

# STORMWATER MODULE

## User Manual - Supplement

Version 1.0 - September 2009

**Digital Towpath**  
e-solutions that lead governments through the digital age

Modules Website File Archives Tools Help Logout

### Stormwater Management

**Module Status:** Take Module Offline  
This module is currently online. To remove it from your website click [here](#).

**Storm Water Module Sections:**

1. Quick Links - Basic Information for the Public
2. Introduction to the Stormwater Management Program and
3. Characteristics of the MS4
4. Stormwater Contact Information
5. Pollutants of Concern
6. Public Education and Outreach
7. Public Participation and Involvement
8. Illicit Discharge Detection and Elimination
9. Construction Site - Stormwater Runoff Control
10. Post Construction Stormwater Management
11. Pollution Prevention and Good Housekeeping for Municipal
12. Stormwater Program Budget
13. Program Reporting and Effectiveness

**Related Modules:**

- Calendars
- Newsletters

**Libraries:**

- Contacts
- Documents
- FAQs
- Forms
- Images
- Links

**Town Of Demonstration**

#### Quick Links - Basic Information for the Public

Home Page  
Search Website  
BMPs  
Boards & Committees  
Calendars  
Demographics  
Laws  
Minutes  
News  
Newsletters  
Permits & Licenses Info  
Stormwater Management

**Quick Links - Basic Stormwater Information for the Public:**

- [Stormwater Reporting Hotline](#)
- [What is Stormwater?](#)
- [Local Stormwater Contacts](#)
- [Fact Sheets and Miscellaneous Stormwater Publications](#)
- [Newsletter: Stormwater Newsletter Test](#)
- [Activities and Events: Stormwater Calendar](#)
- [Links to Other Stormwater Related Agencies and Organizations](#)

**The MS4 Stormwater Management Plan and Program:**

- [Introduction to the Stormwater Management Program and Plan](#)
- [Characteristics of the MS4](#)
- [Stormwater Contact Information](#)
- [Pollutants of Concern](#)
- [Public Education and Outreach](#)
- [Public Involvement and Participation](#)
- [Illicit Discharge Detection and Elimination](#)
- [Construction Site - Stormwater Runoff Control](#)
- [Post Construction Stormwater Management](#)
- [Pollution Prevention and Good Housekeeping for Municipal Operations](#)
- [Stormwater Program Budget](#)
- [Program Reporting and Effectiveness](#)
- [Document and Link Index](#)

Home Page | Search Website | BMPs | Boards & Committees | Calendars | Demographics | Laws | Minutes | News | Newsletters | Permits & Licenses Info | Stormwater Management

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Internet 100%



*This Module was developed in cooperation with the Herkimer-Oneida Counties Comprehensive Planning Program (HOCCPP)*

# STORMWATER MODULE

## User Manual - Supplement

Table of Contents:

<u>Introduction</u> .....	2
<u>Section 1 - Common Elements and Navigation Patterns</u> .....	2
<u>Section 2 - Step-by-step Data Entry</u> .....	5

### **Introduction**

The following includes a step-by-step description of how to enter data in the Digital Towpath - Stormwater Module. The following information is a supplement to the DTP User Manual. The DTP User Manual describes general administrative functions and navigation patterns associated with the overall DTP software and should be referenced for additional information not discussed here. Users should also use the Help tab in the Stormwater Module for additional assistance.

The information below is organized into two basic sections:

- Section 1 - Description of common elements and navigation patterns found within the stormwater module; and
- Section 2 - Step-by-step instructions for data entry within the stormwater module.

### **Section 1 - Common Elements and Navigation Patterns**

As with other DTP modules, the Stormwater Module contains two basic “Views” for examining data. These include the “Public View” and the “Administrative (or maintenance) View”. While both these views will be referenced in the instructions below, the majority of the discussion will relate to the “Administrative View”. The administrator, however, is encouraged to use both views when entering data into the Stormwater Module.

The Stormwater Module includes 13 individual administrative sections that create the organizational foundation for placement of all information typically associated with a community’s stormwater management program. These sections include:

1. Quick Links - Basic Information for the Public
2. Introduction to the Stormwater Management Program and Plan
3. Characteristics of the MS4
4. Stormwater Contact Information
5. Pollutants of Concern
6. Public Education and Outreach
7. Public Involvement and Participation
8. Illicit Discharge Detection and Elimination
9. Construction Site - Stormwater Runoff Control
10. Post Construction Stormwater Management

11. Pollution Prevention and Good Housekeeping for Municipal Operations
12. Stormwater Program Budget
13. Program Reporting and Effectiveness

Most of these sections include common elements that can be seen on the opening Viewing Page. There is, however, some variation. For example, when addressing the six Minimum Control Measures associated with the stormwater permit program (Sections 6 through 11), it is a requirement to select Best Management Practices and Measurable Goals. As such, only those administrative sections addressing the six Minimum Control Measures will have data entry sections titled “BMPs” and “Measurable Goals”.

### ***Description and Help:***

At the top of each section’s administrative Viewing page is a brief description of the module section that is intended assist the Administrator in understanding the type of stormwater information that should be posted within that section. Below the “Description” are a variety of help “Action Items” and “Hints and Tips” that are specific to that module section. The “Action Items” and “Hints and Tips” are intended to help the administrator consider an assortment of information (specific to their MS4) that could be inserted into the module. Additional help may be found in the DTP “Help” tool in the menu bar and in the DTP User Manual.

Module Sections 6 through 11 also contain an element titled “BMP Tips Page”. This page provides a listing of the BMPs associated with that particular Minimum Control Measure and includes suggestions for additional detail that may be relevant and/or added to your activities associated with this BMP.

### ***Status:***

The Stormwater module homepage displays the status of the module and a link to take the module (as a whole) offline or put it online. Also displayed within each section of the stormwater module is a status of when the page/section was created, who created it, and when it was last modified.

### ***Data:***

The administrative section of each page contains a “Data” section that typically includes pre-written default text that introduces subsequent data found on the public view of that page. Introductory text can be viewed using the “Hover for Preview” tool. The administrator can add additional text or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System” located within the DTP “Help” tool.

### ***Draft:***

Administrators, and administrators with limited access, are able to enter draft level information that does not ever display on the public view of the website. Administrators with full access can also access draft level information created by others. In this way, editing of a single entry can be a collaborative effort. Selecting the Publish icon will publish the draft item and all related items.

### ***BMPs:***

The stormwater module contains six distinct sections dedicated to the Minimum Control Measures required as part of the Stormwater Permitting Program. These sections include: Section 6-Public Education and Outreach; Section 7-Public Involvement and Participation; Section 8-Illicit Discharge Detection and elimination; Section 9-Construction Site Stormwater Runoff Control; Section 10-Post-Construction Stormwater Management; and Section 11-Pollution Prevention and Good Housekeeping. Within each of these sections, there are respective lists of pre-written Best Management Practices that are commonly associated with that particular Minimum Control Measure. By

default, each of these BMP's are set as being "Archived" - meaning they will NOT show on the public view unless "Restored". The administrator should only restore those BMP's that have been undertaken by the community.

Each BMP also contains a pre-written text description that very generally characterizes the BMP. The administrator can add additional text, add a new BMP, and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the "Stormwater Source System". Module Sections 6 through 11 also contain an element titled "BMP Tips Page". This page provides a listing of the BMPs associated with that particular Minimum Control Measure and includes suggestions for additional detail that may be relevant and/or added to your activities associated with this BMP.

### ***Measurable Goals:***

The stormwater module contains six distinct sections dedicated to the Minimum Control Measures required as part of the Stormwater Permitting Program. These sections include: Section 6-Public Education and Outreach; Section 7-Public Involvement and Participation; Section 8-Illicit Discharge Detection and elimination; Section 9-Construction Site Stormwater Runoff Control; Section 10-Post-Construction Stormwater Management; and Section 11-Pollution Prevention and Good Housekeeping. Within each of these sections, there are respective lists of pre-written Measurable Goals that are commonly associated with that particular Minimum Control Measure. By default, each of these Measurable Goals are set as being "Archived" - meaning they will NOT show on the public view unless "Restored". The administrator should only restore those Measurable Goals that have been used by the MS4 to monitor the progress and effectiveness of their Stormwater Program.

The administrator can add additional Measurable Goals that may not be listed on the pre-written list.

### ***Other Related Links:***

The stormwater module may contain various related links previously inserted into the template. The default setting is to show all pre-established links on the Public View. A link can be hidden from the public view by using the "Archive" tool on the editing page. Additional links can be added by the administrator. Links can be internal (from page to page within your website) or external (elsewhere on the Internet). The title field is required. Titles will display under the section title, "Other Related Links" in the order they were entered, unless they are sorted.

Enter the URL in the Link field in any format. The software will reformat the link and eliminate any unneeded information. A good way to ensure that you have entered the URL correctly is to open the target webpage in your browser and use the copy/paste procedure to transfer the complete address from the address bar of your browser to the Link field.

Information entered into the text field, "Description", will display below the title and above the hyperlink to the URL. This information can be formatted using the HTML Editor.

### ***Other Related Documents:***

The stormwater module may contain various documents previously inserted into the template. Additional documents can be added by the administrator. Files can be attached using the "Add New" documents attachment choice. Documents must have a title and may have a description. Titles will display as links on the public view and will be listed under the section title, "Other Related Documents" in the order they were entered, unless they are sorted. Any description entered will display with the link. Selecting a title from the list will open a dialog box with options to download or open the document. Remember when attaching files that visitors will need to have the correct program installed on their computers to open the files. Upload files in formats commonly used to avoid making the file unavailable to visitors without the correct program. Use plain text or PDF (Portable Document File) documents. PDF format is a safe bet since it is commonly used for attaching documents to webpages. The program used to open these files is available free by download from the Adobe website ([www.adobe.com](http://www.adobe.com)).

## **FAQs:**

Frequently Asked Questions (FAQs) and their answers can be a valuable tool for users of your website. A FAQ consists of two parts: the title and the body. The usual form for entering items in a FAQ section is to use the title field for the question and the body field for the answer. Each FAQ will display under the section header, FAQs, in the order they were entered unless the entries have been sorted. Various locations are provided throughout the module to post either broad-based FAQs (such as within the Quick Links section) or FAQs that are specific to a Minimum Control Measure (such as Illicit Discharges).

## **Images:**

The stormwater module contains various images previously inserted into the template. Alternative images can also be uploaded by the administrator. As necessary, the DTP software will automatically convert the uploaded image to JPEG format for use on the site. File size is not important except as it affects the time it will take to process the request when a user opts to download the image. A large image size will not affect the time it takes a page on the website to display.

The administrator can add a new image, add a new draft, or link an image from the image library if one exists. Depending upon the option chosen, the administrator will be prompted to enter a title of the image, browse for an existing file or link, and add a caption for the image if desired.

Images are saved in the order they are uploaded. The first image on the list will display in the upper portion of the page on the public view of the website. Each additional image will display as a thumbnail in the bottom portion of the page. Images can be sorted. Whichever image is first in the list will display in the upper portion of the page. The other images will display in rows of three, from right to left, according to their order on the list. Images must have a title and may have a caption.

## **Document and Link Index:**

The Public View of the Stormwater Module includes an automatically generated index of all documents and links entered elsewhere in the module. The index is organized by the 13 module section titles - with each link or document listed under the respective title. The index requires no data entry by the administrator.

