Project Data Form

Purpose - To allow users a means to enter information required by the Central Office Storm Water Coordinator (SC) and to request a permit from the Alabama Department of Environmental Management (ADEM). The information entered on this window includes basic project information, receiving waters and USGS map information.

Security – Because all information entered on this window is reviewed by the Central Office Storm Water Coordinator (COSC), access is open to all CPMS users. Once the Project Data Form has been submitted to the COSC, the window becomes read only and updates are not allowed. When a change is needed the COSC can either make the change or put the Project Data Form back in open status and have the requestor make it

1) Project Information tab allows you to either create a **New Permit Request** or to retrieve an **Existing Permit** using the options described below.

Create New Project Data Form

1) **New Permit Request** – the purpose of this hyperlink is to allow users a means to enter information required by the Central Office Storm Water Coordinator (SC) and to request a permit from the Alabama Department of Environmental Management (ADEM). The information entered on this window includes basic project information, receiving waters and USGS map information.

Security – Because all information entered on this window is reviewed by the Central Office Storm Water Coordinator (COSC), access is open to all CPMS users. Once the Project Data Form has been submitted to the COSC, the window becomes read only and updates are not allowed. When a change is needed the COSC can either make the change or put the Project Data Form back in open status and have the requestor make it.

Alabama Department of Transportation
Stormwater NPDES

Project Information

General

My Information

Jerry Janes
Central Office Division
Last Login: 7/22/2010 8:39:25 AM

Permit 877, F
Not Assigned [Pr
The request was s

Current View

FA Numb
Statu
ALR Numb
Project Numb

1 ——————————————→ New Permit Request...

Type a value to search

Look in:

⦿ Permit Number

○ FA Number

○ ALR Number

○ CPMS Project Number

Project   E

Group:
Charge Program:
Target Start:

Site Information:

About Stormwater...

Log Off

By selecting the **New Permit Request** hyperlink on the **Project Information** tab, the system will display a pop-up box that allows you to Search Authorized Projects.

2) **Search Authorized Projects** – you can search for an authorized project by clicking on the dropdown menu in the **Search by:** field. The dropdown menu will list the following categories that you can choose from:

- **County Name (Primary)** - The primary county assigned to the project within CPMS.

- **CPMS Project Number** - The system generated number assigned to a project in CPMS.

- **Federal Aid (FA) Number** - The combination of the FA prefix, FA route and FA agreement number.
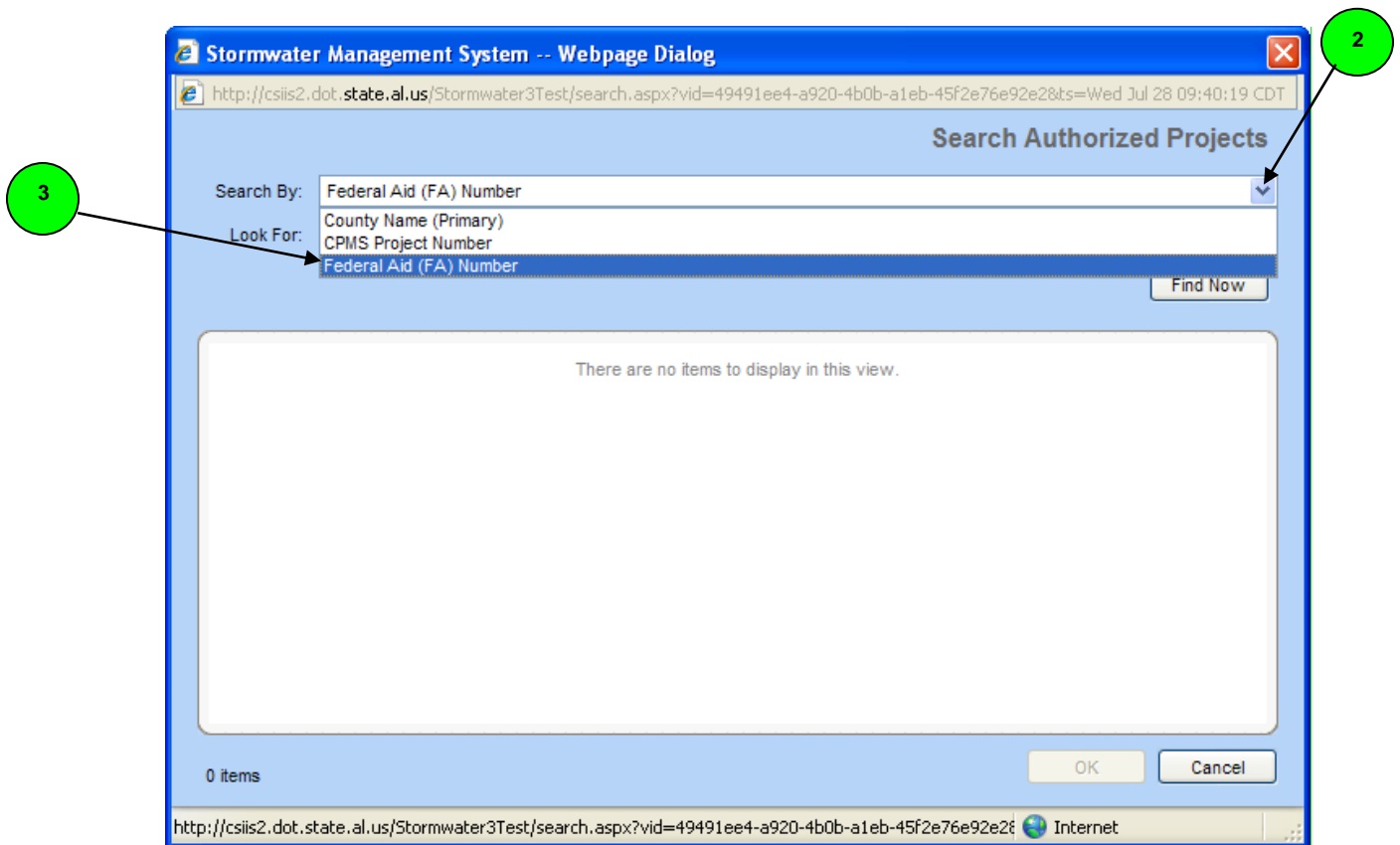

3) After you identify the appropriate search category, you need to enter the respective information for that search category in the **Look For:** field. For example, if I'm searching for projects by Federal Aid (FA) Number then I will need to enter the FA Number in this field.
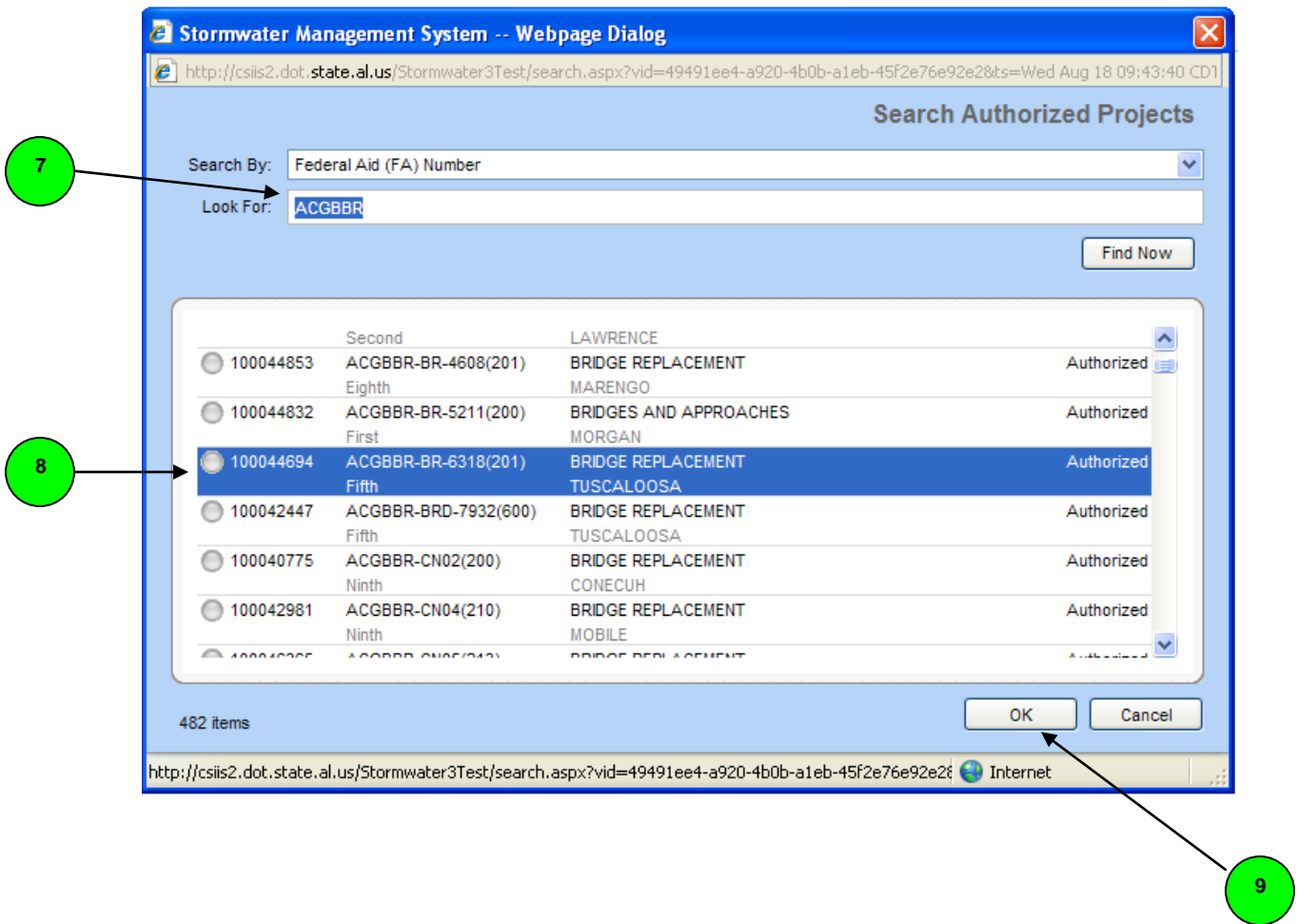
4) In this example I searched for an authorized project by 1) selecting **Federal Aid (FA) Number** in the **Search By** field.

