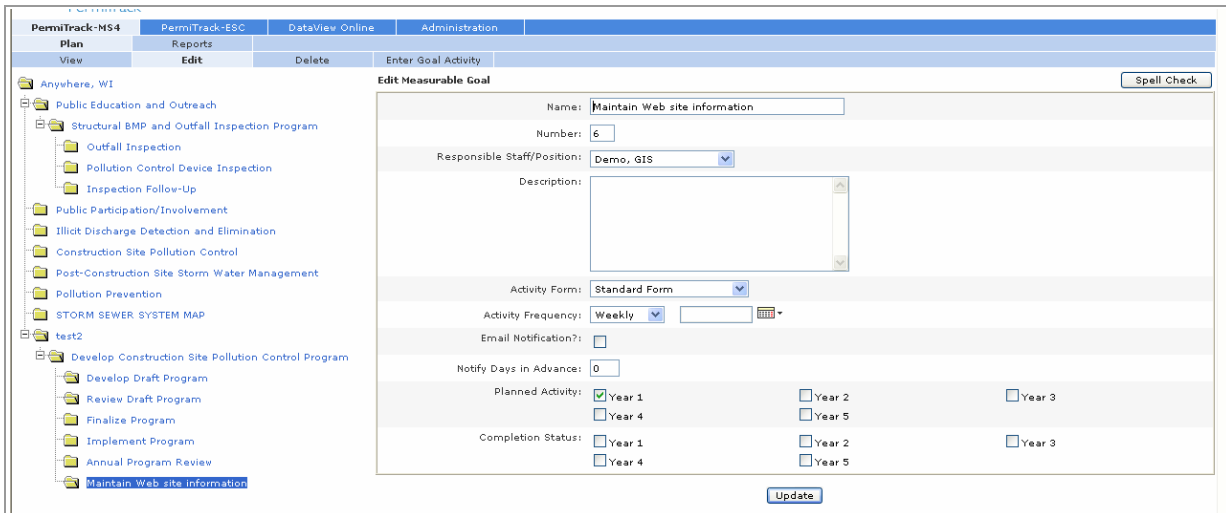
- **View:** The View tab is highlighted when you click on a Goal in the treeview.
- **Edit:** Click the Edit tab to change the goal name, description, assigned staff, or other settings. Opens the Edit Measurable Goal page.

- **Delete:** Delete the goal highlighted in the treeview. Opens the Delete page, where you can delete the current goal.
- **Enter Goal Activity:** Add a specific measurable activity to the goal to reflect a publication, inspection, or other activity to support the goal. Opens the Enter Goal Activity page.

Edit Measurable Goal tab

Use the Goal Edit page to change information about the goal or to mark its completion status. For example, if the goal is required during the first year, check the Completion Status-Permit Period 1 check box when the activity for the goal has been completed.

The Goal Edit page opens when you click the name of a Goal in the treeview (on page 20), and then click the Edit tab.



The screenshot shows the 'Edit Measurable Goal' page. On the left is a treeview with folders like 'Public Education and Outreach', 'Structural BMP and Outfall Inspection Program', etc., and a file named 'Maintain Web site information'. The main area is a form with the following fields:

- Name: Maintain Web site information
- Number: 6
- Responsible Staff/Position: Demo, GIS
- Description: (empty text area)
- Activity Form: Standard Form
- Activity Frequency: Weekly
- Email Notification?:
- Notify Days in Advance: 0
- Planned Activity: Year 1, Year 2, Year 3, Year 4, Year 5
- Completion Status: Year 1, Year 2, Year 3, Year 4, Year 5

An 'Update' button is located at the bottom right of the form.

Figure 26. Edit Measurable Goal page

Fields on the Edit Measurable Goal page

The fields and tabs on the Edit Measurable Goal page are the same as those completed on the Add Goal tab (see page 47).

Tabs on the Edit Measurable Goal page

Tabs across the top of the page include:

- **Delete:** Delete the current goal.
- **Enter Goal Activity:** Add a measurable activity to support the current goal.

Delete Goal tab

Use the Delete tab to remove the current goal from the plan. The goal highlighted in the treeview is deleted.

Caution: The Delete function deletes the current item and any items nested within it. For example, if you delete a goal from the plan, all measurable activities within that goal are also removed from the plan.

The Goal Delete page opens when you select a goal in the treeview (on page 20), and then click the Delete tab.