## **Section 2 - Step-By-Step Data Entry**

### **Getting Started:**

Log on to your community's administrative home page using the "*web address*"/*admin* and then your user name and password. From the list of DTP Modules, select the Stormwater Management module. This will bring you to the "Stormwater Management - Viewing Page".

### **Stormwater Management - Viewing Page:**

This page shows the overall module status (whether on-line or off-line), the 13 individual Stormwater Module Sections, Related Modules, and Libraries. Begin by selecting the appropriate module section (or related module) that you wish to populate. The module should not be placed on-line until all module sections have been addressed and appropriate data entered.

## 1. Stormwater Quick Links Information - Viewing Page:

**Description and Help** - The general purpose of the Stormwater Quick Links section is to extract and present information that would be of most interest to the general public. The remaining sections of the module are intended to provide specific detail on various elements required as part of the MS4's stormwater permit.

In-line help, hints and tips associated with the administration of the "Stormwater Quick Links" module section are provided within the "Description and Help" to assist the administrator in populating the required fields. Some of those hints are also described below.

**Data** - Includes the introductory text regarding "What is Stormwater" and "Fact Sheet Introduction". This is default text that will be displayed unless changes are made. The administrator can add additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the "Stormwater Source System"

Although the public view of the "Quick Links" page includes information regarding the "Stormwater Hotline", "Local Stormwater Contacts", "Newsletters", and "Activities and Events", the data entry for some of these elements are undertaken within other module sections. For example, data regarding the Stormwater Hotline and Contacts is actually entered within Module Section 4 - Stormwater Contact Information.

The screenshot displays the "Town Of Demonstration" website interface. The main content area is titled "Quick Links - Basic Information for the Public" and contains several sections of links. The first section lists links for "Stormwater Reporting Hotline", "What is Stormwater?", "Local Stormwater Contacts", "Fact Sheets and Miscellaneous Stormwater Publications", "Newsletter: Stormwater Newsletter Test", "Activities and Events: Stormwater Calendar", and "Links to Other Stormwater Related Agencies and Organizations". The second section, "The MS4 Stormwater Management Plan and Program", lists links for "Introduction to the Stormwater Management Program and Plan", "Characteristics of the MS4", "Stormwater Contact Information", "Pollutants of Concern", "Public Education and Outreach", "Public Participation and Involvement", "Illicit Discharge Detection and Elimination", "Construction Site - Stormwater Runoff Control", and "Post Construction Stormwater Management". An inset window titled "Viewing Quick Links - Basic Information for the Public" shows a form with the following details: Status (Archive, Redraft, History), Created (July 08, 2009 9:52 PM EDT) By: Digital Towpath, Last Modified (July 09, 2009 8:39 AM EDT) By: [blank], Data (Edit), Newsletter Link: Stormwater Newsletter Test, Calendar Link: Stormwater Calendar, What is Stormwater?: Hover For Preview, Fact Sheet Introduction: Hover For Preview, Draft: This item does not have a draft., Fact Sheets and Miscellaneous Stormwater Publications: car washing, and Links to Other Stormwater Related Agencies and Organizations: DEC Stormwater Homepage, US EPA Stormwater Homepage, Center for Watershed Protection.

The "Newsletters" and "Activities and Events" data is entered by clicking the Edit tool. This provides an automatic link to the Newsletter Module and Calendar Module. Both a stormwater newsletter and/or stormwater calendar must be created using the respective modules BEFORE the automatic link can be added. (See the DTP User Manual for instruction on how to use the Newsletter Module and Calendar Module).

**Fact Sheets and Miscellaneous Stormwater Publications** - This element is intended to include fact sheets and/or publications that are geared toward the general public. Such documents may include (but are not limited to): general information on impacts of pollutants on stormwater runoff and/or steps the public can take to reduce those pollutants. Note: this section is primarily a “Quick Link” for information of interest to the general public. Additional opportunities to post fact sheets and documents related specifically to Minimum Control Measures are provided in subsequent module sections. Here, the administrator can add a new document, add a new draft, or link a document from the document library. Depending upon the option chosen, the administrator will be prompted to enter a title of the document or fact sheet, browse for an existing file, and add a brief description of the document.

**Links to Other Stormwater Related Agencies and Organizations** - This element is intended to provide quick links to the stormwater homepages of other related agencies and organizations that may be of interest to the general public. Pre-established links are already provided to the US Environmental Protection Agency, NYS Department of Environmental Conservation and the Center for Watershed Protection. The administrator is able to add new links, delete pre-established links, and sort the links provided. Depending upon the option chosen, the administrator will be prompted to enter a title of the link/agency, insert the link address, and add a brief description of the link. Note: Once a link is deleted, the original pre-established link is lost and is only recoverable through the “Stormwater Source System”

**FAQs** - This element is intended to include Frequently Asked Questions (FAQs) that are general in nature and geared toward the public. Additional opportunities to post FAQs related specifically to Minimum Control Measures are provided in subsequent module sections.

## 2. Intro to the Stormwater Management Program and Plan - Viewing Page:

**Description and Help** - The general purpose of the “Stormwater Management Program and Plan” section is to provide a brief summary of the Federal and State stormwater management program and to set the stage for the remaining module sections. Also discussed is a clarification of an MS4’s stormwater “program” and what is required in an MS4’s stormwater “plan”. Terms commonly used in the discussion of the program and plan are defined and provided in this section. This section also provides a location to post the MS4’s Notice of Intent. In-line help, hints and tips associated with the administration of the “Stormwater Management Program and Plan” module section are provided within the “Description and Help” to assist the administrator in populating the required fields. Some of those hints are also described below.

**Data** - Includes the introductory text regarding “The Stormwater Management Program” and “The Stormwater Management Plan”. The text provides a general summary and discussion of the relationship between the federal and state stormwater permit requirements. The text also provides a summary of the intent of a community’s stormwater management plan and suggested content. This is default text that will be displayed unless changes are made. The administrator can add additional text and/or modify the existing text

The screenshot displays a web application interface for the 'Town Of Demonstration'. The interface is divided into several sections:

- Top Navigation:** Includes 'Data: Edit', 'Draft: New Edit Delete', and 'Notice of Intent: Add New Add'. Below these are buttons for 'Sample NOI' and 'Terms: Add New Add New Draft'.
- Left Sidebar:** A list of menu items including 'Home Page', 'Search Website', 'Boards & Committees', 'Calendars', 'Demographics', 'Laws', 'Minutes', 'News', 'Newsletters', 'Permits & Licenses Info', and 'Stormwater Management'. A secondary list of items includes 'BMP / Best Management Practice', 'Combined Sewer System', 'CWA / Clean Water Act', 'Detention Pond', 'Discharge', 'Erosion', 'Groundwater', 'Heavy Metals', 'Illicit Discharge', 'Industrial Waste', 'MEP / Maximum Extent Practical', 'MS4 / Municipal Separate Storm', and 'NOI / Notice of Intent'.
- Main Content Area:**
  - Introduction to the Stormwater Management Program and Plan:** A section with a 'Table Of Contents' listing: 'The Stormwater Management Program', 'Notice of Intent', 'The Stormwater Management Plan', 'Terms', and 'Other Related Links'. Below this is a section titled 'The Stormwater Management Program:' with introductory text about the 1990s EPA Clean Water Act and the program's phases. It also mentions that New York State is administering these requirements through the NYS Department of Environmental Conservation (DEC).
  - Image:** A circular logo with the text 'NO DUMPING DRAINS TO CREEK' and a central graphic of a stream.

through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”

***Notice of Intent*** - Reference to the purpose of the Notice of Intent is provided in the pre-written introductory text discussed above. This element provides a location for the administrator to post an actual copy of the Notice of Intent. The administrator is prompted to add a new document, add a new draft, or link the NOI document from the documents library. Once posted, the title of the NOI document will be visible on the public view below the introductory text that describes the “Stormwater Management Program”.

***Glossary of Terms*** - This element includes a listing of terms commonly used in the stormwater permitting program. Each term is incorporated as a separate document and includes pre-written text as the definition. The administrator can insert additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”. The administrator is also able to add new terms and definitions as a New or Draft document. The Administrator will be prompted to add the name of the term and the definition. Upon saving, the added term will be automatically placed in alphabetical order. The default setting for the Glossary of Terms is to show all pre-written terms on the public view. The administrator has the option to show or hide any term by using the “Archive” and “Restore” tool.

***Other Related Links*** - This element is intended to provide links to additional information generally related to the Stormwater Management Program and/or Stormwater Management Plan. A few pre-established links have been inserted into the template. The administrator has the option to show or hide any pre-established link by using the “Archive” and “Restore” tool. Additional links can be added by the administrator using the “Add New” tool. The Administrator will be prompted to insert the title, link and description. The title field is required. Links may also be added from the Links Library if one is established. Titles will display under the section title, "Other Related Links" in the order they were entered, unless they are sorted.

***Other Related Documents*** - This element is intended to provide a location to post documents that are generally related to the Stormwater Management Program and/or Stormwater Management Plan. Documents will typically include internal files that do not require access to outside links and webpages. The administrator can add a new document, add a new draft, or link a document from the document library. Depending upon the option chosen, the administrator will be prompted to enter a title of the document, browse for an existing file, and add a brief description of the document. The title field is required. Titles will display under the section title, "Other Related Documents" in the order they were entered, unless they are sorted.

***FAQs*** - This element is intended to provide a location where the administrator will post more general Frequently Asked Questions that relate to the Stormwater Program and Plan. The title field should be used for the question and the body field for the answer. Each FAQ will display under the section header, FAQs, in the order they were entered unless the entries have been sorted. . Note: the intent of this section is to post FAQs relating to the Stormwater Program and Plan - in general. Additional opportunities to post FAQs related specifically to Minimum Control Measures are provided in subsequent module sections.