5) Next, I entered in part of the **FA Number** in the **Look For** field.
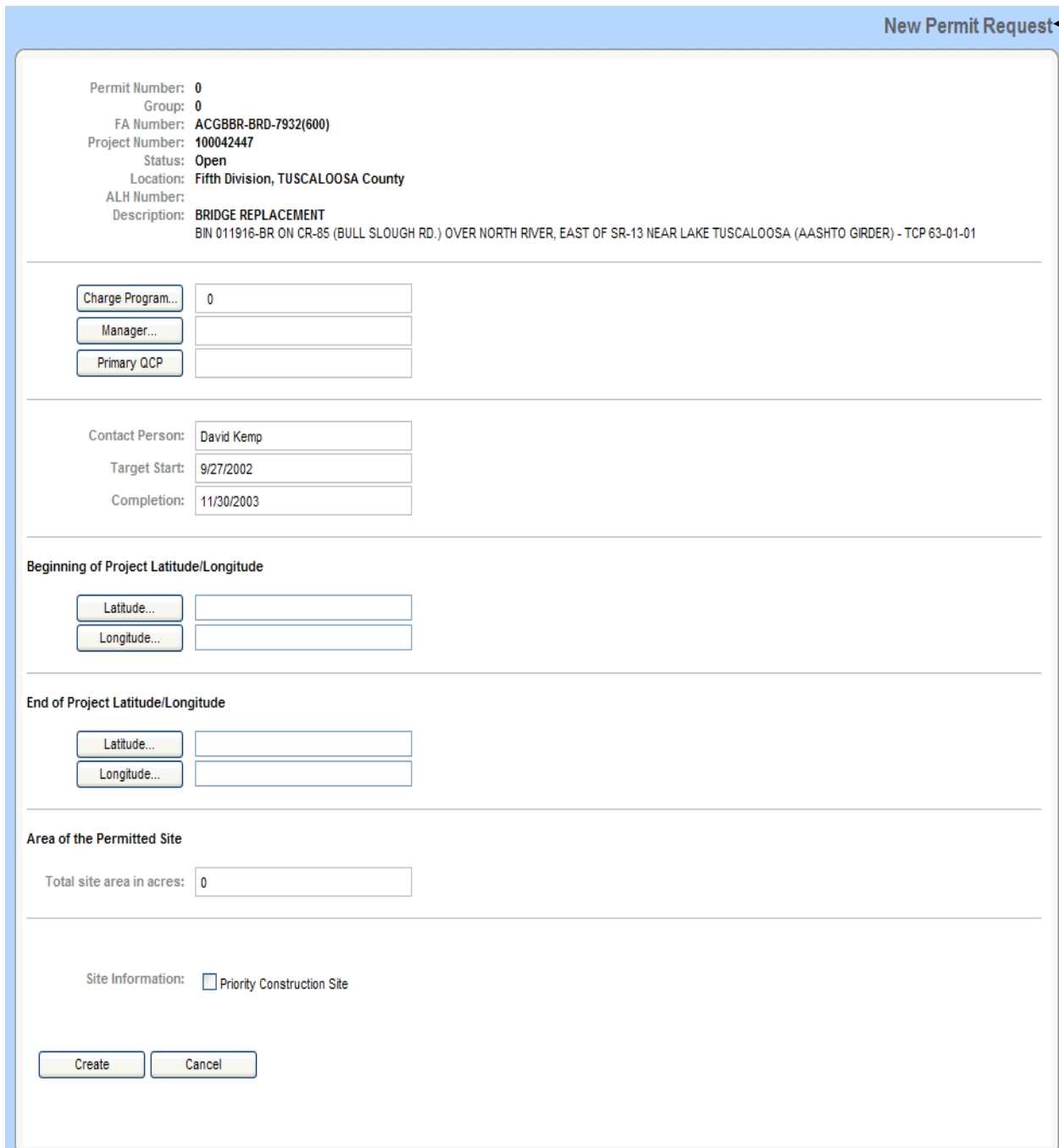
6) After I entered the appropriate information in the Look For field, I clicked on the **Find Now** button.
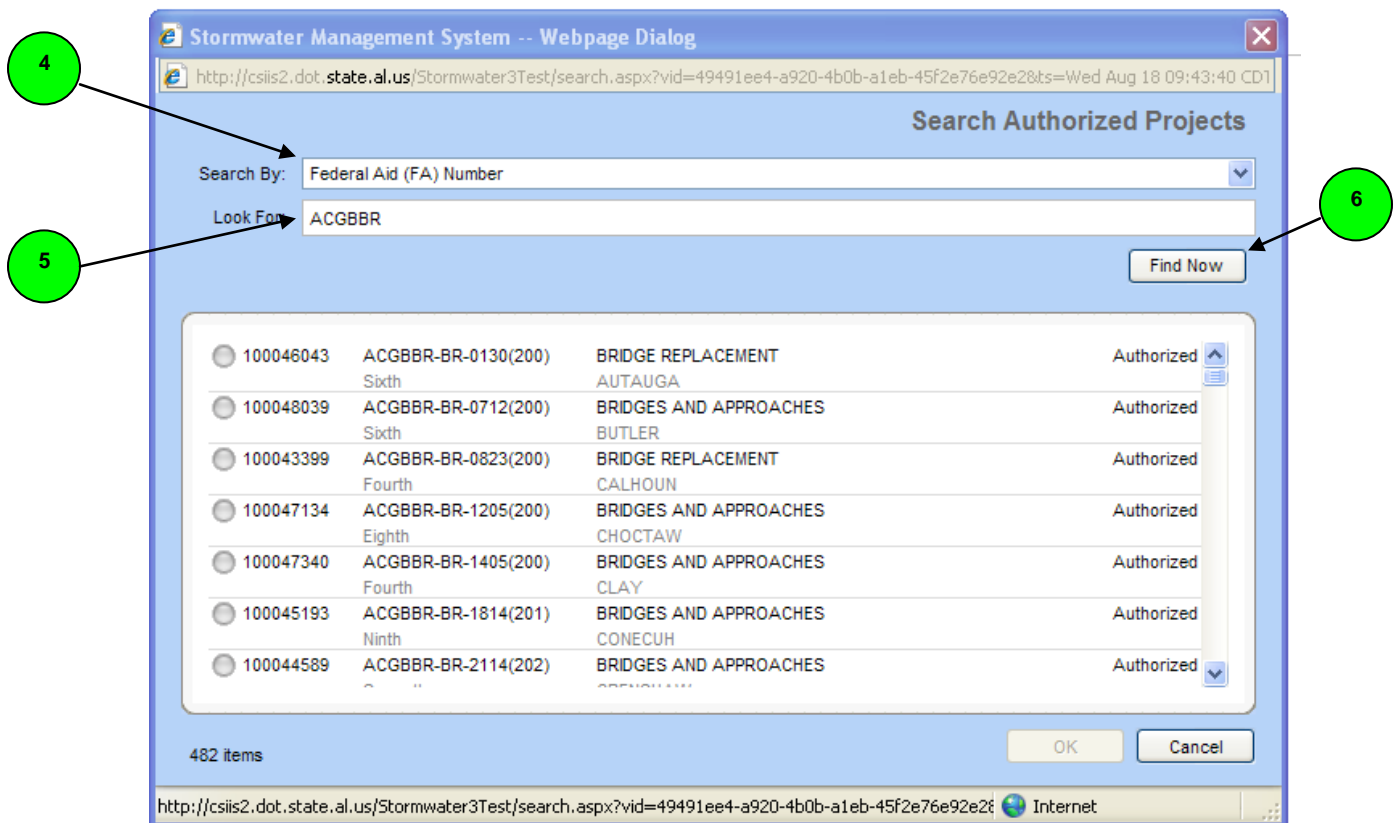
7) By searching using only part of the Federal Aid (FA) Number, **8)** since the system returned several results, I used the scroll bar at the side of the screen and scrolled down until I found the appropriate project. Once I selected the project that I wanted, **9)** I clicked the OK button at the bottom right hand corner of the page.

10) As soon as you select the appropriate project on the previous screen and select the OK button, the system will display the **New Permit Request** screen.

The New Permit screen will display several pieces of information in the top part of the screen. This includes the FA Number, Project Number, Status, Location and Description.

11) **FA Number** – Is the combination of the FA prefix, FA route and FA agreement.

12) **Project Number** – This is the system generated number that is assigned to a project in CPMS.

13) **Status** – The status is "Open" until the Project Data Form is submitted to the Central Office Storm Water Coordinator at which time the status is changed to "Submitted". An explanation of how to submit the Project Data Form is explained later in the text.

14) **Location** – This Location is comprised of two components **Division ID** and **County**.

- **Division ID** – The lead division of the project to be permitted.
- **County** – The county (or counties) assigned to project within CPMS.

15) **Description** – A combination of descriptive information about the project.
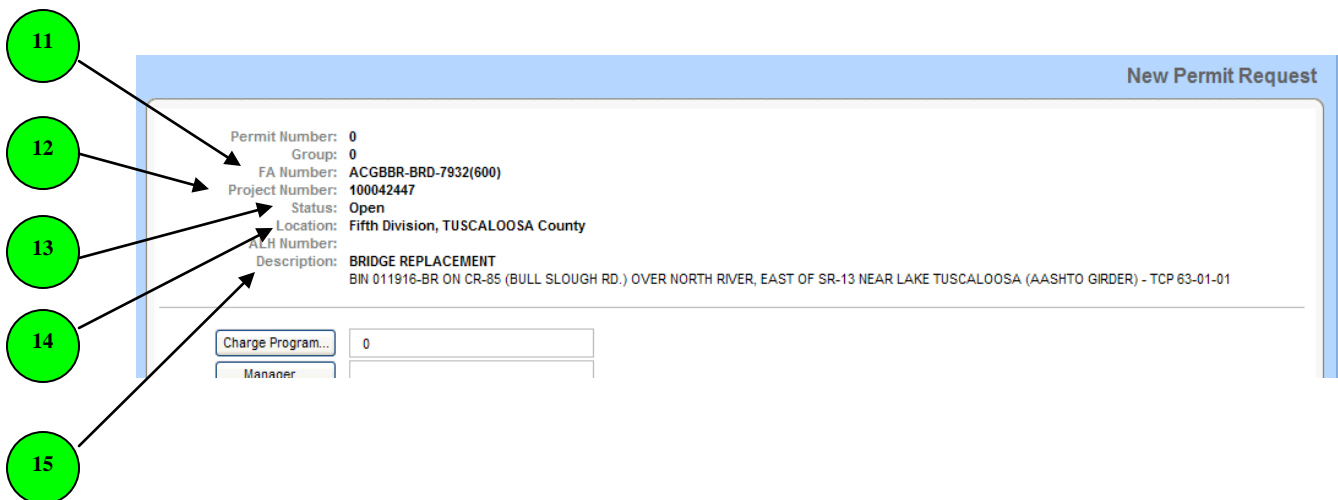
16) **Charge Program** – By clicking on this button, the system will display a pop-up screen that will list all **Chargeable Programs** for this permit request.

17) This dialog box list all Program ID's that can be used to charge the ADEM permit fees to for this request.
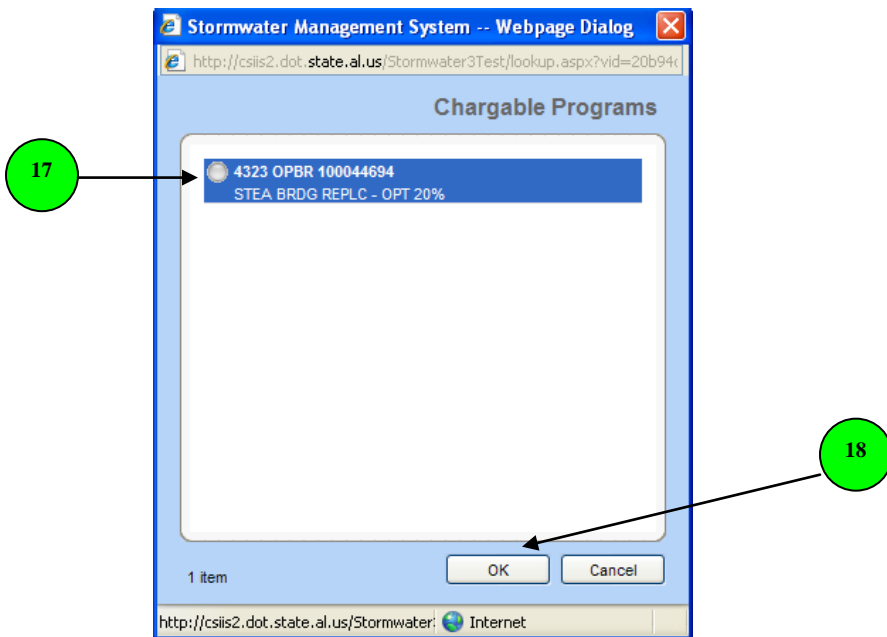
18) Once the desired program ID is selected, click **OK** and the **Charge Program** field on the previous screen will be populated with this information.