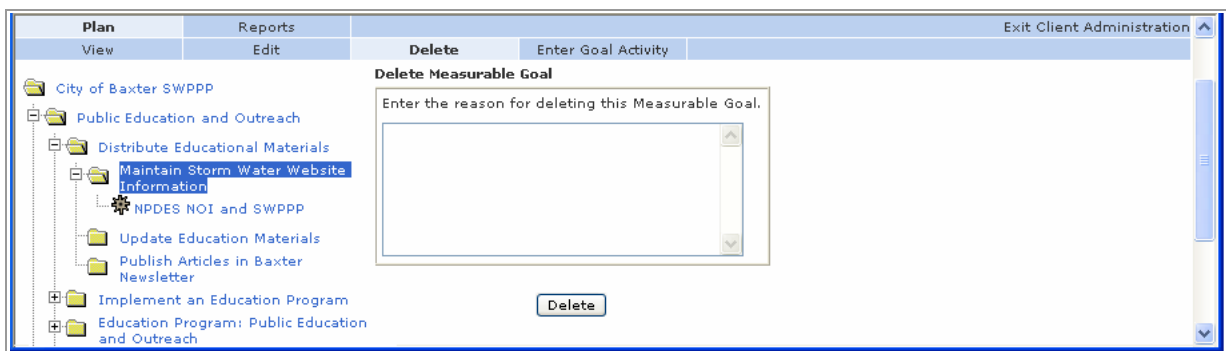


Figure 27. Delete Goal page

Field & Button on the Goal Delete page

- **Enter the reason for deleting the Goal:** In the text box, enter a reason for deleting the current goal. This information is saved in the database. If you need this information later, contact your SEH Administrator.
- **Delete** button: Click the delete button to remove the goal, and all of its activities, from your site.

Return to the Previous View

After deleting the Goal, the application takes you to the BMP View page automatically.

Enter Goal Activity tab

The Enter Goal Activity tab lets you record specific measurable activities that support the highlighted goal. The activity may describe the educational materials created, an inspection of the outfall site, etc. The goal activities are added after all of the goals have been added to the plan.

The Enter Goal Activity page opens when you select a Goal in the treeview (on page 20), and then click the Enter Goal Activity tab.

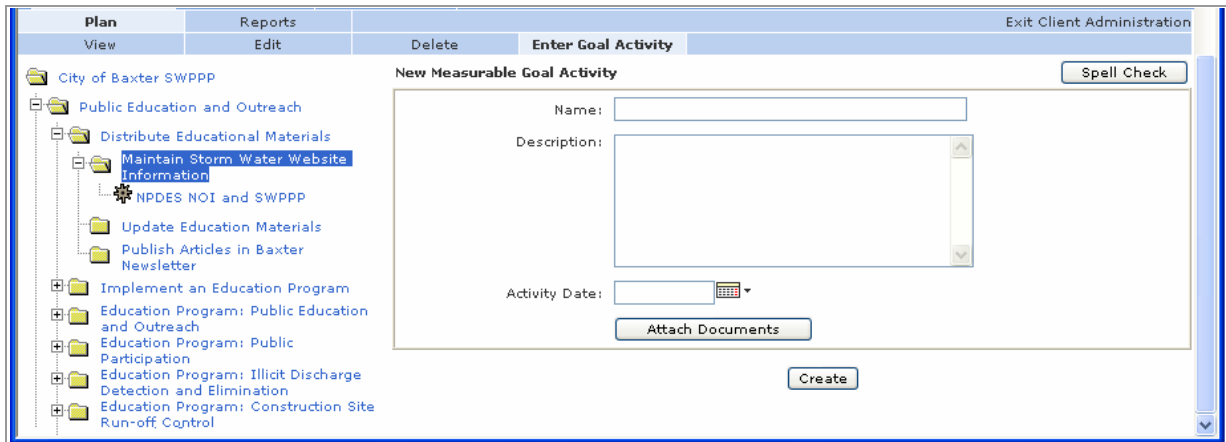


Figure 28. New Measurable Goal Activity page

Fields on the Enter Goal Activity page

Note: The fields available on this form depend on the Goal Type selected when the goal was added to a BMP. (See page 47 for information on the Add Goal tab, which includes the Goal Type field). The fields for each goal type are covered separately.

Activity for a Goal using the Default Goal Form Type

When a measurable activity is added to a goal that was based on the Default Activity type, these fields are displayed on the New Measurable Goal Activity page:

Measurable Goal Activity Information

- **Name:** Descriptive name for the activity.
- **Description:** Enter a description of the activity and the reason it is included in the plan. This description is included in the published report.
- **Activity Date:** Enter the date when this activity was entered into the system. This date is used to filter the results when you generate a report based on a date range.
- **Spell Check** button: Use the Spell Check button in the upper-right part of the page to check the spelling in each of the text fields on this page.
- **Attach Documents** button: Click the attach documents button to attach a map, Word document, photo, CAD/CAM file, or other file to support, illustrate, or describe the activity. Clicking the Attach Documents button opens the Attach Documents page (see page 59).