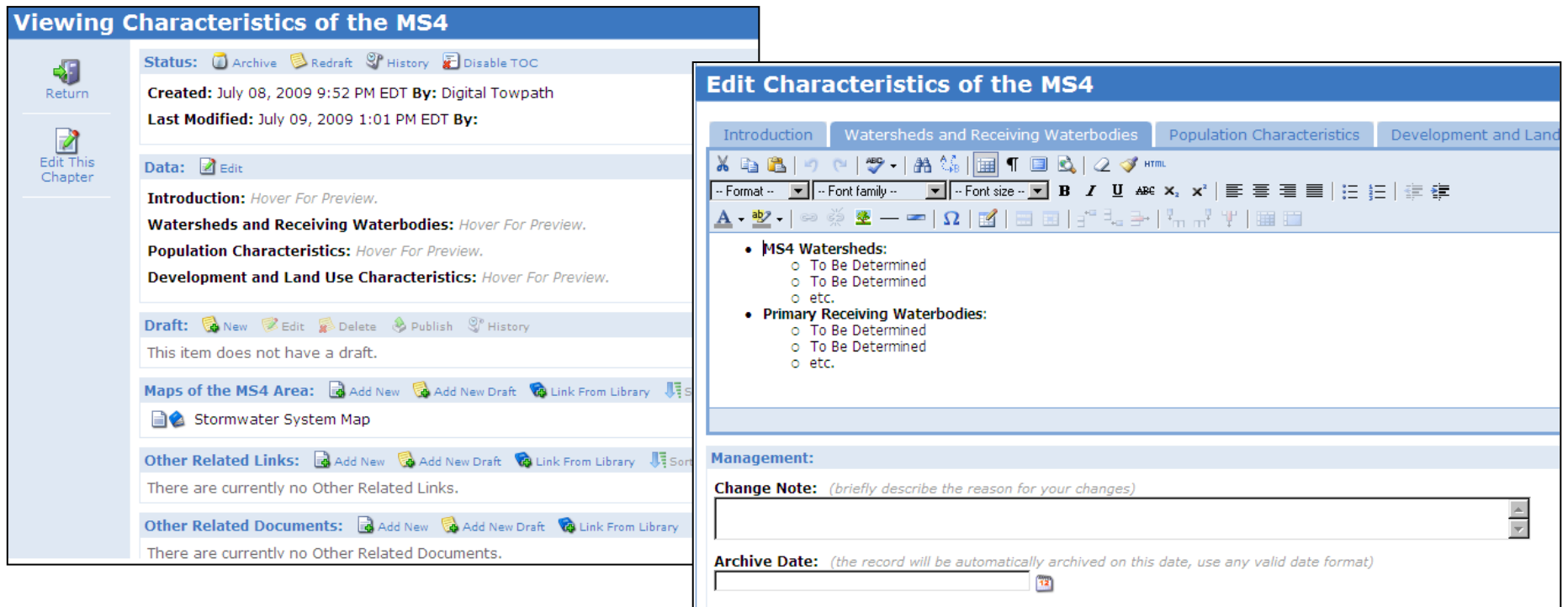
### **3. Characteristics of the MS4 - Viewing Page**

***Description and Help*** - The general purpose of the “Characteristics of the MS4” section is to provide a location where the MS4 can describe and post information relating to the natural, land use and development characteristics of the regulated area. This characterization helps to establish a realistic stormwater management program. Additionally, this section provides a location for listing required elements of the stormwater management permit such as the watersheds and receiving waterbodies that are impacted by stormwater runoff.

In-line help, hints and tips associated with the administration of the “Characteristics of the MS4” module section are provided within the “Description and Help” to assist the administrator in populating the required fields. Some of those hints are also described below.

**Data** - Includes the introductory text regarding “Characteristics of the MS4” and why it is important for the MS4 to inventory, evaluate and characterize the natural, land use and development characteristics of the area. This is default text that will be displayed unless changes are made. The administrator can add additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”.

Also included here is a pre-established, bulleted template whereby the administrator can add “Watersheds and Receiving Waterbodies” specific to the MS4. This information can be accessed by the administrator using the “Edit” tool and selecting the tab titled “Watersheds and Receiving Waterbodies”. Similarly, the Edit viewing page provides tabs whereby the administrator can insert information relating to “Population Characteristics” and “Development and Land Use Characteristics”. Within these tabs, a pre-established matrix is provided to prompt the administrator to insert appropriate information such as population density within the municipality vs. within the MS4 area, etc. The administrator can use the existing template/matrix or can insert text in a new format. Once modified, however, the original matrix is lost and is only recoverable through the “Stormwater Source System”.



**Map of the MS4 Area** - This element provides a location for the administrator to post an actual map of the MS4 area - if one exists. If such a document does not exist at the local level, MS4 maps can be accessed or created from information found on the EPA’s website. Local and regional planning agencies may also be able to produce maps of MS4 areas. The administrator is prompted to add a new document, add a new draft, or link the map document from the documents library. Once posted, the title of the map document will be visible on the public view below the listing of “Watersheds and Receiving Waterbodies”.

**Other Related Links** - This element is intended to provide links to additional information generally related to the Characteristics of the MS4. Suggested types of links might include, but are not limited to: Census summary sheets, the municipality’s comprehensive plan, or a summary of land use controls and development. Links can be

added by the administrator. Links can be internal (from page to page within your website) or external (elsewhere on the Internet). The title field is required. Titles will display under the section title, "Other Related Links" in the order they were entered, unless they are sorted.

***Other Related Documents*** - This element is intended to provide a location to post documents that are generally related to the Characteristics of the MS4. Documents will typically include internal files that do not require access to outside links and webpages. The title field is required. Titles will display under the section title, "Other Related Documents" in the order they were entered, unless they are sorted.

***FAQs*** - This element is intended to provide a location where the administrator will post Frequently Asked Questions that relate to the Stormwater Program and Plan, in general. The title field should be used for the question and the body field for the answer. Each FAQ will display under the section header, FAQs, in the order they were entered unless the entries have been sorted.

#### **4. Stormwater Contact Information - Viewing Page**

***Description and Help*** - The general purpose of the "Stormwater Contact Information" section is to provide a location for the MS4 to post information relating to various local stormwater program contacts. The stormwater permit may require contact information regarding the local "Stormwater Public Contact", the "Stormwater Program Coordinator", the "Chief Elected Official", the "Owner/Operator", and/or the "Stormwater Hotline Contact". Also provided in this section is information relating to "Other MS4 Contacts, Departments, Boards and/or Employees" and any "Outside Partners and their roles".

In-line help, hints and tips associated with the administration of the "Stormwater Contact Information" module section are provided within the "Description and Help" to assist the administrator in populating the required fields. Some of those hints are also described below.

***Data*** - Includes the introductory text regarding the "Stormwater Hotline" - if one is established by the MS4. This is default text that will be displayed unless changes are made. If the MS4 has NOT established a Stormwater Hotline, this introductory text should be deleted or "Archived". If a Hotline is provided, the administrator can add additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the "Stormwater Source System"

***Hotline Contact Info*** - This element is intended to include specific contact information relating to the Stormwater Hotline - if one is established by the MS4. A Hotline Contact template has been pre-established and displays as "To Be Determined". Information can be added to these fields by selecting the template and using the "Edit" tool. The administrator will then be prompted to insert information such as: title, agency, name, address, phone, etc. that is related to the Stormwater Hotline Contact. If the MS4 has NOT established a Stormwater Hotline, this template should be deleted or "Archived" using the "Edit" tool.

***Hotline Fillable Form*** - This element provides an option for reporting and receiving stormwater hotline problems and issues via the internet. Unless a stormwater hotline form is activated, the Public View will NOT display this option. A reporting form can be created by selecting "Add New", "Add New Draft" or "Link from Library". Depending upon the option chosen, the administrator will be prompted to add the title of the form, subject line, and (if desired) a description of the form, introduction, footnotes and "Upon Completion" message (i.e. Thank you for submitting this form). Also required is the e-mail address of the individual who will be designated to receive the completed form as submitted by the public. A Stormwater Reporting Form template has been pre-established within the module. Upon creating a new form, a number of "Terms and Conditions" will be displayed to the administrator. The administrator must read and agree to the Terms and Conditions in order to continue. Upon agreeing to the Terms and Conditions, the administrator can create a new form from the series of blank form templates that are provided (or) they can use the pre-established "Stormwater Reporting Form" template. Within the Public View, the Stormwater Reporting Form template includes a series of questions relating to the name of the individual reporting a problem, their e-mail address and phone number. A drop down menu is pre-established that asks for the type of issue being reported (i.e. illegal dumping, foul smell, etc.). Additional Information requested includes the location of the problem and text fields for additional comments.

**Viewing Form**

Return

Help With This

Edit This Form

Delete This Form

Add New Form

Add New Draft Form

**Status:** Archive History Add To Library

**Created:** July 14, 2009 9:50 AM EDT **By:**

**Last Modified:** Never Modified

**Data:** Edit Delete

**Title:** Sample SW Reporting Form

**Email To:** localadmin@townofdemo.org

**Subject Line:** Sample SW Reporting Form

**On Completion:** Hover For Preview.

**Draft:** New Edit Delete Publish History

This item does not have a draft.

**Form Components:** Add New Add New Draft Sort

- Name - Name - Name
- Email - Email - Email
- Phone - Phone - Phone
- Issue - Multiple Choice - Issue Being Reported
- Location - Text Area - Location
- Additional Comments - Text Area - Additional Comments

**Sample SW Reporting Form**

**Name:** (first/middle/last/suffix)

**Email:**

**Phone:** (if you wish to be contacted)

**Issue Being Reported:** (required)

- Illegal Dumping to Storm Drain
- Foul Smell in Storm Sewer System
- Unusual Color
- Excessive Trash of Debris in Storm Sewer System
- Other (please specify in 'Additional Comments')

**Location:** (required, nearest intersection or waterbody)

**Additional Comments:**

Submit Cancel

**MS4 Stormwater Public Contact** - This element of the “Stormwater Contacts” Viewing Page provides a location for the administrator to insert information (as required in the Stormwater Permitting program) regarding the “Stormwater Public Contact”. As specified in the General Permit, this individual shall be the local point of contact for public concerns regarding stormwater management. This individual may be different from the “Stormwater Program Coordinator”, “Chief Elected Official”, or “Owner/Operator”. The module provides locations to post such information below. The administrator can add the Public Contact information by selecting “Add New”, “Add New Draft” or “Link from Contacts Library”. Depending upon the option chosen, the administrator will be prompted to enter the title of the individual, agency, name, address, phone number, fax number, e-mail address, etc.

**Other MS4 Contacts, Departments, Boards, and/or Employees** - This element is intended to provide a location to post contact information relating to other MS4 contacts, departments, boards and/or employees who may be involved in some aspect of the local stormwater management program. Various contact templates have been pre-established such as “Stormwater Program Coordinator” or “Chief Elected Official”. Information can be added to these fields by selecting the respective template and using the “Edit” tool. The administrator will then be prompted to insert information such as: title, agency, name, address, phone, etc. The administrator can also add additional contacts by selecting the “Add New” tool. Other contacts to consider may include the municipal planning board, highway department, codes enforcement officer, parks department and/or clerk.

**Outside Partners and Their Roles** - This element is intended to provide a location to post contact information relating to outside agencies, organizations and partners who may assist the MS4 in developing and implementing their stormwater program. The administrator can add the necessary contact information by selecting “Add New”,

“Add New Draft” or “Link from Contacts Library”. Depending upon the option chosen, the administrator will be prompted to enter the title of the individual, agency, name, address, phone number, fax number, e-mail address, etc. The administrator should also add a brief summary describing the role that the partner plays in the local stormwater program and whether the assistance provided is through a legally binding agreement. Outside agencies, organizations and partners to consider may include: a regional planning agency, county planning department, soil and water district, consulting firm or engineering firm, etc.

**Other Related Links** - This element is intended to provide links to additional information generally related to “Stormwater Contacts”. Links can be internal (from page to page within your website) or external (elsewhere on the Internet). The title field is required. Titles will display under the section title, "Other Related Links" in the order they were entered, unless they are sorted.

**Other Related Documents** - This element is intended to provide a location to post documents that are generally related to the local and/or outside contacts. Other Related Documents to consider may include: departmental organizational charts, job descriptions, roles and responsibilities, employee contact information, etc.

**FAQs** - This element is intended to provide a location where the administrator will post Frequently Asked Questions that relate to Stormwater contact information, roles, and responsibilities. If the MS4 has established a Stormwater Reporting Hotline, FAQs concerning issues that might be reported, assurances about keeping individuals anonymous, etc. could be posted here. The title field should be used for the question and the body field for the answer. Each FAQ will display under the section header, FAQs, in the order they were entered unless the entries have been sorted.

