

Project Data Form

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

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.

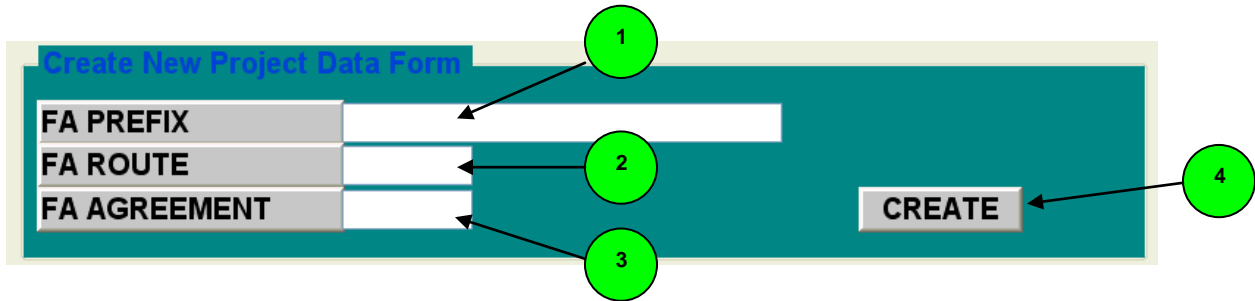
Create New Project Data Form / Retrieve Existing Project Data Form – You may either create a new Project Data Form or retrieve an existing one using the options described below.

The screenshot shows a software window titled "Project Data Form". It is divided into two main sections. The top section is titled "Create New Project Data Form" and contains three input fields: "FA PREFIX", "FA ROUTE", and "FA AGREEMENT". A "CREATE" button is located to the right of these fields. The bottom section is titled "Retrieve Existing Project Data Form(s)" and contains seven input fields: "FA PREFIX", "FA ROUTE", "FA AGREEMENT", "COUNTY" (a dropdown menu), "DESCRIPTION", "PERMIT SEQ NO", and "PERMIT GROUP NO". A "RETRIEVE" button is located to the right of these fields.

NOTE: The top set of select options is used to create a new Project Data Form and the bottom set is to retrieve an existing one. A minimum of one select option must be chosen for either option. Once the appropriate option has been entered, the "**RETRIEVE**" button or "**CREATE**" button may be clicked to start the process.

Important: You may use the keyboard tab key to move focus to each field or use your mouse to click in the field where you need to make the change, entry or selection.

Create New Project Data Form - A Project Data Form may be created by entering any part of the Federal Aid (FA) prefix, FA route, or FA agreement. The combination of these three columns is also referred to as the project number.




- 1. FA PREFIX** – Enter all or part of the 25 character FA prefix. A description of the FA prefix is as follows:
 - For state and industrial access projects, this field contains the project number assigned by the Project Management Section of the Transportation Planning Bureau.
 - For maintenance projects, this field contains the maintenance project number assigned by the Maintenance Bureau.

2. FA ROUTE – Enter all or part of the 4 character federal aid route id.

3. FA AGREEMENT – Enter all or part of the 3 character federal aid agreement number

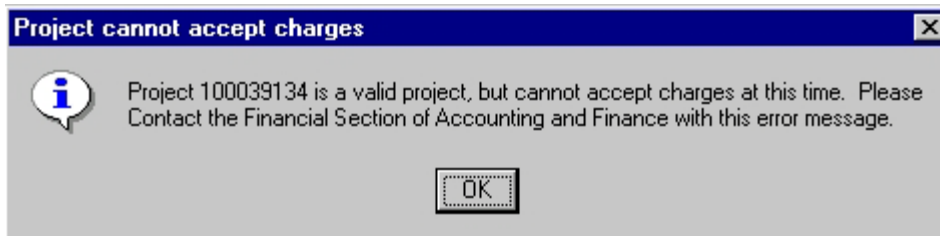
Once data is entered into one or more of the columns, the **4 "CREATE"** button may be clicked to display a list of projects that match the selection criteria entered as shown below.

Project Data Form Row: 1 of: 36 Apr-14-2003 2:34:08 pm											
Doubleclick on the project you wish to permit.											
Project Number	FA Project Number	Route Type	Route #	Div	District	County	Scope	Work Code	Status	Target Start	Del
100033499	BR-0002(018)	SR	15	09	00	27	CN	BRA	A	12/08/2000	
100002775	BR-0193(018)	SR	3	09	00	2	CN	BRA	A	11/02/2001	
100003273	BR-0377(018)	SR	193	09	01	49	CN	BRG	A	01/04/1996	
100037181	BR-3000(018)	CR	23	02		30	CN	BRA	A	06/30/2000	

Select the project to be permitted by double clicking on the project number. If you double click on the wrong project number and wish to start over, just click on the blue exit door  at the top left hand side of your screen. Otherwise, a new row will be inserted and focus will be set on the Charge Pgm Id column awaiting your selection as shown below.

NOTE: It is possible to select a project that is no longer able to accept charges. For example, the Financial Management Section of Accounting and Finance may have set the project funding

end date on the project so it can no longer accept charges. In this case the following error message is displayed.



At this point the Financial Management Section of Accounting and Finance can research and provide you with the proper solution to the problem.