These documents become part of the plan record and are available at any time by selecting the plan and viewing the goal activity. You can add as many documents as needed.

- **Update** button: Click the Create button to save your changes and create the activity record.

Activity for a Goal using the Outfall Inspection Form Type

When a measurable activity is added to a goal based that was based on the Outfall Inspection Form type, these fields are displayed on the New Measurable Goal Activity page:

Download PDF Form

In the upper-right part of the data entry area, click the Download PDF Form link to print blank copies of the outfall inspection form. The blank copies can be completed in the field, and then returned to the office for data entry. The form is available as an Acrobat PDF file that you can save, print, or distribute.

Note: This link is only available when you are adding a new measurable activity to a goal based on the Outfall Inspection Form type.

After entering data on this page and clicking the Create button, this link is available only when you create another new activity of this type.

Measurable Goal Activity Information — Outfall Inspection Form

- **Name:** Descriptive name for the activity.
- **Description:** Enter a description of the activity and the reason it is included in the plan. This description is included in the published report.
- **Activity Date:** Enter the date when this information was entered into the system. The inspection date is recorded in another section of this form.

General Outfall Information — Outfall Inspection Form

Record information about the location of the wastewater discharge into a body of water. Generally, this information is recorded for each outfall.

- **Outfall ID:** The unique identification number used to identify this outfall.
- **Location:** Enter a description of location of the outfall source being inspected, including the coordinates, GIS, or other specific information if available.
- **Zip Code:** Zip code of the outfall source being inspected.
- **Receiving Waterbody:** Name of the stream, river, lake, or other body of water where the stormwater is discharging.
- **Major Watershed:** Name of the watershed that is the source of water that discharges into the receiving waterbody.
- **Digital Photo:** If a digital photo is available from the inspection site, it can be attached to the inspection record. Click the Browse button to locate the photo on your computer or network location.

After uploading, the original photo file on your computer or network can be moved. However, if you replace or make changes to the original photo, you must upload it through the Activity Edit page.

- **Completed by Initials:** Enter the initials of the person who completed the inspection on-site.

Weather — Outfall Inspection Form

Record information about recent weather events that may have contributed to the pollution or damage caused by this outfall.

- **Air Temperature:** Temperature of the air in degrees Fahrenheit.
- **Cloud Conditions:** Select a word from the drop-down list that describes the cloud conditions at the time of the inspection.

Cloud Conditions text box: If you choose Other in the Cloud Conditions drop-down list, this text box is available on the right. Enter a descriptive word to describe the cloud conditions.

- **Precip. (last 72 hours):** Enter the number of inches of precipitation during the past 72 hours.

Inspection Information — Outfall Inspection Form

Record information about the pipe or ditch that conveys the outfall to the receiving body of water.

- **Outfall Type:** Indicate whether the outfall is conveyed by a pipe, ditch, or other type of drain by selecting the type of outfall from the drop-down list.

Outfall Type text box: If you choose Other in the Outfall Type drop-down list, this text box is available on the right. Enter a descriptive word to describe the type of drain being used.

- **Pipe Type:** Select an item from the drop-down list to indicate the shape of the pipe.

Pipe Type text box: If you choose Other in the Pipe Type drop-down list, this text box is available on the right. Enter a descriptive word to describe the shape of the pipe being used.

- **Pipe Material:** Select an item from the drop-down list to indicate the pipe material.

Pipe Material text box: If you choose Other in the Pipe Material drop-down list, this text box is available on the right. Enter a descriptive word to describe the pipe material.

- **Pipe Size:** If a pipe is being used, enter the diameter of the pipe, using the unit of measure selected the right.

Inches: Click the drop-down list to select the unit of measure for the pipe size.

- **Ditch Width:** If a ditch is being used, enter the width of the ditch, using the unit of measure selected the right.

Inches: Click the drop-down list to select the unit of measure for the ditch width measurement.

- **Ditch Depth:** If a ditch is being used, enter the depth of the ditch, using the unit of measure selected the right.

Inches: Click the drop-down list to select the unit of measure for the ditch depth measurement.

- **Weir Type:** If a weir is in place, select the type of dam from the drop-down list

Weir Type text box: If you choose Other in the Weir Type drop-down list, this text box is available on the right. Enter a descriptive word to identify the weir type.