## 5. Pollutants of Concern - Viewing Page

**Description and Help** - The general purpose of the “Pollutants of Concern” section is to document information and characteristics of the MS4 that influence the development of the stormwater management program. This information typically includes a description of: stormwater pollutants and potential sources; and, natural resources, watersheds, and geographic areas that may be vulnerable to impacts from stormwater runoff. Also included is a discussion concerning “Non-Stormwater Discharges of Concern” (if any have been identified) and a general statement of how pollutants of concern have been addressed in the stormwater program.

In-line help, hints and tips associated with the administration of the “Pollutants of Concern” module section are provided within the “Description and Help” to assist the administrator in populating the required fields. Some of those hints are also described below.

**Data** - Includes the introductory text regarding “Pollutants of Concern”, “Non-Stormwater Discharges of Concern” and “Addressing Stormwater Pollutants of Concern”. This is default text that will be displayed unless changes are made. The administrator can add additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”

Also included here is a pre-established matrix for “Waterbodies of Concern” and “Geographic Areas of Concern” whereby the administrator can add information specific to the MS4. This information can be accessed by the administrator using the “Edit” tool and

selecting the appropriately titled tab. Within these tabs, a pre-established matrix is provided to prompt the administrator to insert information such as: the waterbody of concern, the specific pollutant of concern for that waterbody, the geographic area of concern, specific locational information and/or additional detail. The administrator can use the existing template/matrix or can insert text in a new format. Once modified, however, the original matrix is lost and is only recoverable through the “Stormwater Source System”

When inserting information related to “Waterbodies of Concern”, the administrator should consider listing Section 303(d) waterbodies, waterbodies and watersheds with Total Maximum Daily Load (TMDL) allocations, and/or other waterbodies with improvement strategies. For each waterbody listed, the administrator should then select the pollutants of concern that are specifically impacting, or potentially impacting, that waterbody. The default matrix displays ALL pollutants of concern unless changes are made. The administrator should delete those pollutants of concern that are NOT relevant to the waterbody listed.

By using the field titled “Additional Detail”, the administrator can insert any comments that may be relevant to the waterbody of concern. Consideration should be given (but is not limited) to: specific locational information, whether POCs are confirmed or potential sources, whether the waterbody is a 303(d) listed water or has a TMDL allocation, etc.

When inserting information related to “Geographic Areas of Concern”, the administrator should be as specific as possible. For example, the geographic area of concern may be “the State Route XX Corridor”. The “Specific Locational Information” field may be used to define only an area of the corridor such as “from the Town line to XX Road”. By using the field titled “Additional Detail”, the administrator can insert any comments that may be relevant to the geographic areas of concern. Consideration should be given (but is not limited) to: specific POCs, whether POCs are confirmed or potential sources, reference to activities addressing the concern, etc.

***Pollutants of Concern*** - This element includes a pre-established listing of ten “Pollutants of Concern” commonly associated with the stormwater permitting program. Each pollutant is incorporated as a separate document and includes pre-written text that provides the name of the POC, a brief description of the POC, and potential impacts caused by the POC. The administrator can insert additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”. Within the “Edit” tool, the administrator is also prompted to add additional information regarding “Probable Local Sources” of the POCs listed. Unless the administrator adds information in the “Probable Local Sources” field, the default text will display “To Be Determined”. The administrator can delete this text in total or can add information specific to the MS4.

On the Public View, the “Pollutants of Concern” are displayed in a pre-established matrix. The default setting for the listing of “Pollutants of Concern” is to hide (archive) all on the public view. The administrator must identify the POC’s specific to the MS4 and must use the “Restore” tool which will display that POC on the Public View. Only those POC’s that are “Restored” will be displayed in the POC matrix on the Public View.

***Non-Stormwater Discharges*** - This element includes a pre-established listing of the “Non-Stormwater Discharges” identified in the General Permit. These discharges are typically exempt from the need for SPDES permit coverage. However, if the State has determined that any of these discharges may be substantial contributors of pollutants to the particular MS4, they must be addressed in the stormwater program. Even if these non-stormwater discharges are determined not to be substantial contributors of pollutants, the MS4 may elect to address certain ones.

The default setting for the listing of “Non-Stormwater Discharges” is to hide (archive) all on the public view. The administrator must identify the Non-Stormwater Discharges specific to the MS4 and must use the “Restore” tool which will display that non-stormwater discharge on the Public View. Only those discharges that are “Restored” will be displayed on the Public View.

Each non-stormwater discharge is incorporated as a separate document and includes pre-written text that provides only the name of the discharge. The administrator can modify the existing title through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”. It is suggested that modifications to the non-stormwater discharges listing be done using the “Archive/Restore” tool or through the “Add New” tool.

On the Public View, the “Non-Stormwater Discharges” are displayed as a listing directly below the introductory text regarding “Non-Stormwater Discharges of Concern”. If the MS4 elects NOT to address any non-stormwater discharges, they should insure that the introductory text regarding “Non-Stormwater Discharges of Concern” (discussed above) does not show on the Public View.

**Other Related Links** - This element is intended to provide links to additional information generally related to the “Pollutants of Concern”. A pre-established link has been inserted into the template. The administrator has the option to show or hide any pre-established link by using the “Archive” and “Restore” tool. Additional links can be added by the administrator using the “Add New” tool. The Administrator will be prompted to insert the title, link and description. The title field is required. Links may also be added from the Links Library if one is established. Titles will display under the section title, "Other Related Links" in the order they were entered, unless they are sorted.

**Other Related Documents** - This element is intended to provide a location to post documents that are generally related to “Pollutants of Concern”. Documents will typically include internal files that do not require access to outside links and webpages. The administrator can add a new document, add a new draft, or link a document from the document library. Depending upon the option chosen, the administrator will be prompted to enter a title of the document, browse for an existing file, and add a brief description of the document. The title field is required. Titles will display under the section title, "Other Related Documents" in the order they were entered, unless they are sorted.

**FAQs** - This element is intended to provide a location where the administrator will post more general Frequently Asked Questions that relate to “Pollutants of Concern”. The title field should be used for the question and the body field for the answer. Each FAQ will display under the section header, FAQs, in the order they were entered unless the entries have been sorted. Note: the intent of this section is to post FAQs relating to the “Pollutants of Concern” - in general. Additional opportunities to post FAQs related specifically to Minimum Control Measures are provided in subsequent module sections.

## 6. Public Education and Outreach - Viewing Page

**Description and Help** - The general purpose of the “Public Education and Outreach” section is to provide a location for the administrator to develop, organize and post information relating to how the MS4 addresses Minimum Control Measure 1- Public Education and Outreach, as required in the SPDES General Permit.

In-line help, hints and tips associated with the administration of the “Public Education and Outreach” module section are generally provided within the “Description and Help” to assist the administrator in populating the required fields. Some of those hints are also described below.

In each of the Module Sections that addresses one of the six Minimum Control Measures (Module Sections 6 through 11), additional tips are provided in the “BMP Tip Page” located at the top of each Viewing Page within the Help section. For example, the creation of brochures, fact sheet and other printed material may be included as a Best Management Practice undertaken as part of this measure. Pre-written text in the module generally describes the use of the brochures, fact sheet and other printed material. However, the administrator may wish to add additional detail regarding fact sheets that were developed and are specific to the MS4. Specific hints provided may relate to suggesting the administrator include: specific topics covered, the number of materials produced and/or distributed, audiences targeted, etc. These specific tips are NOT discussed in this User Manual and should be referenced directly from the “BMP Tip Page” for the Minimum Control Measure being considered.

**Viewing Public Education and Outreach**

**Public Education and Outreach Help:** Additional Help

The general purpose of the Public Education and Outreach section is to provide a location for the administrator to develop, organize and post information relating to how the MS4 addresses Minimum Control Measure 1- Public Education and Outreach.

**Action Items:**

- Review and Edit introductory text in Data Section
- Restore relevant BMPs
- Modify default BMP text as needed
- Restore relevant Measurable Goals
- Review Related Links and Documents, Archive those NOT applicable, or Add New
- Add FAQs specific to this MCM as needed

**Hints and Tips:**

- [Adding Activities and BMPs Info](#)
- [Selecting Your BMPs](#)
- [Adding Responsibility, Frequency and Status Info](#)
- [Editing Activities and BMPs Info](#)
- [Adding Measurable Goals Info](#)
- [Selecting Your Measurable Goals](#)
- [Other Related Links Info - Section 6](#)
- [Other Related Documents - Section 6](#)

**Status:** Archive Redraft History Disable TOC

**Data** - Includes the introductory text regarding this Minimum Control Measure, a generalized introduction to the use of “Selected Activities and BMP’s”, the requirement for “Measurable Goals”, and a brief summary of where to find information relating to “Program Accomplishments”. This is default text that will be displayed unless changes are made. The administrator can add additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”

**BMP’s** - This element includes a pre-established listing of “BMPs” (Best Management Practices) and activities commonly associated with this Minimum Control Measure. The default setting for this listing is to hide (“Archive”) all on the public view. The administrator must identify the BMPs and activities specifically undertaken by the MS4 and must use the “Restore” tool which will display that BMP on the Public View. Only those BMPs/activities that are “Restored” will be displayed on the Public View.

Each activity/BMP is incorporated into the Administrative View as a separate document and includes pre-written text that provides the title of the BMP and a general description of the BMP/Activity. The administrator is encouraged to consider providing additional detail in the BMP/Activity description. Suggestions are provided in the “BMP Tips Page” located on the opening page of each Minimum Control Measure. The administrator can insert additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”.

Within the “Edit” tool, the administrator is also prompted to add additional information regarding: 1) the agency or staff responsible for completing

both the development and implementation phases of the activity; 2) the frequency of the development and implementation phases of the activity; and 3) the “Status” of the development and implementation phases of the activity. Each of these fields provides a pre-established drop-down menu of choices. Unless the administrator selects a choice for each of these fields, the default text will display “Unspecified” on the public view.

The image displays two overlapping screenshots of a web application interface. The top screenshot, titled "Viewing BMP", shows the public view of a BMP. It includes a "Return" button, a "Status" bar with options like "Archive", "Redraft", "History", and "Disable TOC", and a "Data" bar with "Edit" and "Delete" options. The main content area displays the title "Brochures, Fact Sheets and other Printed Materials" and a description "Hover For Preview". The bottom screenshot, titled "Edit BMP", shows the administrative editing interface. It features a "Title" field with the text "Brochures, Fact Sheets and other Printed Materials" and a "Description of BMP/Activity" field with a rich text editor. Below the editor are three dropdown menus for "Staff, Agency, and/or Organization Responsible for Completing this Activity - Program Development", "Staff, Agency, and/or Organization Responsible for Completing this Activity - Implementation", and "Frequency of Activity - Program Development". A sidebar on the left, titled "Viewing Public Education and Outreach", lists various BMP categories, with "Brochures, Fact Sheets and other Printed Materials" selected. Red arrows highlight the "Edit This BMP" button in the top screenshot and the selected category in the sidebar.

**Measurable Goals** - This element provides a location for the administrator to post information regarding the “Measurable Goals” used in evaluating and reporting on the effectiveness of the activities undertaken as part of this Minimum Control Measure. This element includes a list of pre-written Measurable Goals that are commonly associated with this particular Minimum Control Measure. By default, each of these Measurable Goals are set as being “Archived” - meaning they will NOT show on the public view unless “Restored”. The administrator should only restore those Measurable Goals that have been used by the MS4 to monitor the progress and effectiveness of their Stormwater Program.