19) Once the desired Program ID is selected, click **OK** and the **Charge Program** field on the previous screen will be populated with this information.

20) Manager – This field is populated with the name of project's construction manager. In the event that the project manager's name is not known at the time that the New Permit Request is submitted, then this information should be entered once this information is obtained. By clicking on this button, a dialog box will appear that will allow you to search by name for the construction project manager.

21) Search By – This dropdown menu will only allow you to search by a person's name at this time.

22) Look For – Enter the person's first name, last name, or first and last name together and click on the **23) Find Now** button.

24) Select the name of the construction manager and click on the **25) OK** Button.
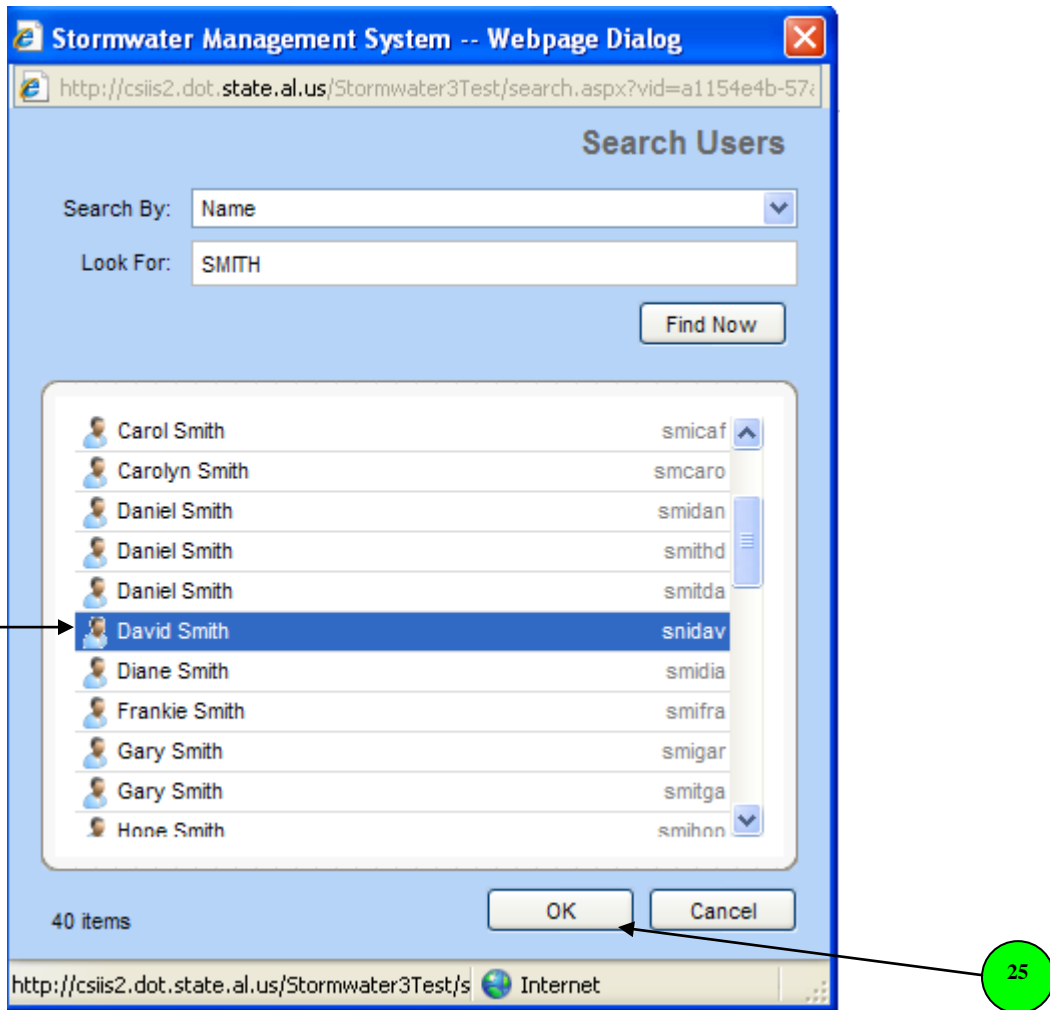
25) Site Information – Check any of the five boxes if the permit site meets any of these conditions.

26) Primary QCP – This field is populated with the name of Qualified Credential Inspector. By clicking on this button, a dialogue box will appear that will contain the names of the QCP available for the project's location.

Permit Number: 0
Group: 0
FA Number: ACGBBR-BRD-7932(600)
Project Number: 100042447
Status: Open
Location: Fifth Division, TUSCALOOSA County
ALH Number:
Description: BRIDGE REPLACEMENT
BIN 011916-BR ON CR-85 (BULL SLOUGH RD.) OVER NORTH RIVER, EAST OF SR-13 NEAR LAK

Charge Program...   0
Manager...
26 → Primary QCP

Contact Person: David Kemp

Stormwater Management System -- Webpage Dialog

Qualified Credential Inspectors

Alice Rowe	Fifth	
rowali		
Barry Fagan	StateWide	
fagbar		
27 → Ben Snipes	Fifth	
sniben		
Dee Rowe	Fifth	
rowdee		
Hope Sansom	Fifth	
SW4584		
Jeffery S Calhoun	StateWide	
caljef		
Keith Hoggle	Fifth	
hogkei		
Nicky L Calhoun	Fifth	
calnic		

14 items   OK   Cancel   **28**

27) Select the QCP from the dropdown list and **28)** Click on the **OK** Button.

11

Latitude – This field is automatically filled when the latitude is entered in degrees, minutes and seconds. To enter the latitude, click on the **29) Latitude** button and enter the Latitude information in the **Latitude** pop-up window.

Beginning of Project Latitude/Longitude

29 → Latitude...

Longitude...

End of Project Latitude/Longitude

Latitude...

Longitude...

Stormwater Management System -- Webp...

http://csiis2.dot.state.al.us/Stormwater3Test/dialog.aspx?

Latitude (φ)

30

Degrees: 33

31

Minutes: 02

33

Seconds: 30

32

OK   Cancel

http://csiis2.dot.state.al.us/ Internet

30) Degrees – Enter the latitude degrees of the beginning of the project.

31) Minutes – Enter the latitude minutes of the beginning of the project.

32) Seconds – Enter the latitude seconds of the beginning of the project.

33) After entering the Latitude information click on the **OK** Button.

Longitude – This field is automatically filled when the longitude is entered in degrees, minutes and seconds. To enter the longitude, click on the 34) **Longitude** button and enter the Longitude information in the **Longitude** pop-up window.

Beginning of Project Latitude/Longitude

> Latitude...
> Longitude...

34

End of Project Latitude/Longitude

> Latitude...
> Longitude...

Stormwater Management System -- Webp...

http://csiis2.dot.state.al.us/Stormwater3Test/dialog.aspx?

Longitude (λ)

35
Degrees: 87

36
Minutes: 41

37
Seconds: 19

38

OK   Cancel

http://csiis2.dot.state.al.us/   Internet

35) **Degrees** – Enter the longitude degrees at the end of project.

36) **Minutes** – Enter the longitude minutes at the end of project.

37) **Minutes** – Enter the longitude seconds at the end of project.

38) After entering the Longitude information click on the **OK** Button.

39) Area of the Permitted Site – Enter in the area in acres for the permitted site from beginning of project, ROW to ROW to the ending of the project.

40) Site Information – Check the box is this if this is a - 303(d), TMDL, OAW, ONRW or TAL Priority Construction Site.

41) Create – Once all pertinent information has been entered on the New Permit Request Form click on the **Create** button.

Navigation Buttons

Once the new permit request has been submitted the following screen will appear.
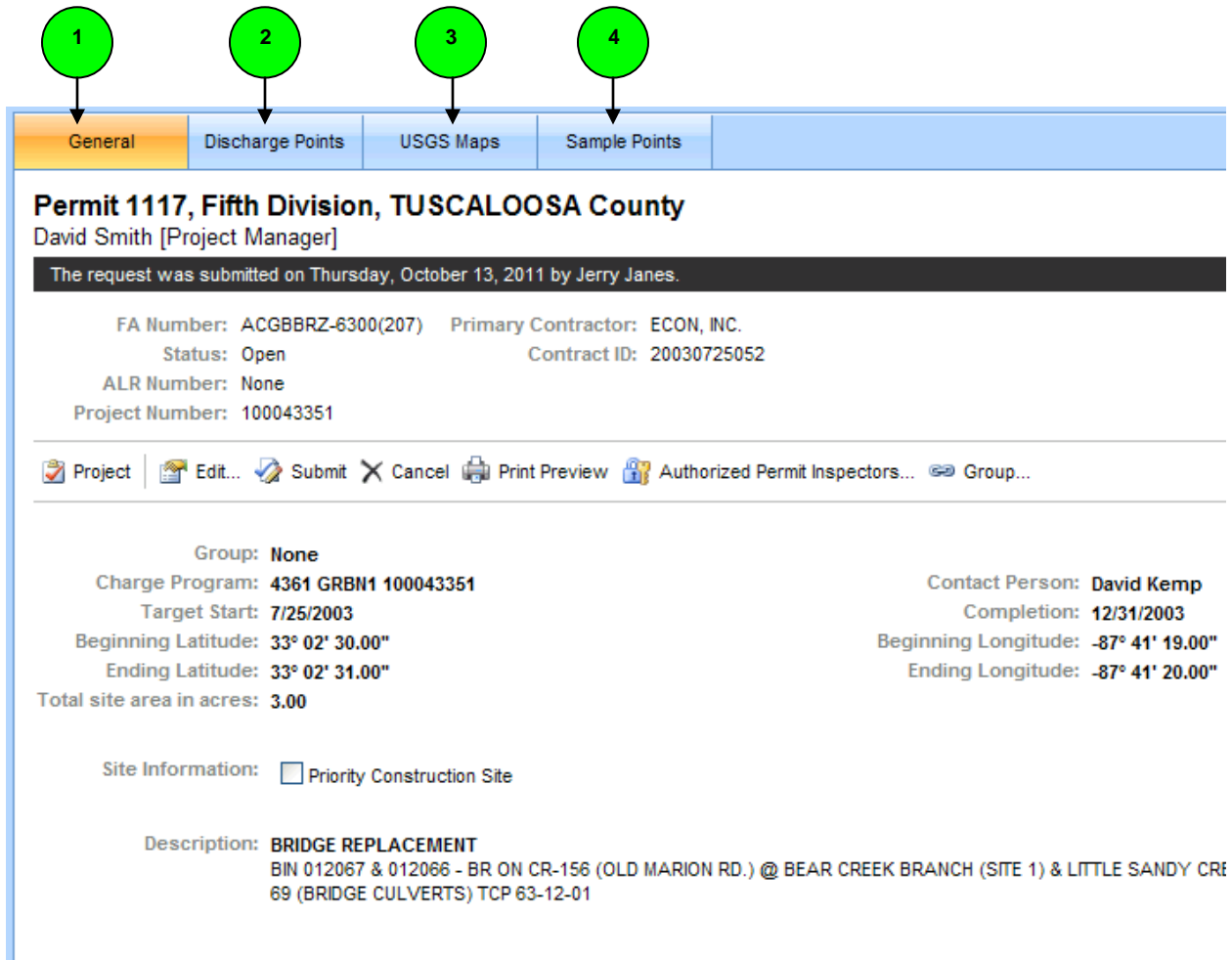
1) **General** – This tab returns you to the project information data window.