Outfall Condition Assessment — Outfall Inspection Form

Record information about the damage or erosion resulting from a problem with the outfall pipe or ditch.

- **Outfall Damage:** If the outfall pipe is damaged, select a descriptive word from the drop-down list.

Outfall Damage text box: If you choose Other in the Outfall Damage drop-down list, this text box is available on the right. Enter a descriptive word to identify the type of damage to the pipe.

- **Erosion:** If the outfall ditch shows signs of erosion, select a descriptive word from the drop-down list.

Erosion text box: If you choose Other in the Erosion drop-down list, this text box is available on the right. Enter a descriptive word to identify the type of erosion that has damaged the ditch.

Physical Discharge Information — Outfall Inspection Form

Record information about the water discharged from the outfall pipe or ditch.

- **Flow Depth:** Enter the depth of water being discharged, using the unit of measure selected the right.

Inches: Click the drop-down list to select the unit of measure for the flow depth.

- **Odor:** Select a word from the drop-down list to describe the odor from the discharge from the pipe or ditch.

Odor text box: If you choose Other in the Odor drop-down list, this text box is available on the right. Enter a descriptive word to identify the type of odor from the discharge water.

- **Water Color:** Select a word from the drop-down list to describe the color of the discharge from the pipe or ditch.

Water Color text box: If you choose Other in the Water Color drop-down list, this text box is available on the right. Enter a descriptive word to identify the color of the discharge water.

- **Turbidity:** Select a word from the drop-down list to describe the clarity of the discharge water.

Turbidity text box: If you choose Other in the Turbidity drop-down list, this text box is available on the right. Enter a descriptive word to identify the clarity of the discharge water.

- **Floatables:** Select a word from the drop-down list to describe any debris or foreign material in or on the discharge water.

Floatable text box: If you choose Other in the Floatables drop-down list, this text box is available on the right. Enter a descriptive word to identify the floatables present in the discharge water.

- **Sample Collected:** Indicate whether a sample of the discharge water was collected.

Sample Collected: Select the Sample Collected check box if a sample of the discharge was collected.

Sample Collected: Clear the Sample Collected check box if a sample of the discharge was not collected.

Discharge Analysis — Outfall Inspection Form

Record values recorded that reflect the analysis of the discharge water.

- **Specific Conductivity:** Enter the value measured for the conductivity of the discharge water. The measure is expressed in micromhos per centimeter ($\mu\text{mhos/cm}$).
- **Water Temperature:** Temperature of the discharge water in degrees Fahrenheit.
- **pH:** Enter the value measured for the pH of the discharge water.
- **Update** button: Click the Create button to save your changes and create the activity record.

Activity for a Goal using the Outfall Information Form Type

When a measurable activity is added to a goal that was based on the Outfall Information Form type, these fields are displayed on the New Measurable Goal Activity page:

Measurable Goal Activity Information — Outfall Information Form

- **Name:** Descriptive name for the activity.
- **Description:** Enter a description of the outfall and the reason it is included in the plan. This description is included in the published report.
- **Activity Date:** Enter the date when this information was entered into the system.


General Outfall Information — Outfall Information Form

Record general information about the outfall.

- **Outfall ID:** The unique identification number used to identify this outfall.

- **Permit Number:** The identification number of the discharge permit issued for this site.
- **Location Description:** Enter a description of location of the outfall source being inspected, including the coordinates, GIS, or other specific information if available.
- **Zip Code:** Zip code of the outfall source being monitored.
- **Material:** Select an item from the drop-down list to indicate the pipe material.

Material text box: If you choose Other in the Pipe Material drop-down list, this text box is available on the right. Enter a descriptive word to describe the pipe material.

- **Drainage Basin:** Name of the area that drains into the body of water at the discharge site.
- **Inspection Frequency:** Select an item from the drop-down list to indicate how often the outfall site is inspected.
- **Next Inspection Date:** Enter the date or click the  Calendar icon to indicate the date for the first scheduled inspection.

Physical Information — Outfall Information Form

Record information about the location of the outfall.

- **Size:** Enter the size of the outfall or outlet into the body of water, using the unit of measure selected the right.
Inches: Click the drop-down list to select the unit of measure for the outfall size.
- **Side of Road:** Select a compass point from the drop-down list to indicate where the outfall empties, in relation to the road.
- **Offset Distance:** Enter the distance from the road to the outfall.
- **Milepost Number:** Enter the number for the milepost that is closest to the outfall.
- **Receiving Waterbody:** Enter the name of the body of water that receives the water from the outfall.
- **GPS X:** Enter the GPS X coordinate for the location of the outfall.
- **GPS Y:** Enter the GPS Y coordinate for the location of the outfall.
- **Driving Directions:** Enter directions for driving to the outfall.
- **Update** button: Click the Create button to save your changes and create the activity record.