**Other Related Links** - This element is intended to provide links to additional information specifically related to this Minimum Control Measure. A few pre-established links have been inserted into the template. The administrator has the option to show or hide any pre-established link by using the “Archive” and “Restore” tool. Additional links can be added by the administrator using the “Add New” tool. The Administrator will be prompted to insert the title, link and description. The title field is required. Links may also be added from the Links Library if one is established. Titles will display under the section title, "Other Related Links" in the order they were entered, unless they are sorted.

**Other Related Documents** - This element is intended to provide a location to post documents that are specifically related to this Minimum Control Measure. Documents will typically include internal files that do not require access to outside links and webpages. The administrator can add a new document, add a new draft, or link a document from the document library. Depending upon the option chosen, the administrator will be prompted to enter a title of the document, browse for an existing file, and add a brief description of the document. The title field is required. Titles will display under the section title, "Other Related Documents" in the order they were entered, unless they are sorted.

The administrator should consider inserting documents and products, PDF’s, images, maps or other document links that relate to activities undertaken as part of this Minimum Control Measure. Potential documents and links may include: copies of brochures and fact sheets; newspaper articles or ads; copies of newsletters; displays or posters; door hangers, magnets, or bill stuffers; meeting announcements, agendas and sign-in sheets; SW library inventory; videos and PSAs; school program information; examples of tributary signage; storm drain stenciling graphic; etc.

**FAQs** - This element is intended to provide a location where the administrator will post specific Frequently Asked Questions that relate to this Minimum Control Measure. The title field should be used for the question and the body field for the answer. Each FAQ will display under the section header, FAQs, in the order they were entered unless the entries have been sorted.

## **7. Public Involvement and Participation - Viewing Page**

**Description and Help** - The general purpose of the “Public Involvement and Participation” section is to provide a location for the administrator to develop, organize and post information relating to how the MS4 addresses Minimum Control Measure 2 - Public Involvement and Participation, as required in the SPDES General Permit.

In-line help, hints and tips associated with the administration of the “Public Involvement and Participation” module section are generally provided within the “Description and Help” to assist the administrator in populating the required fields. Some of those hints are also described below.

In each of the Module Sections that addresses one of the six Minimum Control Measures (Module Sections 6 through 11), additional tips are provided in the “BMP Tip Page” located at the top of each Viewing Page within the Help section. For example, the creation of brochures, fact sheet and other printed material may be included as a Best Management Practice undertaken as part of this measure. Pre-written text in the module generally describes the use of the brochures, fact sheet and other printed material. However, the administrator may wish to add additional detail regarding fact sheets that were developed and are specific to the MS4. Specific hints provided may relate to suggesting the administrator include: specific topics covered, the number of materials produced and/or distributed, audiences targeted, etc. These specific tips are NOT discussed in this User Manual and should be referenced directly from the “BMP Tip Page” for the Minimum Control Measure being considered.

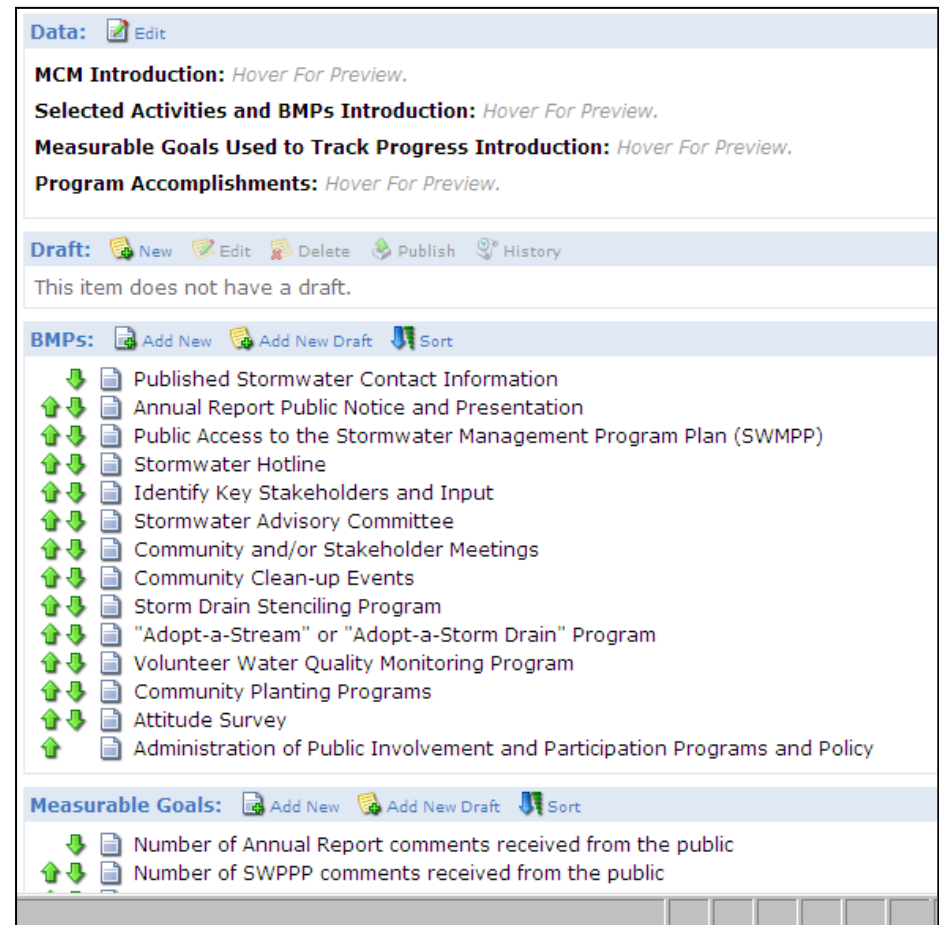
**Data** - Includes the introductory text regarding this Minimum Control Measure, a generalized introduction to the use of “Selected Activities and BMP’s”, the requirement for “Measurable Goals”, and a brief summary of where to find information relating to “Program Accomplishments”. This is default text that will be displayed unless changes are made. The administrator can add additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”

**BMP’s** - This element includes a pre-established listing of “BMPs” (Best Management Practices) and activities commonly associated with this Minimum Control Measure. The default setting for this listing is to hide (“Archive”) all on the public view. The administrator must identify the BMPs and activities specifically undertaken by the MS4 and must use the “Restore” tool which will display that BMP on the Public View. Only those BMPs/activities that are “Restored” will be displayed on the Public View.

Each activity/BMP is incorporated into the Administrative View as a separate document and includes pre-written text that provides the title of the BMP and a general description of the BMP/Activity. The administrator is encouraged to consider providing additional detail in the BMP/Activity description. Suggestions are provided in the “BMP Tips Page” located on the opening page of each Minimum Control Measure. The administrator can insert additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”. Within the “Edit” tool, the administrator is also prompted to add additional information regarding: 1) the agency or staff responsible for completing both the development and implementation phases of the activity; 2) the frequency of the development and implementation phases of the activity; and; 3) the “Status” of the development and implementation phases of the activity. Each of these fields provides a pre-established drop-down menu of choices. Unless the administrator selects a choice for each of these fields, the default text will display “Unspecified” on the public view.

**Measurable Goals** - This element provides a location for the administrator to post information regarding the “Measurable Goals” used in evaluating and reporting on the effectiveness of the activities undertaken as part of this Minimum Control Measure. This element includes a list of pre-written Measurable Goals that are commonly associated with this particular Minimum Control Measure. By default, each of these Measurable Goals are set as being “Archived” - meaning they will NOT show on the public view unless “Restored”. The administrator should only restore those Measurable Goals that have been used by the MS4 to monitor the progress and effectiveness of their Stormwater Program.

**Other Related Links** - This element is intended to provide links to additional information specifically related to this Minimum Control Measure. A few pre-established links have been inserted into the template. The administrator has the option to show or hide any pre-established link by using the “Archive” and “Restore” tool. Additional links can be added by the administrator using the “Add New” tool. The Administrator will be prompted to insert the title, link and description. The title field is required. Links may also be added from the Links Library if one is established. Titles will display under the section title, "Other Related Links" in the order they were entered, unless they are sorted.



**Other Related Documents** - This element is intended to provide a location to post documents that are specifically related to this Minimum Control Measure. Documents will typically include internal files that do not require access to outside links and webpages. The administrator can add a new document, add a new draft, or link a document from the document library. Depending upon the option chosen, the administrator will be prompted to enter a title of the document, browse for an existing file, and add a brief description of the document. The title field is required. Titles will display under the section title, "Other Related Documents" in the order they were entered, unless they are sorted.

The administrator should consider inserting documents and products, PDF's, images, maps or other document links that relate to specific activities undertaken as part of this Minimum Control Measure. Potential documents and links may include: public participation fact sheets, brochures or publications; mailing lists and/or ListServes; advisory committee meeting schedule; date, time and location for Annual Report presentations; clean-up event information; water quality monitoring data, etc.

**FAQs** - This element is intended to provide a location where the administrator will post specific Frequently Asked Questions that relate to this Minimum Control Measure. The title field should be used for the question and the body field for the answer. Each FAQ will display under the section header, FAQs, in the order they were entered unless the entries have been sorted.

## **8. Illicit Discharge Detection and Elimination - Viewing Page**

**Description and Help** - The general purpose of the "Illicit Discharge Detection and Elimination Program" section is to provide a location for the administrator to develop, organize and post information relating to how the MS4 addresses Minimum Control Measure 3 - Illicit Discharge Detection and Elimination Program, as required in the SPDES General Permit.

In-line help, hints and tips associated with the administration of the "Illicit Discharge Detection and Elimination Program" module section are generally provided within the "Description and Help" to assist the administrator in populating the required fields. Some of those hints are also described below.

In each of the Module Sections that addresses one of the six Minimum Control Measures (Module Sections 6 through 11), additional tips are provided in the "BMP Tip Page" located at the top of each Viewing Page within the Help section. For example, the creation of brochures, fact sheet and other printed material may be included as a Best Management Practice undertaken as part of this measure. Pre-written text in the module generally describes the use of the brochures, fact sheet and other printed material. However, the administrator may wish to add additional detail regarding fact sheets that were developed and are specific to the MS4. Specific hints provided may relate to suggesting the administrator include: specific topics covered, the number of materials produced and/or distributed, audiences targeted, etc. These specific tips are NOT discussed in this User Manual and should be referenced directly from the "BMP Tip Page" for the Minimum Control Measure being considered.

**Data** - Includes the introductory text regarding this Minimum Control Measure, a generalized introduction to the use of "Selected Activities and BMP's", the requirement for "Measurable Goals", and a brief summary of where to find information relating to "Program Accomplishments". This is default text that will be displayed unless changes are made. The administrator can add additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the "Stormwater Source System"

**BMP's** - This element includes a pre-established listing of "BMPs" (Best Management Practices) and activities commonly associated with this Minimum Control Measure. The default setting for this listing is to hide ("Archive") all on the public view. The administrator must identify the BMPs and activities specifically undertaken by the MS4 and must use the "Restore" tool which will display that BMP on the Public View. Only those BMPs/activities that are "Restored" will be displayed on the Public View.