2) **Discharge Points**– This tab will take you to the Receiving Waters window. This window will enable you to enter a discharge point.

3) **USGS Maps** – This tab will take you to the data window where you can enter the USGS Map information.

4) **Sample Points** – This tab will take you to the data window that will allow you enter the sample point(s) information for the corresponding discharge point(s).

Discharge Points

1) Discharge Points – By clicking on the Discharge Points tab at top of the This tab will take you to the Receiving Waters window. This window will enable you to enter a discharge point.
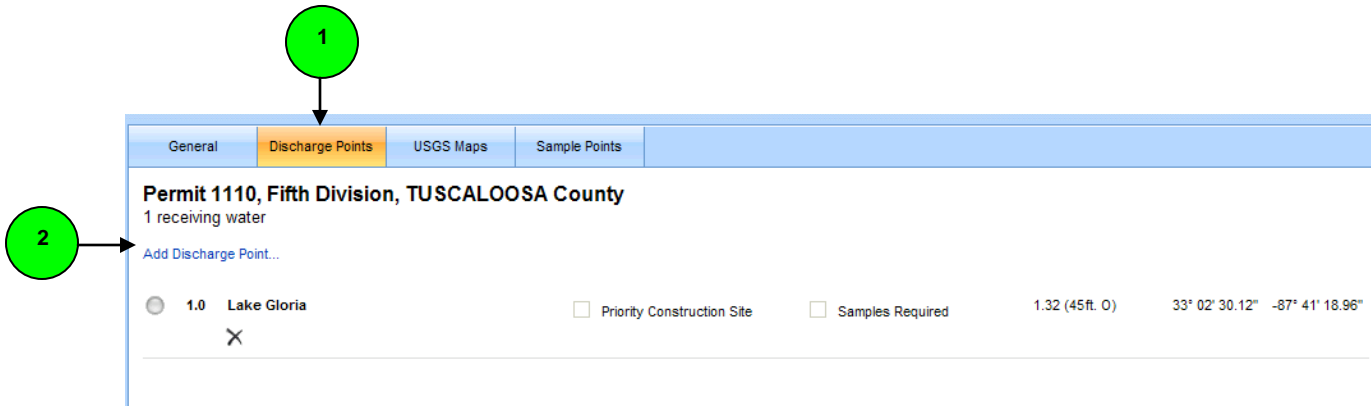
2) Add Discharge Point - To enter the Discharge Point information click on the Add Discharge Point hyperlink and the **3) Discharge Point Properties** data window will appear
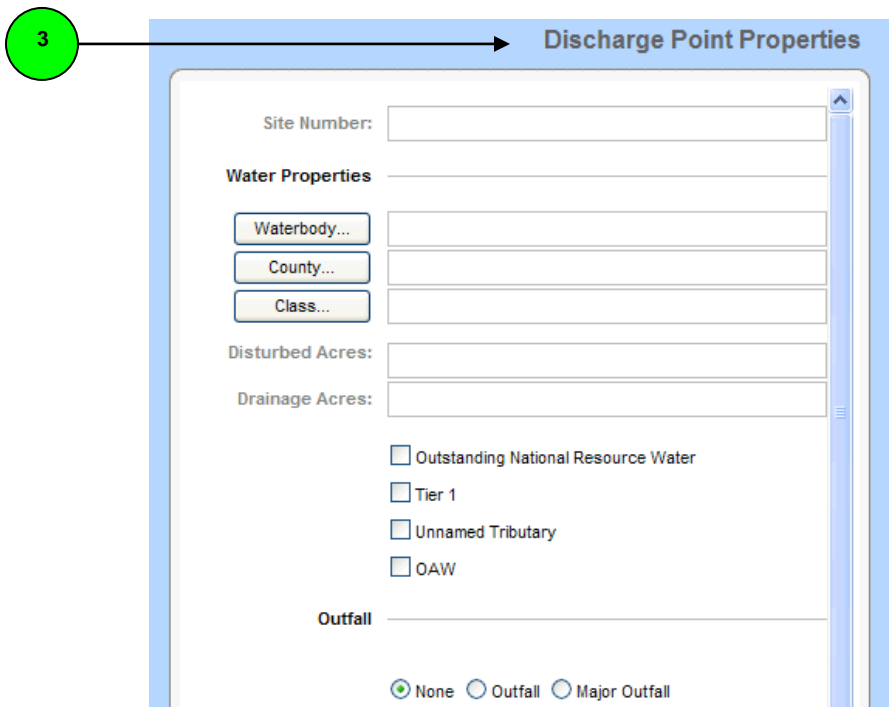
4) Site Number – Enter the receiving water sequence #.

5) Waterbody – By clicking on the **Waterbody** button, the **6)** Search Waterbodies window will appear.

7) Search By – This field will allow you to search by Waterbody Name only.

8) Look For – Type in the name or partial name of the name of the receiving Waterbody.