Enter Goal Activity — Attach Documents page

Use the Attach Documents to Goal Activity page to attach one or more files to the plan record. These documents can include maps, photos, CAD/CAM files, documents, etc. These documents become part of the plan and are available at any time by selecting the plan and viewing the goal activity.

The Attach Documents to Goal Activity page opens when you click the Attach Documents button on the Enter Goal Activity tab (on page 53) or Edit Goal Activity tab (on page 62) based on a default type of goal.

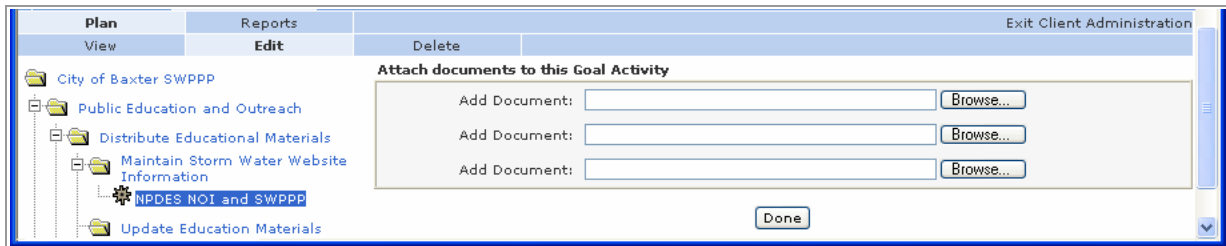


Figure 29. Attach Documents to Goal Activity page

Fields & Buttons on the Attach Documents page

- **Add Document:** This field shows the name of the document attached to the plan.

The document is uploaded and saved with the plan information on the site. After it is uploaded, the original document on your computer or network can be moved to a different location. However, if you make changes to the original document, it must be uploaded again in order to update the plan copy.

Note: If you have more than three documents to attach, additional documents can be added through the Goal Activity Edit page (see page 61). Each time you edit the activity three more documents can be attached. (See procedure on page 60.)

- **Browse** button: Click the Browse button to locate the file you want to attach.
- **Done** button: Click the Done button when you finish adding documents to the plan.

Attaching More than Three Documents to an Activity

To attach more than three documents:

1. Attach the first three documents when adding or editing the activity.
2. Return to the Edit tab by highlighting the activity in the treeview, and then clicking the Edit tab.
3. On the Edit tab, click the Attach Documents button.

The Attach Documents page displays three fields for uploading documents.

4. Upload your files by using the Browse button.
5. Click the Done button to upload the files and return to the View page.

All of the attached documents are listed on the View page.

6. To add more files, repeat the steps above. Each time you edit the activity, you can add up to three more files.

Measurable Goal Activity Views

Measurable Goal Activities provide a way to track each individual activity that supports a plan goal. For example, the activities within a Public Education goal may define each educational material developed and made available to the public. Or, the activities within the Outfall Inspection goal are used to record each individual outfall inspection.

Create a Measurable Goal Activity

Measurable Goal Activities are added to a Goal through the Goal View page. With a Goal highlighted in the treeview on the left, click the Enter Goal Activity tab.

Note: The Enter Goal Activity page is opened from the Goal View. See page 53 for information on this page.

View Measurable Goal Activity tab

The Measurable Goal Activity View page shows information about the Goal Activity highlighted in the treeview.

The Goal View page opens when you click the name of a BMP treeview (on page 20).

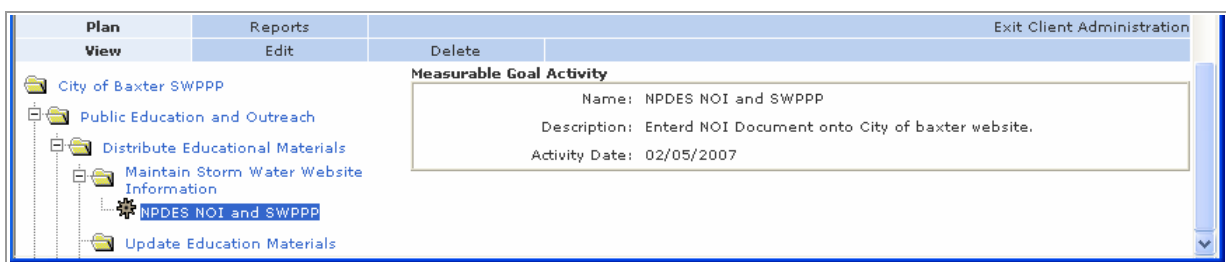


Figure 30. View Measurable Goal Activity tab

Fields on the Measurable Goal Activity View page

With the Goal Activity View selected, the right side of the page shows the name, description, and other settings for this activity. The fields displayed depend on the type of activity. (See pages 54 to 58 for information on the fields displayed on this page.)