Each activity/BMP is incorporated into the Administrative View as a separate document and includes pre-written text that provides the title of the BMP and a general description of the BMP/Activity. The administrator is encouraged to consider providing additional detail in the BMP/Activity description. Suggestions are provided in the "BMP Tips Page" located on the opening page of each Minimum Control Measure. The administrator can insert additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the "Stormwater Source System". Within the "Edit" tool, the administrator is

also prompted to add additional information regarding: 1) the agency or staff responsible for completing both the development and implementation phases of the activity; 2) the frequency of the development and implementation phases of the activity; and; 3) the “Status” of the development and implementation phases of the activity. Each of these fields provides a pre-established drop-down menu of choices. Unless the administrator selects a choice for each of these fields, the default text will display “Unspecified” on the public view.

**Measurable Goals** - This element provides a location for the administrator to post information regarding the “Measurable Goals” used in evaluating and reporting on the effectiveness of the activities undertaken as part of this Minimum Control Measure. This element includes a list of pre-written Measurable Goals that are commonly associated with this particular Minimum Control Measure. By default, each of these Measurable Goals are set as being “Archived” - meaning they will NOT show on the public view unless “Restored”. The administrator should only restore those Measurable Goals that have been used by the MS4 to monitor the progress and effectiveness of their Stormwater Program.

**Other Related Links** - This element is intended to provide links to additional information specifically related to this Minimum Control Measure. A few pre-established links have been inserted into the template. The administrator has the option to show or hide any pre-established link by using the “Archive” and “Restore” tool. Additional links can be added by the administrator using the “Add New” tool. The Administrator will be prompted to insert the title, link and description. The title field is required. Links may also be added from the Links Library if one is established. Titles will display under the section title, "Other Related Links" in the order they were entered, unless they are sorted.

**Other Related Documents** - This element is intended to provide a location to post documents that are specifically related to this Minimum Control Measure. Documents will typically include internal files that do not require access to outside links and webpages. The administrator can add a new document, add a new draft, or link a document from the document library. Depending upon the option chosen, the administrator will be prompted to enter a title of the document, browse for an existing file, and add a brief description of the document. The title field is required. Titles will display under the section title, "Other Related Documents" in the order they were entered, unless they are sorted.

The administrator should consider inserting documents and products, PDF’s, images, maps or other document links that relate to specific activities undertaken as part of this Minimum Control Measure. Potential documents and links may include: IDDE fact sheets, brochures or publications; outfall and/or system mapping; outfall/system inventory data, list or map of sewersheds; copy of the IDDE law, ordinance or policy; inspection summary reports; trackdown policy or procedures; door hangers; video or PSAs; link to the solid waste management agency, etc.

**FAQs** - This element is intended to provide a location where the administrator will post specific Frequently Asked Questions that relate to this Minimum Control Measure. The title field should be used for the question and the body field for the answer. Each FAQ will display under the section header, FAQs, in the order they were entered unless the entries have been sorted.

## 9. Construction Site Stormwater Management - Viewing Page

**Description and Help** - The general purpose of the “Construction Site - Stormwater Runoff Control” section is to provide a location for the administrator to develop, organize and post information relating to how the MS4 addresses Minimum Control Measure 4 - Construction Site Stormwater Runoff Control, as required in the SPDES General Permit.

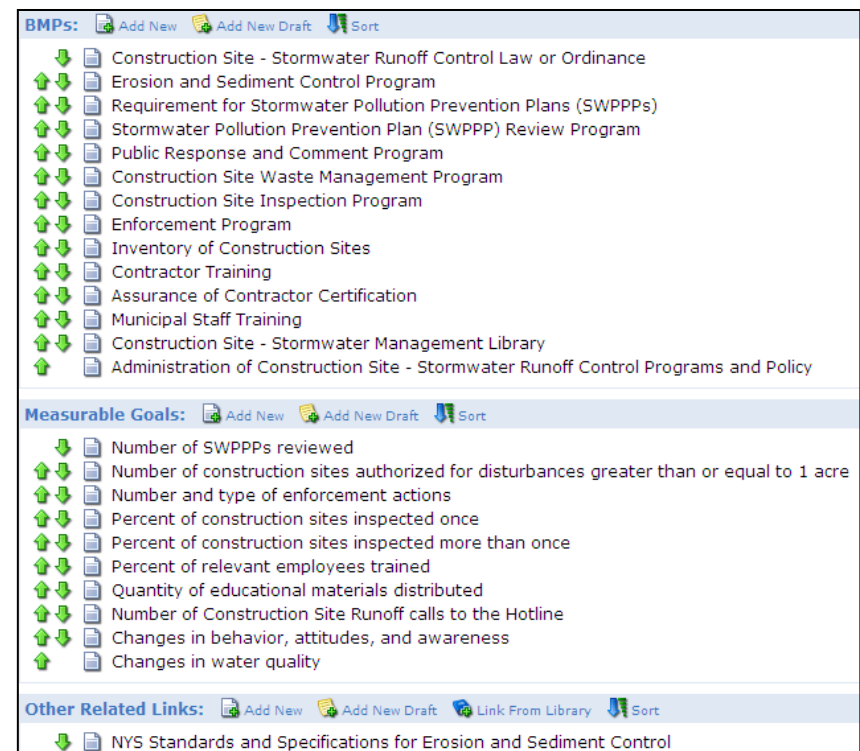
In-line help, hints and tips associated with the administration of the “Construction Site - Stormwater Runoff Control” module section are generally provided within the “Description and Help” to assist the administrator in populating the required fields. Some of those hints are also described below.

In each of the Module Sections that addresses one of the six Minimum Control Measures (Module Sections 6 through 11), additional tips are provided in the “BMP Tip Page” located at the top of each Viewing Page within the Help section. For example, the creation of brochures, fact sheet and other printed material may be included as a Best Management Practice undertaken as part of this measure. Pre-written text in the module generally describes the use of the brochures, fact sheet and other printed material. However, the administrator may wish to add additional detail regarding fact sheets that were developed and are specific to the MS4. Specific hints provided may relate to suggesting the administrator include: specific topics covered, the number of materials produced and/or distributed, audiences targeted, etc. These specific tips are NOT discussed in this User Manual and should be referenced directly from the “BMP Tip Page” for the Minimum Control Measure being considered.

**Data** - Includes the introductory text regarding this Minimum Control Measure, a generalized introduction to the use of “Selected Activities and BMP’s”, the requirement for “Measurable Goals”, and a brief summary of where to find information relating to “Program Accomplishments”. This is default text that will be displayed unless changes are made. The administrator can add additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”.

**BMP’s** - This element includes a pre-established listing of “BMPs” (Best Management Practices) and activities commonly associated with this Minimum Control Measure. The default setting for this listing is to hide (“Archive”) all on the public view. The administrator must identify the BMPs and activities specifically undertaken by the MS4 and must use the “Restore” tool which will display that BMP on the Public View. Only those BMPs/activities that are “Restored” will be displayed on the Public View.

Each activity/BMP is incorporated into the Administrative View as a separate document and includes pre-written text that provides the title of the BMP and a general description of the BMP/Activity. The administrator is encouraged to consider providing additional detail in the BMP/Activity description. Suggestions are provided in the “BMP Tips Page” located on the opening page of each Minimum Control Measure. The administrator can insert additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”. Within the “Edit” tool, the administrator is also prompted to add additional information regarding: 1) the agency or staff responsible for completing both the development and implementation phases of the activity; 2) the frequency of the development and implementation phases of the activity; and; 3) the “Status” of the development and implementation phases of the activity. Each of these fields provides a pre-established drop-down menu of choices. Unless the administrator selects a choice for each of these fields, the default text will display “Unspecified” on the public view.



**Measurable Goals** - This element provides a location for the administrator to post information regarding the “Measurable Goals” used in evaluating and reporting on the effectiveness of the activities undertaken as part of this Minimum Control Measure. This element includes a list of pre-written Measurable Goals that are commonly associated with this particular Minimum Control Measure. By default, each of these Measurable Goals are set as being “Archived” - meaning they will NOT show on the public view unless “Restored”. The administrator should only restore those Measurable Goals that have been used by the MS4 to monitor the progress and effectiveness of their Stormwater Program.

**Other Related Links** - This element is intended to provide links to additional information specifically related to this Minimum Control Measure. A few pre-established links have been inserted into the template. The administrator has the option to show or hide any pre-established link by using the “Archive” and “Restore” tool. Additional links can be added by the administrator using the “Add New” tool. The Administrator will be prompted to insert the title, link and description. The title field is required. Links may also be added from the Links Library if one is established. Titles will display under the section title, "Other Related Links" in the order they were entered, unless they are sorted.

**Other Related Documents** - This element is intended to provide a location to post documents that are specifically related to this Minimum Control Measure. Documents will typically include internal files that do not require access to outside links and webpages. The administrator can add a new document, add a new draft, or link a document from the document library. Depending upon the option chosen, the administrator will be prompted to enter a title of the document, browse for an existing file, and add a brief description of the document. The title field is required. Titles will display under the section title, "Other Related Documents" in the order they were entered, unless they are sorted.

The administrator should consider inserting documents and products, PDF’s, images, maps or other document links that relate to specific activities undertaken as part of this Minimum Control Measure. Potential documents and links may include: a copy of the local stormwater law, ordinance or policy; inspection summary reports; the inspection policy or procedures; the SWPPP Acceptance Form template; submitted or completed SWPPP Acceptance forms; SWPPP checklist; construction site runoff fact sheets, brochures or publications; public comment forms; mapping or inventory of construction sites; etc.

**FAQs** - This element is intended to provide a location where the administrator will post specific Frequently Asked Questions that relate to this Minimum Control Measure. The title field should be used for the question and the body field for the answer. Each FAQ will display under the section header, FAQs, in the order they were entered unless the entries have been sorted.

## **10. Post Construction Stormwater Management - Viewing Page**

**Description and Help** - The general purpose of the “Post Construction Stormwater Management” section is to provide a location for the administrator to develop, organize and post information relating to how the MS4 addresses Minimum Control Measure 5 - Post Construction Stormwater Management, as required in the SPDES General Permit.

In-line help, hints and tips associated with the administration of the “Post Construction Stormwater Management” module section are generally provided within the “Description and Help” to assist the administrator in populating the required fields. Some of those hints are also described below.

In each of the Module Sections that addresses one of the six Minimum Control Measures (Module Sections 6 through 11), additional tips are provided in the “BMP Tip Page” located at the top of each Viewing Page within the Help section. For example, the creation of brochures, fact sheet and other printed material may be included as a Best Management Practice undertaken as part of this measure. Pre-written text in the module generally describes the use of the brochures, fact sheet and other printed material. However, the administrator may wish to add additional detail regarding fact sheets that were developed and are specific to the MS4. Specific hints provided may relate to suggesting the administrator include: specific topics covered, the number of materials produced and/or distributed, audiences targeted, etc. These specific tips are NOT discussed in this User Manual and should be referenced directly from the “BMP Tip Page” for the Minimum Control Measure being considered.