9) Once you type the name or partial name of the receiving waterbody, click on the **10) Find Now** button. **11)** Select the name of the appropriate waterbody and click the **12) OK** button.
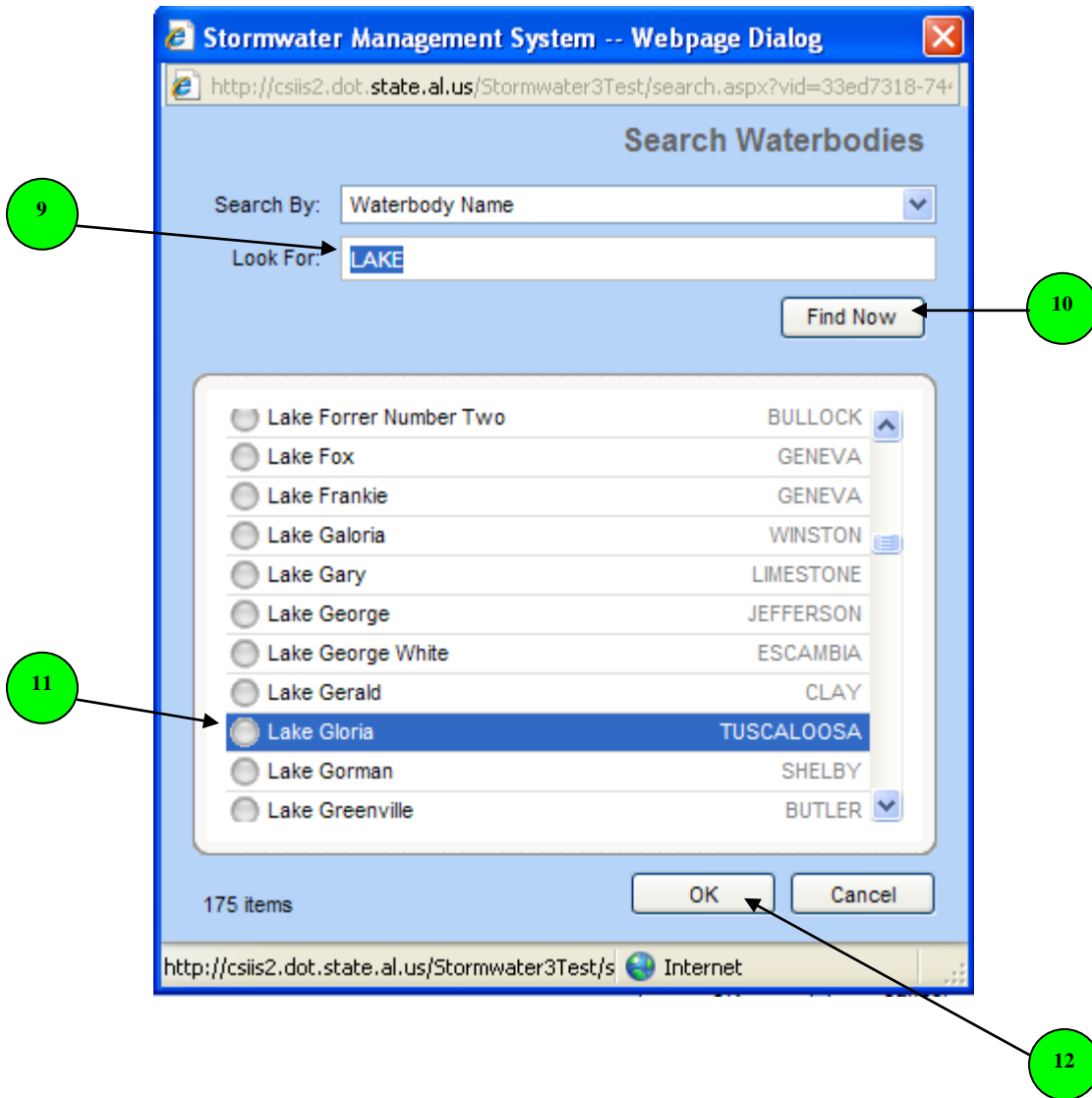
13) Click on the **County** button and a dropdown menu will appear that lists all of the appropriate counties that would pertain to this project. If more than one county appears, pick the county in which the Discharge Point is located.
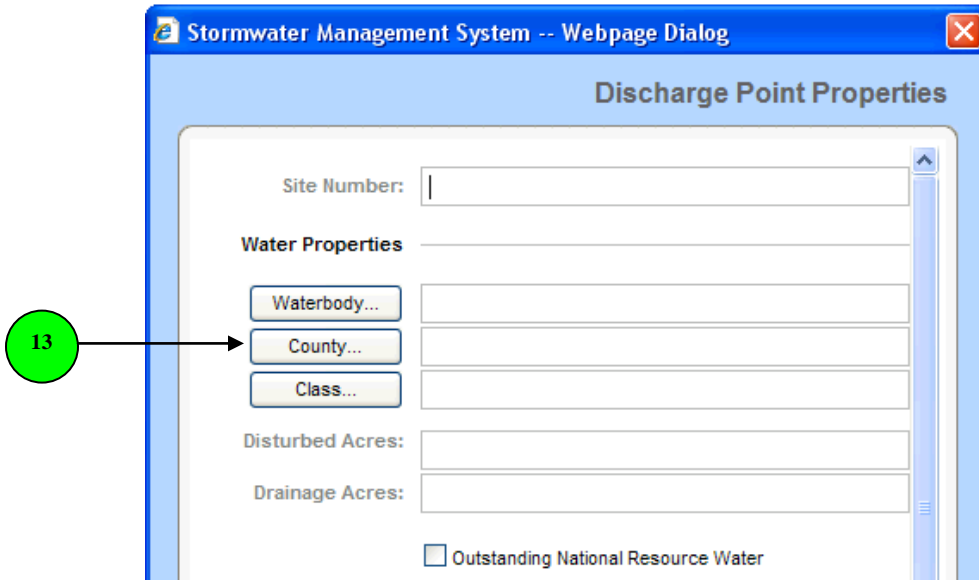
14) Select the name of the county and click the **15) OK** button.
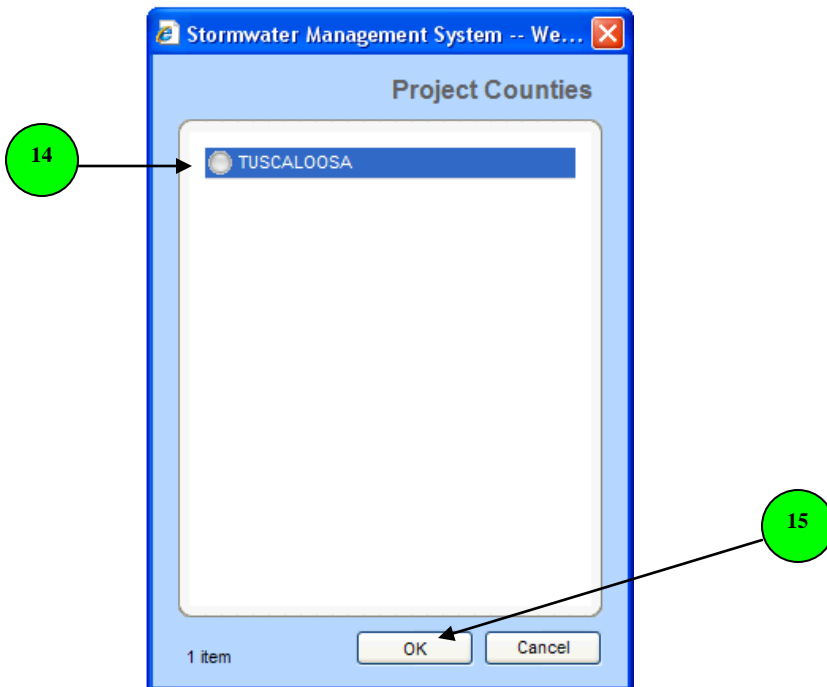
15) Click on the **Class** button and a dropdown menu will appear that lists all of the appropriate **16) Watershed Classes**.
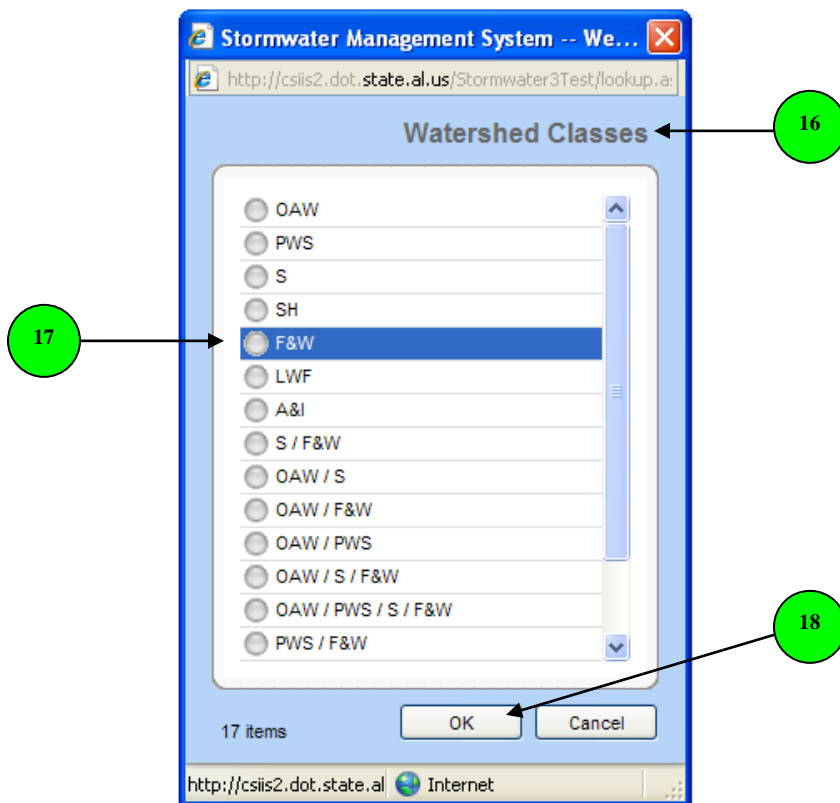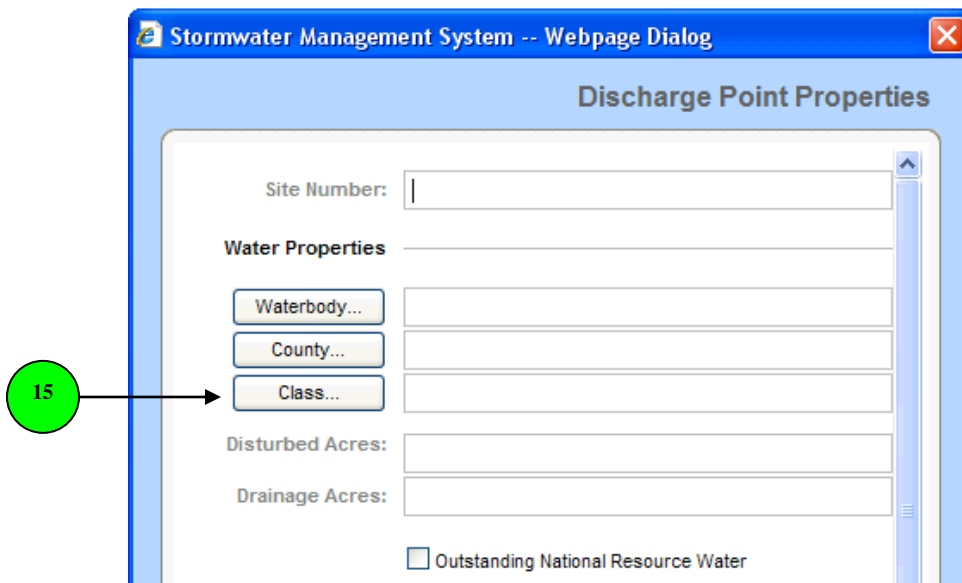
17) Select the appropriate **Watershed Class** and click on the **18) OK** button.

19) Disturbed Acres – Enter the number of disturbed acres.

20) Drainage Acres – Enter the number of drainage acres.

21) Outstanding National Resource Water – Check the box if the receiving water body is an Outstanding National Resource Water, leave the box unchecked if it is not.

22) Tier 1 – Sediment Impacted Water Body. Check the box if the receiving water body is a Tier 1 water body, leave the box unchecked if it is not.

23) Unnamed Tributary – Check the box if the receiving water is an unnamed tributary, leave the box unchecked if it is not.

24) OAW – Check the box if this is an Outstanding Alabama Water (OAW); leave the box unchecked if it is not.

25) Outfall – An outfall is the discharge point that enters a Water of the State. Check the appropriate box that applies to the receiving water.

26) None – Check this box if the receiving water body does not meet the parameters of an **Outfall** or **Major Outfall.**

27) Outfall - Defined in 40CFR122.26 and means a point source as defined by 40 CFR 122.2 at the point where a municipal separate storm sewer discharges to waters of the state and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other waters of the state and are used to convey waters of the state. In other words, it is where a discharge point enters a water of the state.

28) Major Outfall - Defined in 40CFR122.26 as the following: Major municipal separate storm sewer outfall (or "major outfall") means a municipal separate storm sewer outfall that discharges from a single pipe with an inside diameter of 36 inches or more or its equivalent (discharge from a single conveyance other than circular pipe which is associated with a drainage area of more than 50 acres); or for municipal separate storm sewers that receive storm water from lands zoned for industrial activity (based on comprehensive zoning plans or the equivalent), an outfall that discharges from a single pipe with an inside diameter of 12 inches or more or from its equivalent (discharge from other than a circular pipe associated with a drainage area of 2 acres or more). Major outfall means a major municipal separate storm sewer outfall. The key to remember is that a Major Outfall not only meets the above constraints, but also is located within a Phase I MS4 area.
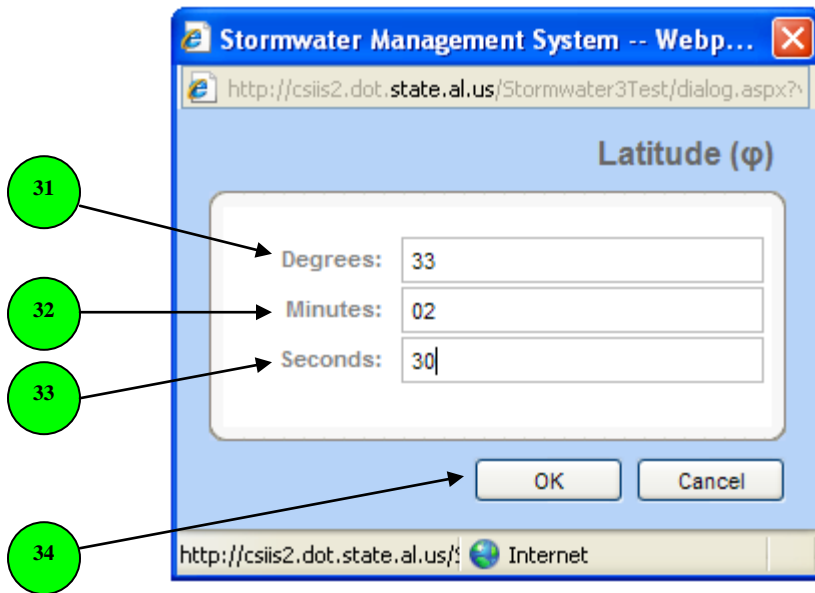

29) Latitude – This field is automatically filled when the latitude is entered in degrees, minutes and seconds. To enter the latitude, click on the **30) Latitude** button and enter the Latitude information in the **Latitude** pop-up window.

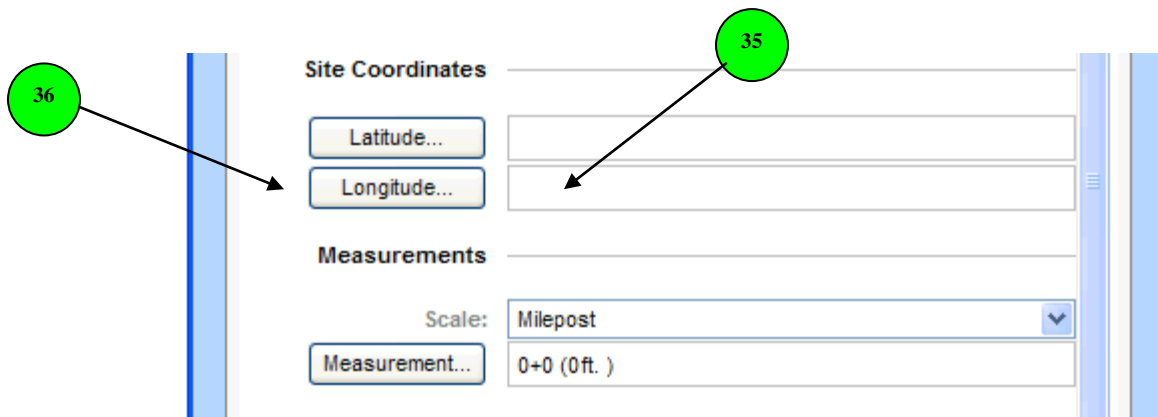**31)** **Degrees** – Enter the latitude degrees of the discharge point.