Tabs on the Measurable Goal Activity View page

The tabs on this page reflect the options available for working with an activity within the plan.

- **View:** The View tab is highlighted when you click on an activity in the treeview.
- **Edit:** Click the Edit tab to change the goal name, description, date, or other settings. Opens the Edit Measurable Goal page.
- **Delete:** Delete the activity highlighted in the treeview. Opens the Delete page, where you can delete the current activity.

Edit Measurable Goal Activity tab

Use the Goal Edit page to change the information or settings for the activity.

The Goal Edit page opens when you click the name of a BMP treeview (on page 20), and then click the Edit tab.

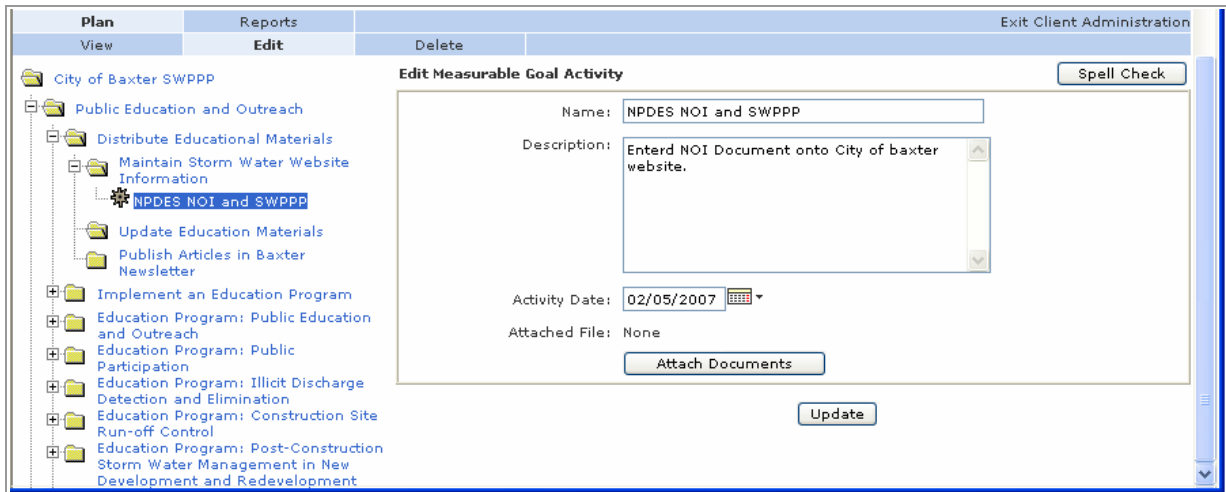


Figure 31. Edit Measurable Goal Activity page

Fields on the Edit Measurable Activity page

The fields and tabs on the Edit Measurable Activity page are the same as those completed on the Add Measurable Activity tab. (See pages **Error! Bookmark not defined.** to 58 for information on the fields displayed on this page.)

Tabs on the Edit Measurable Activity page

The tabs on this page reflect the options available for working with an activity within the plan.

- **View:** Click the View tab to return to the View Measurable Activity page for the current activity.
- **Edit:** The Edit tab is highlighted to show that you are on this page.
- **Delete:** Delete the activity highlighted in the treeview. Opens the Delete page, where you can delete the current activity.

Delete Measurable Goal Activity tab

Use the Delete tab to remove the current activity from the plan. The activity highlighted in the treeview is deleted.

The Delete Activity page opens when you select an activity folder in the treeview (on page 20), and then click the Delete tab.

