

# Quick Reference Guide – Land Disturbance Storm Water Database Closeout Procedure

This article is intended to guide the user in:

1. Closeout procedures for projects in the database.

## CLOSEOUT PROCEDURE / FINAL REPORT

Navigate to Storm Water Projects – District (your district) – Submit Search  
Select the Project Number you wish to edit

Storm Water Storm Water Projects Log off

Home / Projects / Storm Water Project Display

Project Number:	District:	Engineer:
Counties:	Route:	Location:
SM Total Disturbed Acreage: 2	SM Tot Auth Acreage: 2	
Prime Contractor:	Receiving Waters:	
More Than 1AC Disturbed: No Date Specified	Final Stabilization: No Date Specified	

Project Prerequisites

Date Compliance & Env Specialist Designated: 03/12/2015	Date RE Assigned:
Date of Grading Pre-activity Meeting:	Date Inspection Protocols in Place:
Date Water Pollution Control Manager Assigned:	Is staff properly trained?
Is project environ sensitive and over 5 acres?	

Inspections

[+ Add Inspection](#)

Type	Date	Inspector	Inspector Certified	RE Certified	WPCM Certified
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Select “+Add Inspection”

Inspection Details

Inspection Type: Final

Inspection Date:

Acres Disturbed: 0

Date Entered: 12/02/2016

Was wireless connection available at site during inspection?  Yes  No

[Continue](#)

**Inspection Type:** Select Final. Land disturbance activities have ceased and 70% growth is established.

**Inspection Date:** Enter the date the inspection took place.

**Acres Disturbed:** Update the disturbed acres to 0 acres if SiteManger acres have not been reduced prior entering the final report.

Have all outfalls been observed for evidence of erosion and/or sediment deposition? If not, provide an explanation of which outfalls were observed and why others were not. Document the condition of the outfalls and if any corrective actions and/or additional BMPs are needed.

After observing the receiving stream(s) for 50 feet downstream of the outfall(s), was outfall protection adequate?

Describe areas where land disturbance activities have temporarily or permanently ceased. (Excluding weather shutdowns) Describe how these areas have been or will be stabilized.

Provide a brief description of the current project status with regard to erosion and sediment control and the effectiveness of BMPs.

Add Attachments:

Save Inspection

Answer all questions and make remarks to the effect the project has achieved final stabilization.

You may use this if you prefer:

All land disturbance activities have permanently ceased, and all disturbed areas have been permanently stabilized with perennial vegetation and permanent materials. All vegetative areas have achieved final stabilization.

All disturbed areas have been stabilized with permanent features and vegetative cover eliminating the concern for pollution of the waters of the state. All temporary BMP's were effective until final stabilization could be obtained.

1. Save Inspection.
2. Have Inspector, RE, and Contractor WPCM mark the inspection received. (See previous section)
3. Go into SiteManager and update Total Disturbed Acreage to zero (0) acres. (See QRG on Storm Water Database project setup)
4. Have RE enter the final stabilization date. The date that should be entered is the date of the final inspection report. See below.

\*This step can only be done by the RE Navigate to the Storm Water Project Display page and enter the date in the “Final Stabilization” section.

Project Prerequisites			
Date Compliance & Env Specialist Designated:	03/12/2015	Date RE Assigned:	04/01/2016
Date of Grading Pre-activity Meeting:	04/01/2016	Date Inspection Protocols in Place:	04/01/2016
Date Water Pollution Control Manager Assigned:	04/01/2016	Is staff properly trained?	Y
Is project environ sensitive and over 5 acres?	N		

Final Stabilization

If job has reached final stabilization in accordance with the permit, please enter the date:

Save Date