32) **Minutes** – Enter the latitude minutes of the discharge point.

33) **Minutes** – Enter the latitude seconds of the discharge point.

34) After entering the Latitude information click on the **OK** Button.

35) **Longitude** – This field is automatically filled when the longitude is entered in degrees, minutes and seconds. To enter the longitude, click on the **36)** **Longitude** button and enter the Longitude information in the **Longitude** pop-up window.

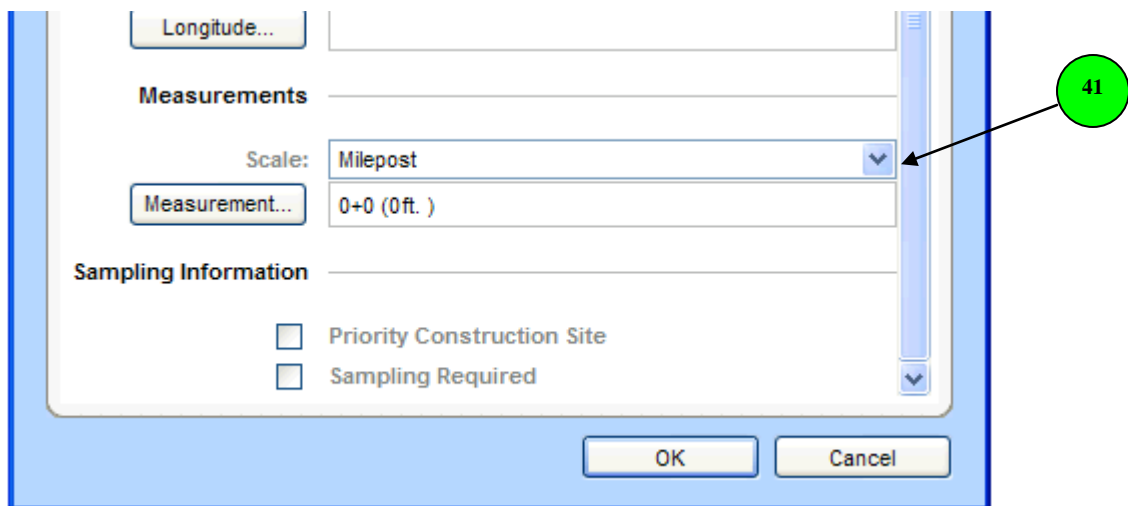**37)** **Degrees** – Enter the longitude degrees of the discharge point.

38) **Minutes** – Enter the longitude minutes of the discharge point.

39) **Minutes** – Enter the longitude seconds of the discharge point.

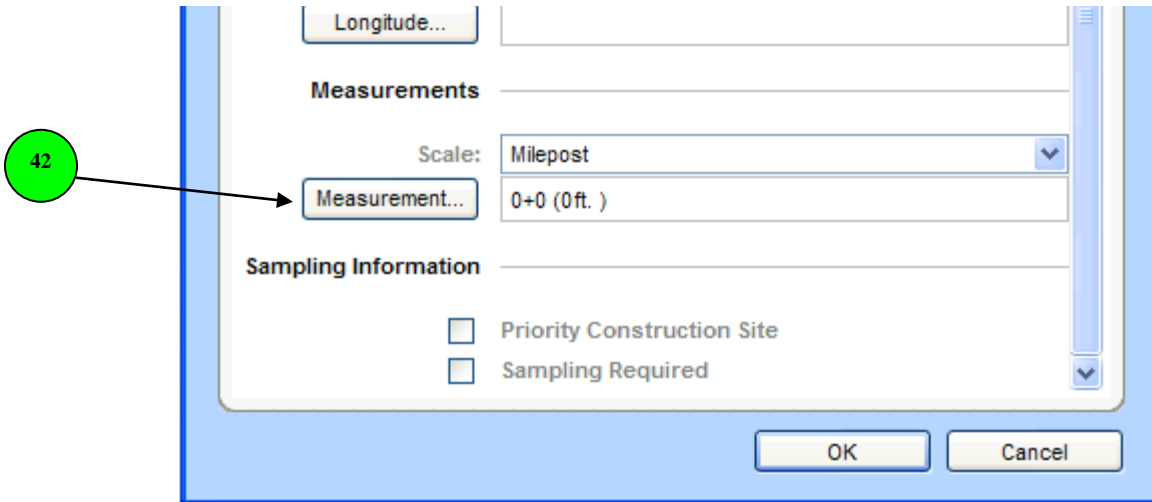**40)** After entering the Longitude information click on the **OK** Button.
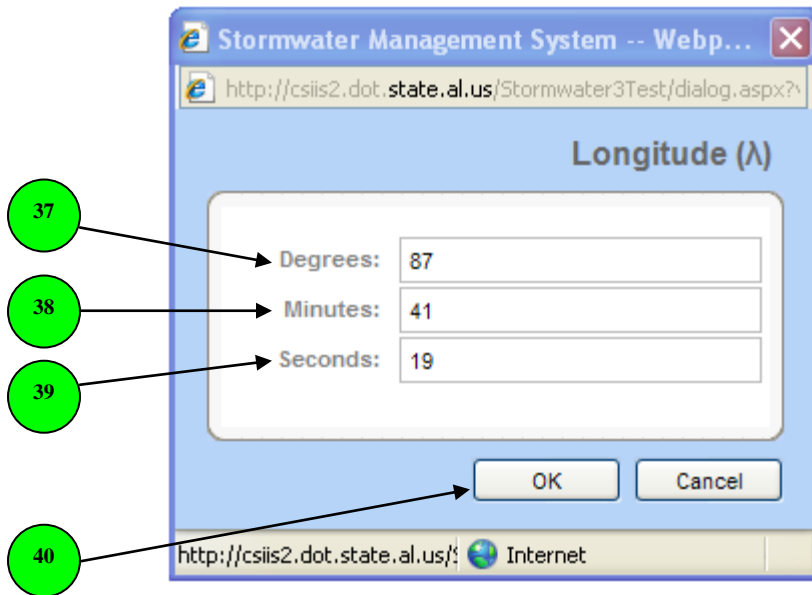
41) **Scale** – Click on the dropdown menu and select either "Milepost" or "Station".

42) Measurement – Click on the **Measurement** button and enter the appropriate information in the **43) Measurement Properties** pop-up window (see graph at bottom of page).
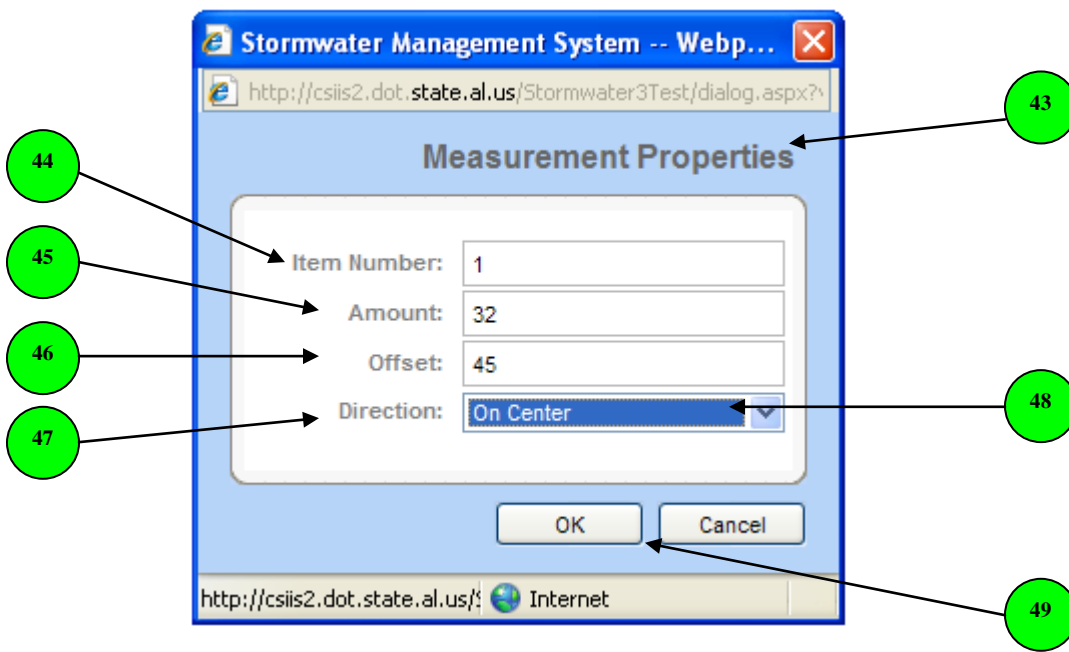

44) Item Number – Enter the station #.

45) Amount – Enter the additional amount.

46) Offset – Enter the distance of the discharge point is offset from the centerline.

47) Direction – Select, On Center, Left or Right from the **48)** drop down menu.

49) Once all of the measurement properties are entered click on the **OK** button.

50) Priority Construction Site – Check the box if this location is a - 303(d), TMDL, OAW, ONRW or TAL Priority Construction Site.

51) Sampling Required – Check the box if this location is a - 303(d), TMDL, OAW, ONRW or TAL Priority Construction Site or if the site needs to be sampled for some reason.
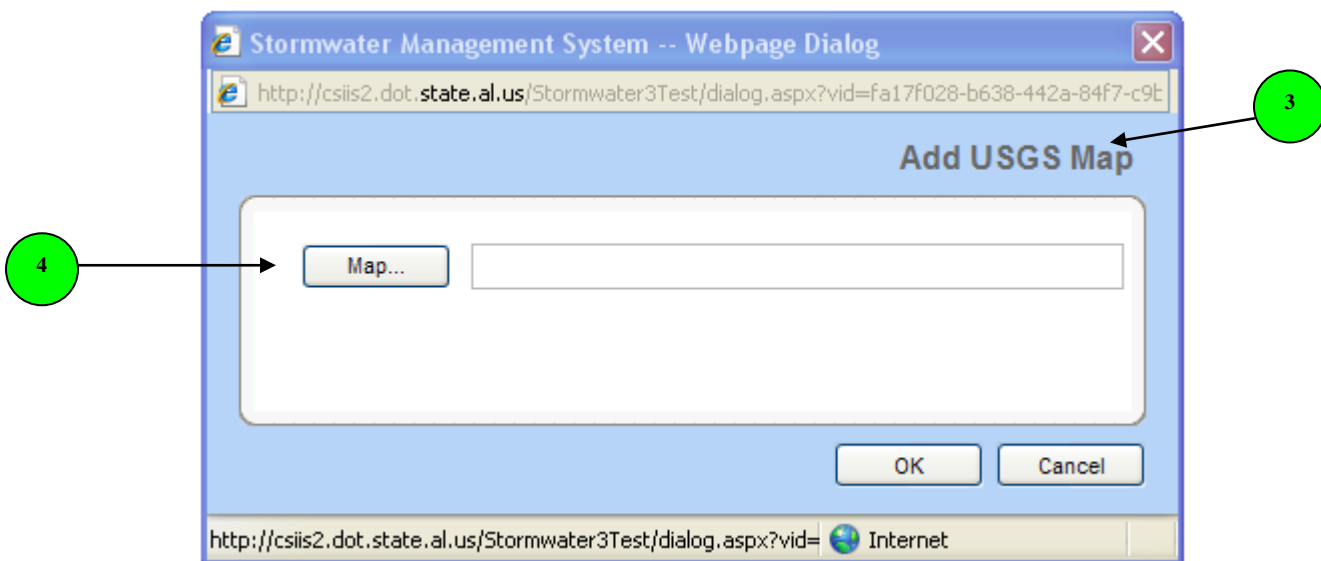
USGS Maps