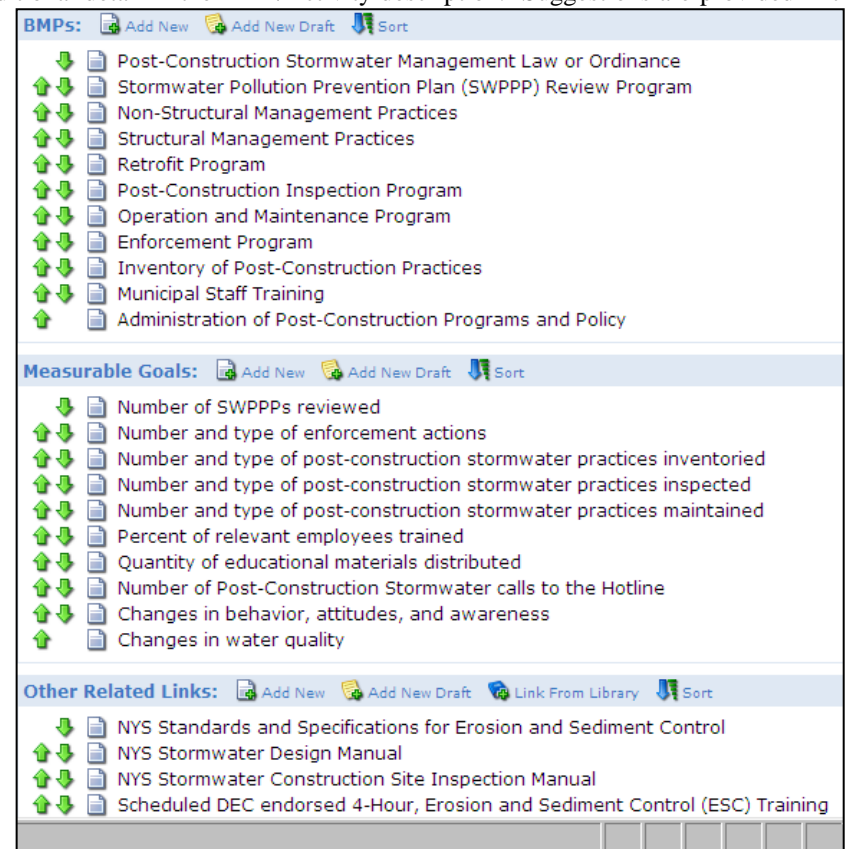
**Data** - Includes the introductory text regarding this Minimum Control Measure, a generalized introduction to the use of “Selected Activities and BMP’s”, the requirement for “Measurable Goals”, and a brief summary of where to find information relating to “Program Accomplishments”. This is default text that will be displayed unless changes are made. The administrator can add additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”

**BMP’s** - This element includes a pre-established listing of “BMPs” (Best Management Practices) and activities commonly associated with this Minimum Control Measure. The default setting for this listing is to hide (“Archive”) all on the public view. The administrator must identify the BMPs and activities specifically undertaken by the MS4 and must use the “Restore” tool which will display that BMP on the Public View. Only those BMPs/activities that are “Restored” will be displayed on the Public View.

Each activity/BMP is incorporated into the Administrative View as a separate document and includes pre-written text that provides the title of the BMP and a general description of the BMP/Activity. The administrator is encouraged to consider providing additional detail in the BMP/Activity description. Suggestions are provided in the “BMP Tips Page” located on the opening page of each Minimum Control Measure. The administrator can insert additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”. Within the “Edit” tool, the administrator is also prompted to add additional information regarding: 1) the agency or staff responsible for completing both the development and implementation phases of the activity; 2) the frequency of the development and implementation phases of the activity; and; 3) the “Status” of the development and implementation phases of the activity. Each of these fields provides a pre-established drop-down menu of choices. Unless the administrator selects a choice for each of these fields, the default text will display “Unspecified” on the public view.

**Measurable Goals** - This element provides a location for the administrator to post information regarding the “Measurable Goals” used in evaluating and reporting on the effectiveness of the activities undertaken as part of this Minimum Control Measure. This element includes a list of pre-written Measurable Goals that are commonly associated with this particular Minimum Control Measure. By default, each of these Measurable Goals are set as being “Archived” - meaning they will NOT show on the public view unless “Restored”. The administrator should only restore those Measurable Goals that have been used by the MS4 to monitor the progress and effectiveness of their Stormwater Program.

**Other Related Links** - This element is intended to provide links to additional information specifically related to this Minimum Control Measure. A few pre-established links have been inserted into the template. The administrator has the option to show or hide any pre-established link by using the “Archive” and “Restore” tool. Additional links can be added by the administrator using the “Add New” tool. The Administrator will be prompted to insert the title, link and description. The title field is required. Links may also be added from the Links Library if one is established. Titles will display under the section title, "Other Related Links" in the order they were entered, unless they are sorted.



**Other Related Documents** - This element is intended to provide a location to post documents that are specifically related to this Minimum Control Measure. Documents will typically include internal files that do not require access to outside links and webpages. The administrator can add a new document, add a new draft, or link a document from the document library. Depending upon the option chosen, the administrator will be prompted to enter a title of the document, browse for an existing file, and add a brief

description of the document. The title field is required. Titles will display under the section title, "Other Related Documents" in the order they were entered, unless they are sorted.

The administrator should consider inserting documents and products, PDF's, images, maps or other document links that relate to specific activities undertaken as part of this Minimum Control Measure. Potential documents and links may include: a copy of the Post-Construction Stormwater Management law, ordinance or policy; mapping or inventory of post-construction practices; inspection summary reports; inspection policy or procedures; summary of retrofit projects; operation and maintenance agreements; the SWPPP Acceptance Form template; submitted or completed SWPPP Acceptance forms; SWPPP checklist; post-construction fact sheets, brochures or publications; etc.

**FAQs** - This element is intended to provide a location where the administrator will post specific Frequently Asked Questions that relate to this Minimum Control Measure. The title field should be used for the question and the body field for the answer. Each FAQ will display under the section header, FAQs, in the order they were entered unless the entries have been sorted.

## ***11. Pollution Prevention and Good Housekeeping - Viewing Page***

**Description and Help** - The general purpose of the "Pollution Prevention and Good Housekeeping" section is to provide a location for the administrator to develop, organize and post information relating to how the MS4 addresses Minimum Control Measure6 - Pollution Prevention and Good Housekeeping for Municipal Operations, as required in the SPDES General Permit.

In-line help, hints and tips associated with the administration of the "Pollution Prevention and Good Housekeeping" module section are generally provided within the "Description and Help" to assist the administrator in populating the required fields. Some of those hints are also described below.

In each of the Module Sections that addresses one of the six Minimum Control Measures (Module Sections 6 through 11), additional tips are provided in the "BMP Tip Page" located at the top of each Viewing Page within the Help section. For example, the creation of brochures, fact sheet and other printed material may be included as a Best Management Practice undertaken as part of this measure. Pre-written text in the module generally describes the use of the brochures, fact sheet and other printed material. However, the administrator may wish to add additional detail regarding fact sheets that were developed and are specific to the MS4. Specific hints provided may relate to suggesting the administrator include: specific topics covered, the number of materials produced and/or distributed, audiences targeted, etc. These specific tips are NOT discussed in this User Manual and should be referenced directly from the "BMP Tip Page" for the Minimum Control Measure being considered.

**Data** - Includes the introductory text regarding this Minimum Control Measure, a generalized introduction to the use of "Selected Activities and BMP's", the requirement for "Measurable Goals", and a brief summary of where to find information relating to "Program Accomplishments". This is default text that will be displayed unless changes are made. The administrator can add additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the "Stormwater Source System".

**BMP's** - This element includes a pre-established listing of "BMPs" (Best Management Practices) and activities commonly associated with this Minimum Control Measure. The default setting for this listing is to hide ("Archive") all on the public view. The administrator must identify the BMPs and activities specifically undertaken by the MS4 and must use the "Restore" tool which will display that BMP on the Public View. Only those BMPs/activities that are "Restored" will be displayed on the Public View.

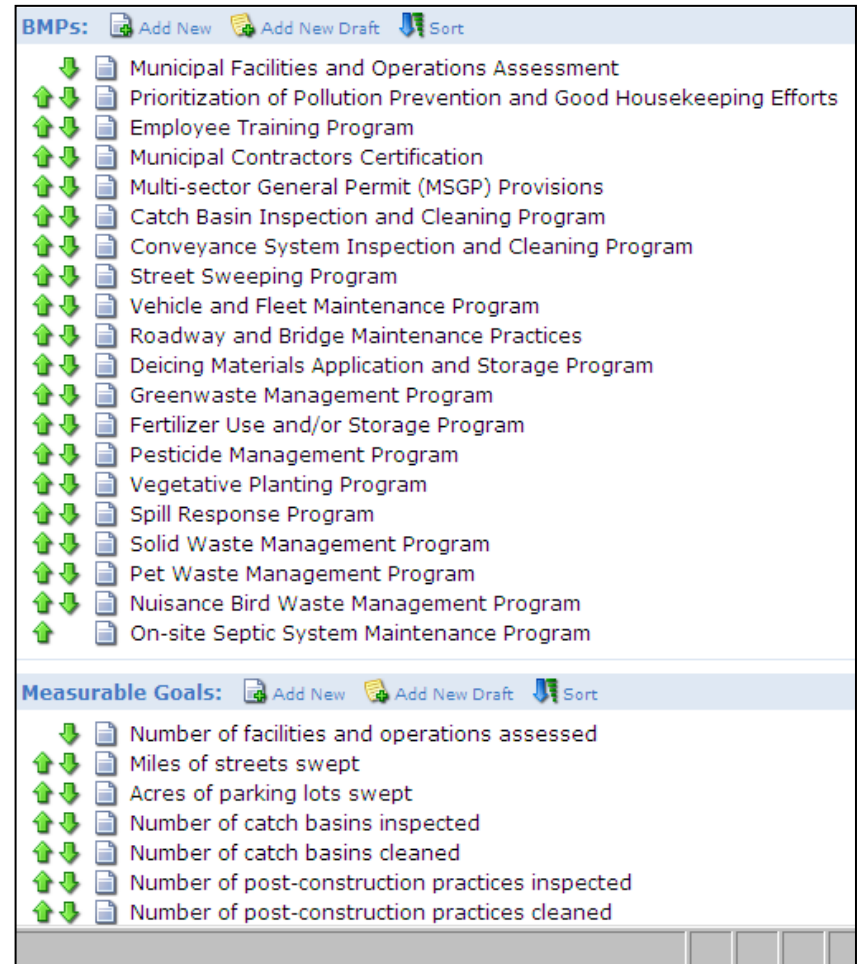
Each activity/BMP is incorporated into the Administrative View as a separate document and includes pre-written text that provides the title of the BMP and a general description of the BMP/Activity. The administrator is encouraged to consider providing additional detail in the BMP/Activity description. Suggestions are provided in the "BMP Tips Page" located on the opening page of each Minimum Control Measure. The administrator can insert additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the "Stormwater Source System". Within the "Edit" tool, the administrator is also prompted to add additional information regarding: 1) the agency or staff responsible for completing both the development and implementation phases of the activity; 2) the frequency of the development and implementation phases of the activity; and; 3) the "Status" of the development and implementation phases of the activity. Each of

these fields provides a pre-established drop-down menu of choices. Unless the administrator selects a choice for each of these fields, the default text will display “Unspecified” on the public view.