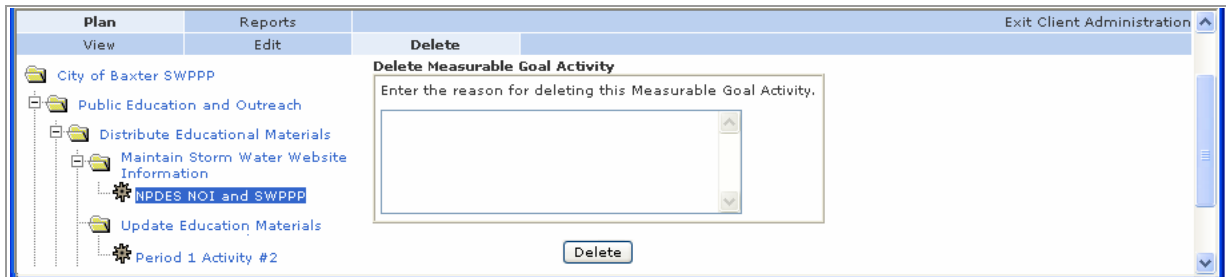


Figure 32. Delete Measurable Goal Activity tab

Field & Button on the Activity Delete page

- **Enter the reason for deleting the Activity:** In the text box, enter a reason for deleting the current activity. This information is saved in the database. If you need this information later, contact your SEH Administrator.
- **Delete** button: Click the delete button to remove the activity from your site.

Return to the Previous View

- After deleting the Activity, the application takes you to the Goal View page automatically.

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Reports

Reports provide a valuable tool for tracking on-going activities and reviewing the plan data. They let you capture current information filtered on the:

- Permit period
- Selected MCMs, BMPs, or goals
- Complete or incomplete goal status
- Responsible staff

The Reports tab is available only after you select a Plan on the Select tab (see page 19) or highlight the Plan folder in the treeview.

Note: Reports are a tool for tracking current activities. When it is time to produce an annual or periodic report to support plan compliance, use the Publish option. (See page 26 for more information.)

Report Options page

Use the Report Options page to specify content of the report you are generating. The options let you customize reports based on the items included in the plan, activities, date range, or staff person.

The Report Options page opens when you click on the Reports tab from the Plan View tab on page 20.

Fields on the Report Options page

Type: Choose the type of report you would like to view



Select an option button to indicate which MCMs and BMPs to include in the report. You can select all MCMs (which include all of the BMPs) or report on selected items. The report follows the structure in the treeview on the Plan View tab.

- **All Minimum Control Measures:** Include all of the MCMs for the plan. All of the BMPs assigned to the MCMs are included in the report.
- **Select a Minimum Control Measure:** Select this option button, and then select a specific MCM from the drop-down list. Only information for this MCM and BMPs under this MCM are included in the report.
- **Select a Best Management Practice:** Select this option button, and then select a specific BMP from the drop-down list. Only information for this BMP and any goals under the BMP are included in the report.

Select the date range for activities you would like to include in the report

Select an option button to indicate the type of date range and the filter to apply. The selected time period can correspond to your reporting periods or specific calendar days.

- **Select Activities in a Permit Period:** Select this option to report on activities during a specific permit period. After selecting this option, click the option button for the year or permit period to cover.
 - **Year 1:** Select the Period 1 option button to include only activities with an Activity Date that falls within this permit period for the plan.
 - **Year 1:** Clear the Period 1 option button to indicate that you want to exclude activities with an Activity Date that falls within this permit period for the plan.
- **You may choose to filter the report by Measurable Goal Completion Status Control Measure:** Select the option button to specify the types of goals to include in the report. The report includes only goal for the permit period selected above. Use these options to further limit the goals included:
 - **All Measurable Goals:** Select this option to include all measurable goals for the permit period selected above. Goals with or without activities are included.
 - **All Goals with Planned Activity for Selected Period:** Select this option to include all measurable goals that had an also activity specified for the permit period above.
 - **Completed Measurable Goals for Selected Period:** Select this option to include only goals that were marked as completed during the selected permit period.
 - **Incomplete Measurable Goals for Selected Period:** Select this option to include only goals that were scheduled but not completed during the selected permit period.

- **Include Activities in a Date Range:** Select this option to report on activities during a specific range of dates, which may not correspond to a permit period. After selecting this option, enter the start and end dates or click the calendar icons to select the dates.
 - **Start Date:** Enter the start date in this field or click the  Calendar icon to select a date.
 - **End Date:** Enter the start date in this field or click the  Calendar icon to select a date.
- **All Activities:** Select this option to include all activities within the BMPs, regardless of the time period.
- **No Activities:** Select this option to exclude specific activities from the report. The MCMs and/or BMPs selected above will still be included.

Owner: You may choose to filter the report by owner

Select an option button to include all owners or only a specific owner. (Owners are the Staff or Position specified for an MCM, BMP, goal, or activity.)

- **All Owners:** Select this option to include MCMs, BMPs, goals, and activities assigned to all owners. This option is selected by default.
- **Select an Owner:** Select this option to report on BMPs, goals, and activities assigned to a specific staff person or position. After selecting this option, select a name from the drop-down list.

The report includes *only* items where this person is the responsible staff or owner.