The USGS Maps tab will allow you to add USGS Maps to the New Permit Request that you are submitting. **1)** To add a map click on the USGS Maps tab at the top of the webpage. **2)** Next, click on the words Add Map…
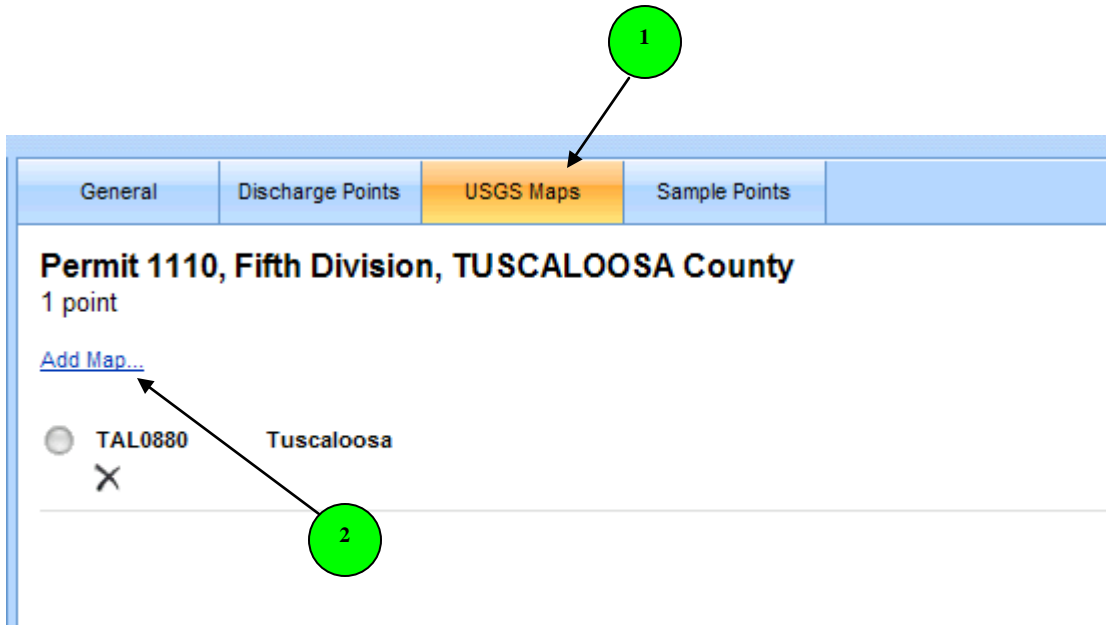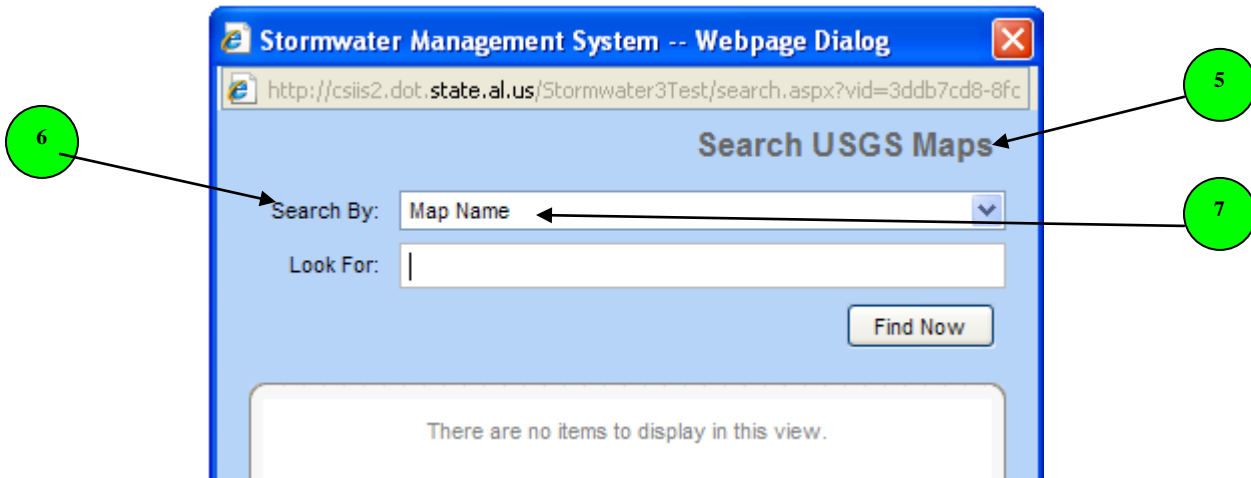

3) By clicking on the Add Map… link, a pop-up window titled **Add USGS Map** opens.

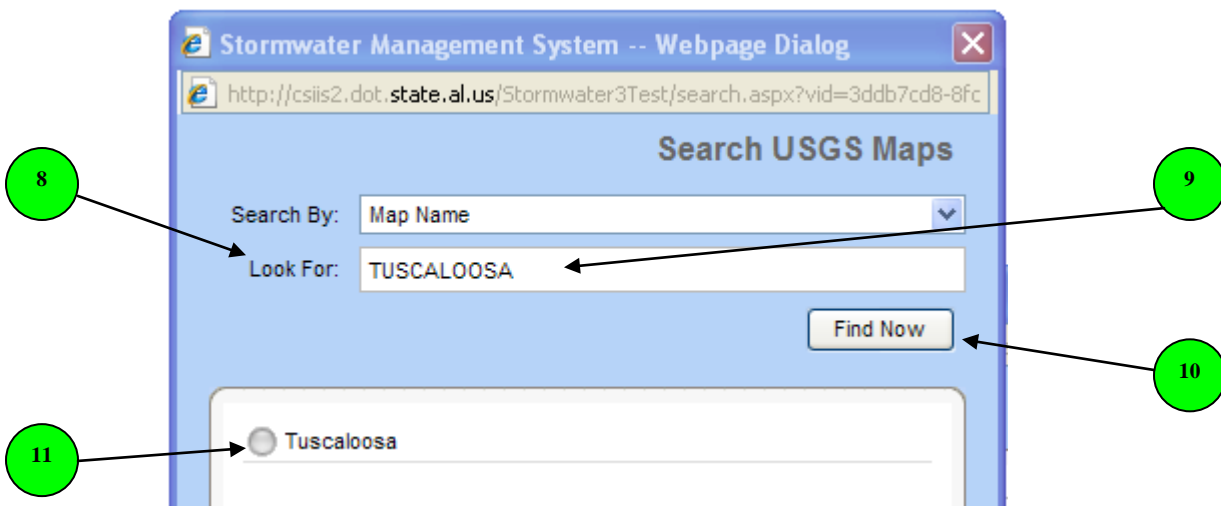**4)** To enter the name of the map. Click on the button titled **Map…**

5) By clicking on the Map… button another pop-up window appears titled **Search USGS Maps**.

**6)** At this time the only option that you can choose in the **Search By**: field is **7) Map Name**.

8) In this example, Tuscaloosa was entered in the **Look For**: field. **9)** After the Look For field has been populated, **10)** click on the **Find Now** button.


11) After clicking on the **Find Now** button, the system returned one result.