**Measurable Goals** - This element provides a location for the administrator to post information regarding the “Measurable Goals” used in evaluating and reporting on the effectiveness of the activities undertaken as part of this Minimum Control Measure. This element includes a list of pre-written Measurable Goals that are commonly associated with this particular Minimum Control Measure. By default, each of these Measurable Goals are set as being “Archived” - meaning they will NOT show on the public view unless “Restored”. The administrator should only restore those Measurable Goals that have been used by the MS4 to monitor the progress and effectiveness of their Stormwater Program.

**Other Related Links** - This element is intended to provide links to additional information specifically related to this Minimum Control Measure. A few pre-established links have been inserted into the template. The administrator has the option to show or hide any pre-established link by using the “Archive” and “Restore” tool. Additional links can be added by the administrator using the “Add New” tool. The Administrator will be prompted to insert the title, link and description. The title field is required. Links may also be added from the Links Library if one is established. Titles will display under the section title, "Other Related Links" in the order they were entered, unless they are sorted.

**Other Related Documents** - This element is intended to provide a location to post documents that are specifically related to this Minimum Control Measure. Documents will typically include internal files that do not require access to outside links and webpages. The administrator can add a new document, add a new draft, or link a document from the document library. Depending upon the option chosen, the administrator will be prompted to enter a title of the document, browse for an existing file, and add a brief description of the document. The title field is required. Titles will display under the section title, "Other Related Documents" in the order they were entered, unless they are sorted.



The administrator should consider inserting documents and products, PDF’s, images, maps or other document links that relate to specific activities undertaken as part of this Minimum Control Measure. Potential documents and links may include: Pollution Prevention and Good Housekeeping fact sheets, brochures, or publications; catch basin and system inspection reports; schedules for training, inspection, and cleaning activities; spill response procedures; hotline information; Pollution Prevention and Good Housekeeping priorities; copies of municipal operations assessments; a copy of relevant laws, policies and/or procedures; etc..

**FAQs** - This element is intended to provide a location where the administrator will post specific Frequently Asked Questions that relate to this Minimum Control Measure. The title field should be used for the question and the body field for the answer. Each FAQ will display under the section header, FAQs, in the order they were entered unless the entries have been sorted.

## 12. Stormwater Program Budget - Viewing Page

**Description and Help** - The general purpose of the “Stormwater Program Budget” section is to provide a location for the administrator to develop, organize and post information relating to financing the stormwater program, plan and related activities.

In-line help, hints and tips associated with the administration of the “Stormwater Program Budget” module section are provided within the “Description and Help” to assist the administrator in populating the required fields. Some of those hints are also described below.

**Data** - Includes the introductory text regarding the “Budget” section and introductory text for “Sources of Funding”. This is default text that will be displayed unless changes are made. The administrator can add additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”.

Also included here is a pre-established matrix for adding information regarding the “Stormwater Management Budget”. This information can be accessed by the administrator using the “Edit” tool. A pre-established matrix is provided to prompt the administrator to insert information such as: the activity/task to be undertaken; required full time employee equivalent (FTE) needed for the task; salary and fringe rates; total personnel expenditures; “Other” program expenditures; and total stormwater program expenditures. The administrator can use the existing template/matrix or can insert text in a new format. Once modified, however, the original matrix is lost and is only recoverable through the “Stormwater Source System”.

Also shown in the Data Section Edit tool is a tab whereby the administrator can add introductory text regarding the overall municipal budget, if one will be posted (see below).

**Municipal Budget Documents** - This element is intended to provide a location to post a copy of the overall municipal budget. The administrator is prompted to add a new document, add a new draft, or link a document from the documents library. Once posted, the title of the document will be visible on the public view below the introductory text that describes the “Municipal Budget”.

**Stormwater Management Budget Documents** - This element provides a location to post a copy of the stormwater management budget as a separate document - if one exists. The administrator can add a new document, add a new draft, or link a document from the documents library. Once posted, the title of the document will be visible on the public view below the introductory text.

**Funding Sources** - This element includes a pre-established listing of potential sources of funding that the MS4 may have utilized to support their stormwater program. The default setting for this listing is to hide (“Archive”) all on the public view. The administrator must identify any sources of funding specifically used by the MS4 and must use the “Restore” tool which will display that funding source on the Public View. Only those funding sources that are “Restored” will be displayed on the Public View. The administrator should select all that apply. If no funding sources are “Restored”, the default text will display “None Identified” on the Public View.

The screenshot shows the 'Edit Stormwater Program Budget' page in the Digital Towpath system. The page has a blue header with the Digital Towpath logo and navigation links for Modules, Website, File Archives, Tools, Help, and Logout. Below the header, there are tabs for 'Budget Introduction', 'The Municipal Budget Introduction', 'Stormwater Management Budget Introduction', and 'Sources of Funding Introduction'. A rich text editor toolbar is visible, followed by a table with the following columns: Activity, Full Time Employee Equivalent (FTE), Salary / Fringe, Rate, Total Personnel, Expenditure, Other Program Expenditure, and Total SW Program Expenditures. Below the table, there are fields for 'Management:', 'Change Note: (briefly describe the reason for your changes)', and 'Archive Date: (the record will be automatically archived on this date, use any valid date format)'.

Activity	Full Time Employee Equivalent (FTE)	Salary / Fringe	Rate	Total Personnel	Expenditure	Other Program Expenditure	Total SW Program Expenditures

Other funding sources that may not be included in the pre-established listing can be added using the “Add New” tool.

***Other Related Links*** - This element is intended to provide links to additional information specifically related to financing a stormwater management program and plan. A few pre-established links have been inserted into the template. The administrator has the option to show or hide any pre-established link by using the “Archive” and “Restore” tool. Additional links can be added by the administrator using the “Add New” tool. The Administrator will be prompted to insert the title, link and description. The title field is required. Links may also be added from the Links Library if one is established. Titles will display under the section title, "Other Related Links" in the order they were entered, unless they are sorted.

***Other Related Documents*** - This element is intended to provide a location to post documents that are specifically related to financing a stormwater management program and plan. Documents will typically include internal files that do not require access to outside links and webpages. The administrator can add a new document, add a new draft, or link a document from the document library. Depending upon the option chosen, the administrator will be prompted to enter a title of the document, browse for an existing file, and add a brief description of the document. The title field is required. Titles will display under the section title, "Other Related Documents" in the order they were entered, unless they are sorted.

The administrator should consider inserting documents and products, PDF’s, images, or other document links that relate to financing a stormwater management program and plan. Potential documents and links may include: summaries of grant programs obtained or applied for; fee schedules for inspections, etc.

***FAQs*** - This element is intended to provide a location where the administrator will post specific Frequently Asked Questions that relate to financing a stormwater management program and plan. The title field should be used for the question and the body field for the answer. Each FAQ will display under the section header, FAQs, in the order they were entered unless the entries have been sorted.

### ***13. Program Reporting and Effectiveness - Viewing Page***

***Description and Help*** - The general purpose of the “Program Reporting and Effectiveness” section is to provide a location for the administrator to develop, organize and post information required to insure the MS4s stormwater program is meeting all permit requirements and is effective. Information included here typically relates to annual reporting, compliance certification, record keeping and program assessment.

In-line help, hints and tips associated with the administration of the “Program Reporting and Effectiveness” module section are provided within the “Description and Help” to assist the administrator in populating the required fields. Some of those hints are also described below.

***Data*** - Includes the introductory text regarding “Reporting” (in general), the “Annual Report”, the “Draft Annual Report”, “Meetings and Locations” for the review of Draft Annual Reports, “Record Keeping” and “Program Assessment”. This is default text that will be displayed unless changes are made. The administrator can add additional text and/or modify the existing text through the editing tool. Once modified, however, the original text is lost and is only recoverable through the “Stormwater Source System”. It is necessary for the administrator to insert the dates and locations for any meetings scheduled to review the draft annual reports (OR) delete this text if no meeting is to be held.

***Annual Report Documents*** - This element is intended to provide a location to post copies of the MS4s accepted, final Annual Report. The administrator is prompted to add a new document, add a new draft, or link a document from the documents library. Once posted, the title of the document will be visible on the public view below the introductory text that describes the “Annual Report”. When entering the “title” of the Annual Report, the administrator should clearly note the year the Annual Report covers. Multiple years’ annual reports can be displayed.

**Draft Annual Report Documents** - This element is intended to provide a location whereby the administrator can post a copy of the proposed draft Annual Report for public comment. The administrator is prompted to add a new document, add a new draft, or link a document from the documents library. Once posted, the title of the document will be visible on the public view below the introductory text that describes the “Draft Annual Report”.

**Program Assessment Documents** - This element is intended to provide a location to post a copy of any program assessments or a summary of the assessment. Typically an annual assessment involves an evaluation of: 1) compliance with basic permit requirements, 2) the effectiveness of specific, activity-based efforts and BMPs, 3) behavioral changes including changes in attitudes, knowledge, awareness and individual conduct, and 4) changes to stormwater quality and quantity including load reductions, discharge quality and/or improvements to receiving waterbodies. The administrator is prompted to add a new document, add a new draft, or link a document from the documents library. Once posted, the title of the document will be visible on the public view below the introductory text that describes “Program Assessment”.

**Draft Annual Report Comment Form** - This element provides an option for receiving comments on the draft annual report via the internet. Unless a comment form is activated, the Public View will NOT display this option. A reporting form can be created by selecting “Add New”, “Add New Draft” or “Link from Library”. Depending upon the option chosen, the administrator will be prompted to add the title of the form, subject line, and (if desired) a description of the form, introduction, footnotes and “Upon Completion” message (i.e. Thank you for submitting this form). Also required is the e-mail address of the individual who will be designated to receive the completed form as submitted by the public. A Draft Annual Report Comment Form template has been pre-established within the module. Upon creating a new form, a number of “Terms and Conditions” will be displayed to the administrator. The administrator must read and agree to the Terms and Conditions in order to continue. Upon agreeing to the Terms and Conditions, the administrator can create a new form from the series of blank form templates that are provided (or) they can use the pre-established “Draft Annual Report Comment Form” template. Within the Public View, template includes a series of form fields including: date of comments, name, e-mail address, date of annual report being reviewed, and comments.

**Other Related Links** - This element is intended to provide links to additional information specifically related to “Program Reporting and Effectiveness”. A few pre-established links have been inserted into the template. The administrator has the option to show or hide any pre-established link by using the “Archive” and “Restore” tool. Additional links can be added by the administrator using the “Add New” tool. The Administrator will be prompted to insert the title, link and description. The title field is required. Links may also be added from the Links Library if one is established. Titles will display under the section title, "Other Related Links" in the order they were entered, unless they are sorted.

**Other Related Documents** - This element is intended to provide a location to post documents that are specifically related to “Program Reporting and Effectiveness “. Documents will typically include internal files that do not require access to outside links and webpages. The administrator can add a new document, add a new draft, or link a document from the document library. Depending upon the option chosen, the administrator will be prompted to enter a title of the document, browse for an existing file, and add a brief description of the document. The title field is required. Titles will display under the section title, "Other Related Documents" in the order they were entered, unless they are sorted.



The administrator should consider inserting documents and products, PDF's, images, or other document links that may include: public comments on the annual report; annual report review letters; etc.

***FAQs*** - This element is intended to provide a location where the administrator will post specific Frequently Asked Questions that relate to Program Reporting and Effectiveness. The title field should be used for the question and the body field for the answer. Each FAQ will display under the section header, FAQs, in the order they were entered unless the entries have been sorted.