Run Report

- **Run Report** button: Click the Run Report button to generate the report. From the Generated Report page, you can view the report as an Acrobat PDF that can be viewed, printed, saved, or distributed.

Return to the Plan View

Click the name of the plan in the treeview to return to the Plan View tab.

Link to Report page

When you generate a report, the system displays a page with a link to the report. Click on the report name to open or save the report as an Adobe Acrobat file.

Note: You must have Acrobat Reader to view the report. If you do not have Acrobat Reader, download it by clicking the Get Adobe Reader icon in the upper-right part of the page.

View, Print, or Save the Report

When you click the name of the report, the system asks if you want to open or save it:

- **Open:** The report is opened in Acrobat Reader. From this view, you can print or save the report.

- **Save:** The system prompts you for a location on your computer or network. Save the report for reference or distribution.

Return to the Report Options page

To return to the Report Options page, click the Return to Report Options button. From the Report Options page, you can:

- Generate another report.
- Return to the Plan View by clicking on the name of the plan in the treeview.

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Terminology

BMP	A BMP is a Best Management Practice that supports your efforts to provide public outreach, control storm water pollution, evaluate outfall sources, etc.
MCM	<p>Minimum Control Measures (MCMs) define the minimum measures taken as part of the storm water management program. The EPA (Environmental Protection Agency) generally requires MCMs to cover these areas:</p> <ul style="list-style-type: none">▪ Public education and outreach on stormwater impacts▪ Public involvement/participation▪ Illicit discharge detection and elimination▪ Construction site stormwater runoff control▪ Post-construction stormwater management in new development and redevelopment▪ Pollution prevention/good housekeeping for municipal operations <p>This list of basic MCMs is from the EPA website - http://www.cfpub.epa.gov/npdex</p>
MS4	Municipal Separate Storm Sewer System (MS4) programs define the characteristics of the plan for complying with permit requirements.
NPDES	The NPDES (National Pollutant Discharge Elimination System) is sponsored by the EPA (Environmental Protection Agency).
SWMP	The SWMP (Storm Water Management Program) administered by the state defines the infrastructure the planning, engineering, and requirements for stormwater pollution control. It covers the practices for managing stormwater runoff and pollution control, permit requirements, and initiatives.
SWPPP	Describes the SWPPP (Stormwater Pollution Prevention Plan) required for construction permits. The plan defines the project, includes requirements for the permit, describes activities, and includes information on the bodies of water affected by the activities. The SWPPP is administered by the EPA.

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Appendix – Outfall Inspection Form

Outfall Inspection Form

Measurable Goal Activity Information

Name: _____ Activity Date: ____/____/____

Description:

General Outfall Information

Outfall ID: _____ Zip Code: _____ - _____

Location:

Receiving
Waterbody:

Major Watershed:

Digital Photo: No Yes, filename: _____ Completed by: _____

Weather

Air Temperature: _____ F°/C° (circle one) Precipitation (last 24 hours): _____ inches

Cloud Conditions: Clear Cloudy Other, describe:

Inspection Information

Outfall Type: Pipe/Culvert Ditch/Swale Other,
describe: _____

Pipe Type: Arch Box Culvert Circular Elliptical Other

Pipe Material: Aluminum Clay Concrete CMP HDPE
 Iron PVC RCP Steel Other

Pipe Size: _____ in./ft. (circle one)

Ditch Width: _____ in./ft. (circle one)

Ditch Depth: _____ in./ft. (circle one)

Weir Type: Broad-crested Trapezoidal V-notch Other

Outfall Inspection Form
For use with PermiTrack MS4
1 of 2

Outfall Inspection Form

Outfall Condition Assessment

Outfall Damage: No Yes (if Yes, identify type)
 Cracking Spalling Corrosion Broken Other

Visible Erosion: No Yes (if Yes, identify type)
 Undercutting Sediment Delta Other

Physical Discharge Information

Flow Depth: _____ in./ft. (circle one)

Detectable Odor: No Yes (if Yes, identify type)
 Sewage Sulfide Oil Gas Rancid Other

Water Color: No (clear) Yes (if Yes, identify color)
 Yellow Brown Green Grey Red Other

Turbidity: Clear Cloudy Opaque Other

Floatables Visible: No Yes (if Yes, identify type)
 Petroleum Sheen Sewage Other

Discharge Analysis (if applicable)

Specific
Conductivity: _____ uS/cm

Water Temperature: _____ F°/C° (circle one)

pH: _____ pH

Other Inspection Comments

Inspection
Comments:

Outfall Inspection Form
For use with PermiTrack MS4
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