12) Select the name of the map that you want to use by clicking on the name of the map. Once the map has been selected **13)** click the **OK** button.
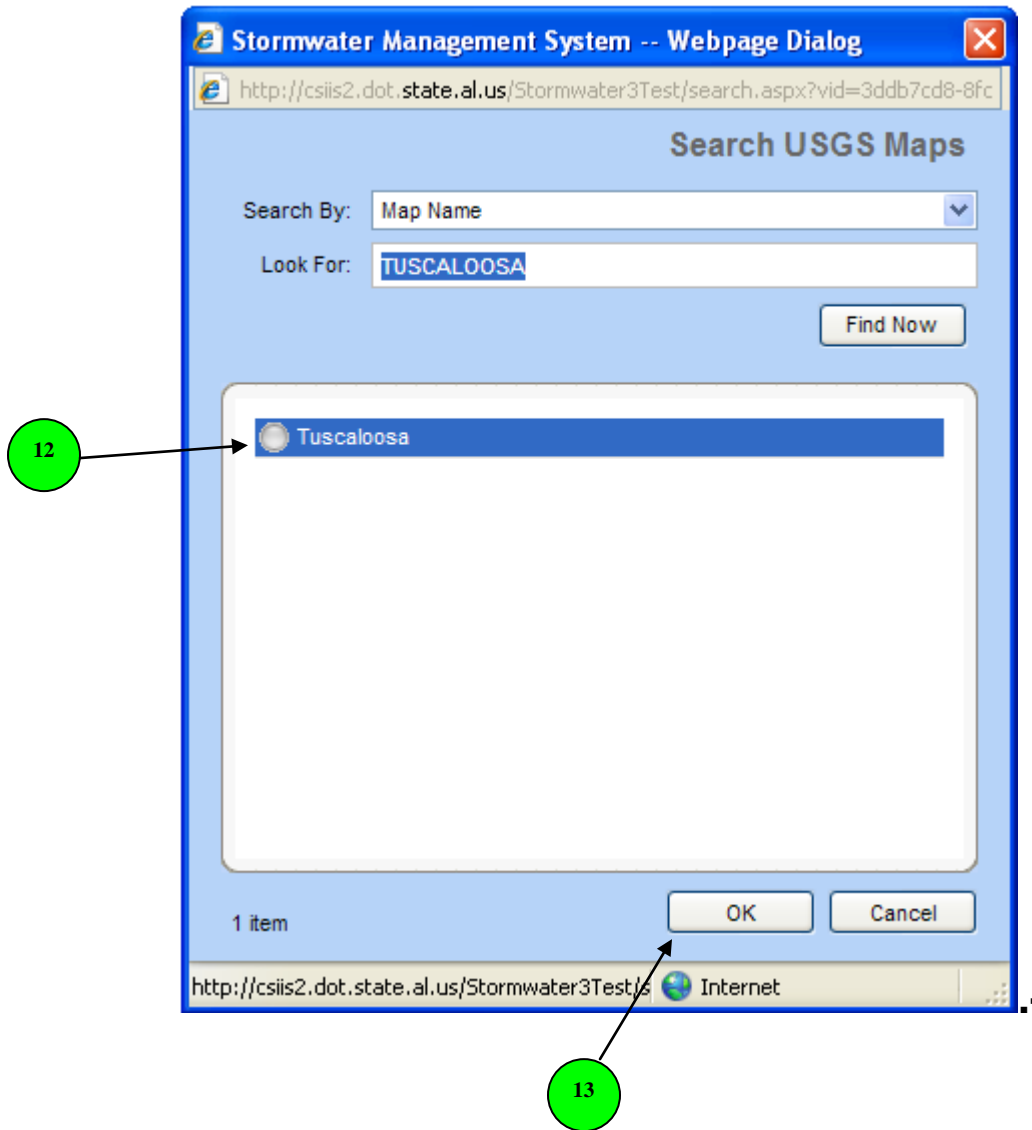
14) Once you click on the **OK** button the system will populate the name of the chosen map on the Add USGS Map pop-up window. **15)** Click on the OK button and the system will take you back to the main **16)** USGS Maps main page.
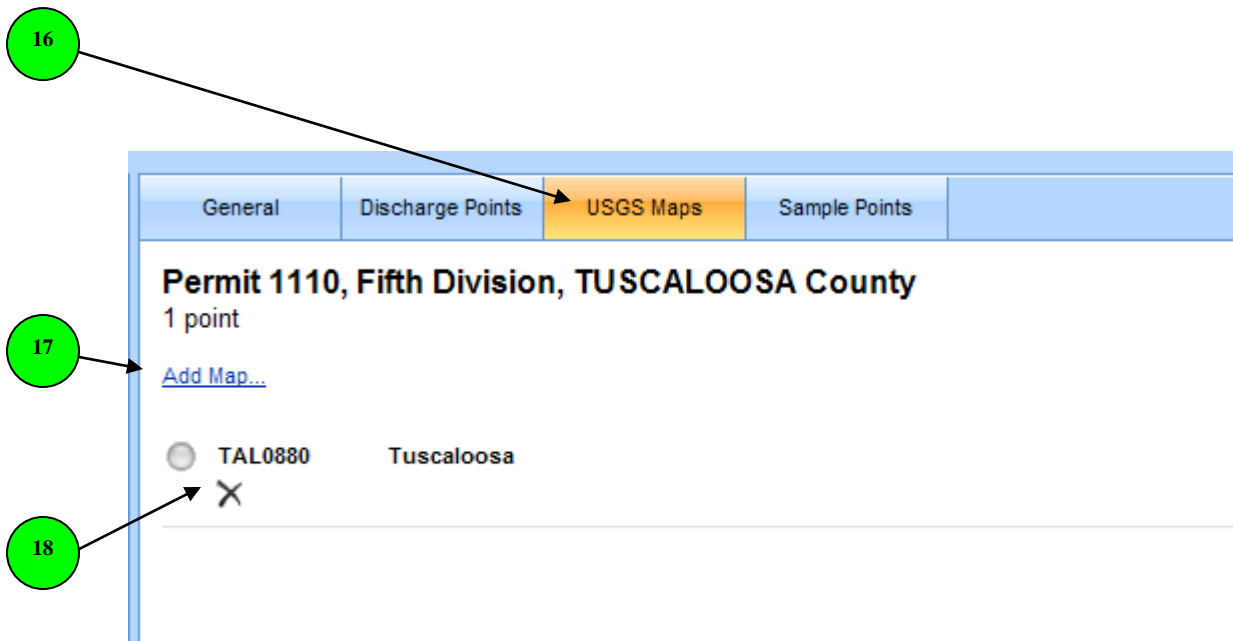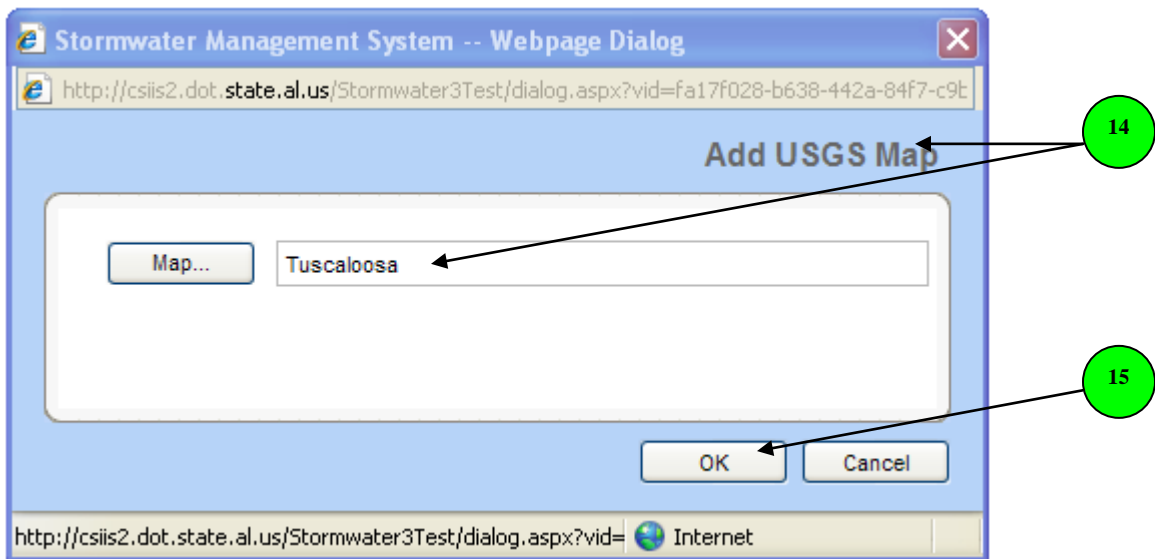

17) If needed you can add another map by clicking on the Add Map… link **18)** or you can delete a map if necessary by clicking on the ✕.

Sample Points

The Sample Points tab will allow you to enter the sample point descriptions for each sampling point.
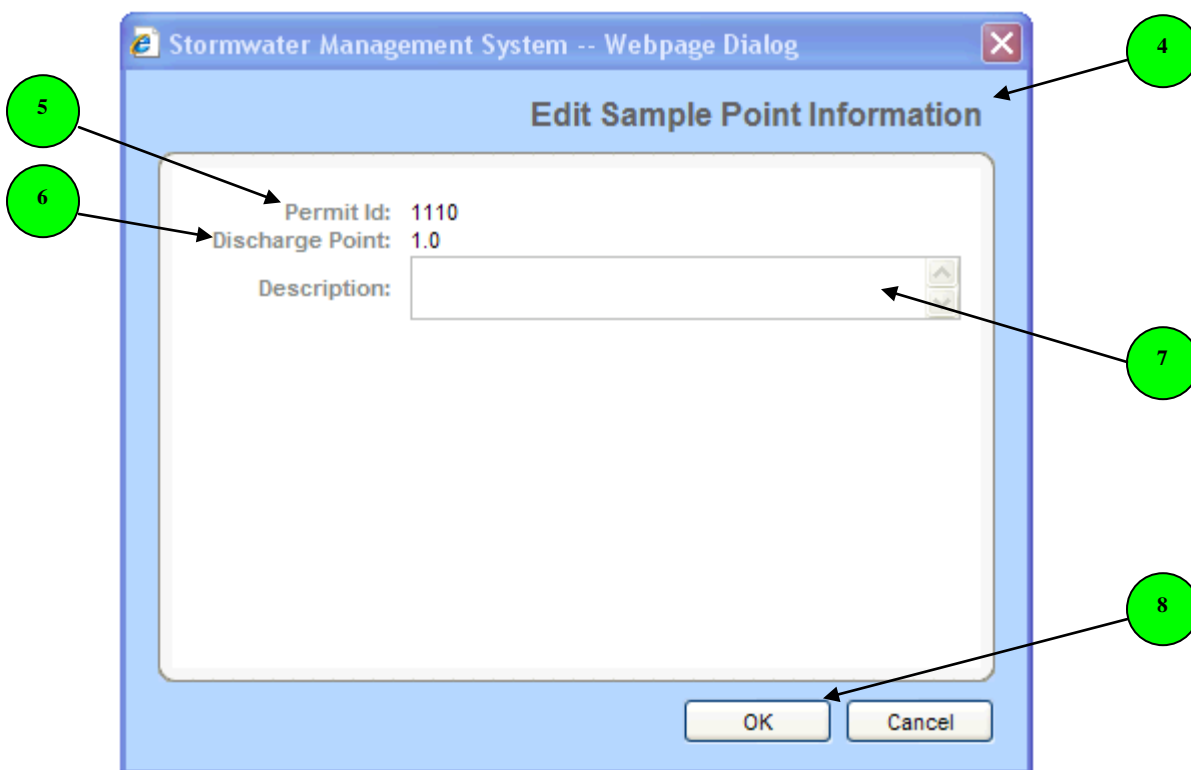
1) To add Sample Point information click on the Sample Points tab at the top of the webpage

2) If you click on this bullet – nothing will happen. Refer to item Number 3 for instructions to enter the sample point information.
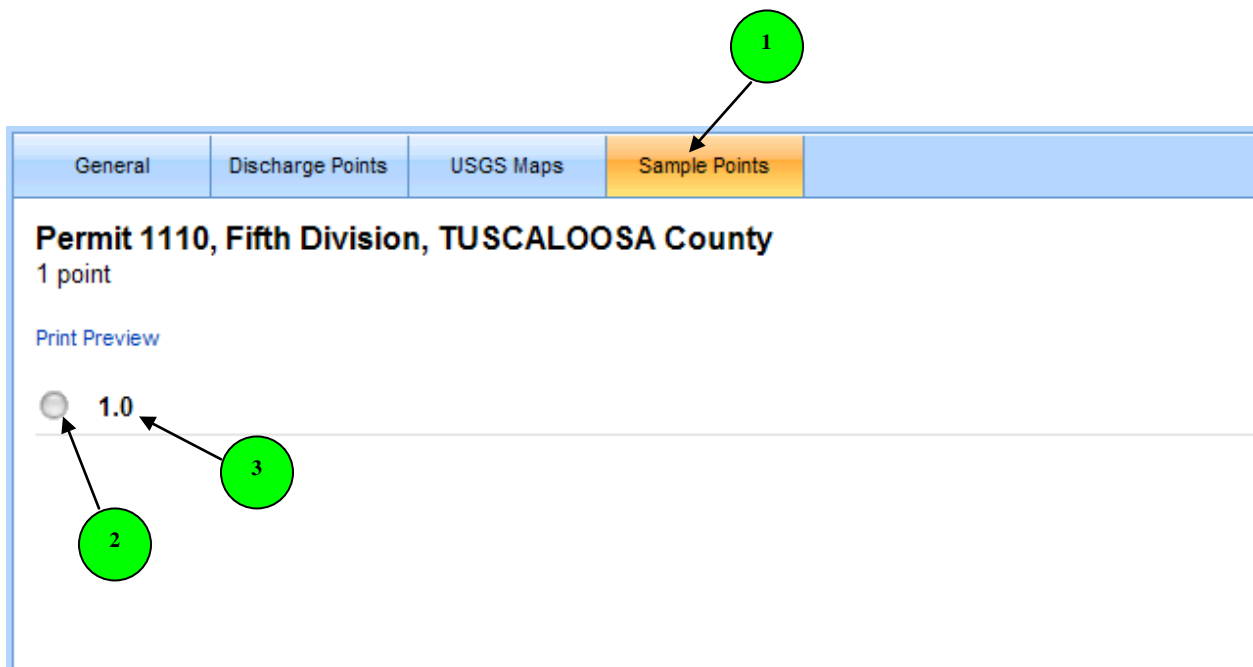
3) Click on the actual sample point number for which you would like to enter the sample point description.

4) Once you click on the actual sample point number the **Edit Sample Point Information** dialog box will open.

5) **Permit ID** – This information is populated for you by the system. It displays the permit information for the actual project for which you are entering sample point information.

6) **Discharge Point** – This information is populated for you too. It displays the corresponding Discharge Point number for the sample point for which you are currently entering location information.

7) **Description** – Enter the location of the sample point. This column is limited to 125 characters.

8) Once you have entered the sample location information, click the **OK** button.

9) If information needs to be added for additional sample points follow the above instructions 4 through 8.