Project Data Form

Permit Seq No 14 Permit Group No Status PENDING RR

FA Number NHF-0013(503) Div Id 02 Submit User Id Submit Date 07/24/2003

CPMS Project # 100004262 Charge Pgm Id STAAC Charge Number 4324 STAAC 100004262

Counties LAUDERDALE

Contact Person Allen Mcdowell

Type Of Work (GDR) GRADE AND DRAIN

Description US-43 FR 4 LN @ KILLEN TO SR-64 (ADDITIONAL LANES)

Letting Date 05/29/2009 CN End Date 05/29/2012

Nearest City KILLEN Zip 35645

Beginning / Ending of Project Latitude and Longitude							
(N) LATITUDE	DEG	MIN	SEC	(W) LONGITUDE	DEG	MIN	SEC
34.86194444	34	51	43.00	-87.54916667	87	32	57.00
34.92944444	34	55	46.00	-87.53138889	87	31	53.00

Total site area in acres: 208.40

Is this a Priority Construction Site? NO

Receiving Waters Sample Points USGS Maps

NOTE: Fields in green are required entries and must be supplied by the requestor. Fields in gray are pre-filled and protected from user entry.

- 1. Permit Seq No** – This is a system-generated number assigned to each Project Data Form entered into the CPMS system.

2. **Permit Group No** – This is a system-generated number assigned to projects that are grouped into a single permit request using the Storm Water Project Consolidation window in CPMS.
3. **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.
4. **FA Number** – The combination of the FA prefix, FA route and FA agreement as explained above.
5. **Div Id** – The lead division of the project to be permitted.
6. **Submit User Id** - The CPMS user-id of the person submitting the request.
7. **Submit Date** – The date the request was submitted.
8. **CPMS Project #** - The system generated number assigned to a project in CPMS.
9. **Charge PGM Id** –The program id used to charge the ADEM permit fees to.
10. **Charge Number** - The combination of the project expense account, project funding program and system generated CPMS project number.
11. **Counties** – The counties assigned to the project within CPMS.
12. **Contact Person** – This is the name of the Responsible Design Section person.
13. **Type Of Work** – The type of work being done on the project.
14. **Description** – A combination of descriptive information about the project.
15. **Letting Date** – The date the project is to be let.
16. **CN End Date** – The date the construction is to end on the project.
17. **Nearest City** - The nearest city to the project.
18. **Zip Code** – Enter the postal zip code of the project’s nearest city.

Beginning / Ending of Project Latitude and Longitude							
(N) LATITUDE	DEG	MIN	SEC	(W) LONGITUDE	DEG	MIN	SEC
34.86194444	34	51	43.00	-87.54916667	87	32	57.00
34.92944444	34	55	46.00	-87.53138889	87	31	53.00

Total site area in acres:

Is this a Priority Construction Site?

Receiving Waters Sample Points USGS Maps

1. **(N) Latitude** – This field is automatically filled when the latitude is entered in degrees, minutes and seconds.
2. **DEG** – Enter the latitude degrees of the beginning of the project.
3. **MIN** - Enter the latitude minutes of the beginning of the project
4. **SEC** – Enter the latitude seconds of the beginning of the project.
5. **(N) Longitude** – This field is automatically filled when the longitude is entered in degrees, minutes and seconds.
6. **DEG** – Enter the longitude degrees of the beginning of the project.
7. **MIN** - Enter the longitude minutes of the beginning of the project
8. **SEC** – Enter the longitude seconds of the beginning of the project.
9. **Total Site Area in Acres** - Enter in the area in acres for the permitted site from beginning of project, ROW to ROW to the ending of the project.
10. **Is this a Priority Construction Site** - Enter 'Yes' if this is a - 303(d), TMDL, OAW, ONRW or TAL Priority Construction Site.

Retrieve Existing Project Data Form(s) - A single Project Data Form or multiple Project Data Forms may be retrieved using any combination of the following select options.

The screenshot shows a web form titled "Retrieve Existing Project Data Form(s)". The form has a teal background and contains several input fields. On the left side, there are seven green circles numbered 1 through 7, each with an arrow pointing to a specific field: 1 points to the "FA PREFIX" label, 2 to the "FA PREFIX" input box, 3 to the "FA ROUTE" label, 4 to the "FA AGREEMENT" label, 5 to the "DESCRIPTION" label, 6 to the "PERMIT SEQ NO" label, and 7 to the "PERMIT GROUP NO" label. On the right side, there is a "RETRIEVE" button with a green circle numbered 8 pointing to it. The "COUNTY" field is a dropdown menu with a blue arrow pointing down.

- 1. FA PREFIX** – Enter all or part of the 25 character FA prefix. A description of the FA prefix is as follows:
 - For state and industrial access projects, this field contains the project number assigned by the Project Management Section of the Transportation Planning Bureau.
 - For maintenance projects, this field contains the maintenance project number assigned by the Maintenance Bureau.
- 2. FA ROUTE** – Enter all or part of the 4 character federal aid route id.
- 3. FA AGREEMENT** – Enter all or part of the 3 character federal aid agreement number.
- 4. COUNTY** – Enter or select a county name from the drop down list provided.
- 5. DESCRIPTION** – Enter the part of the project description you wish to select on.
- 6. PERMIT SEQ NO** – Enter the permit sequence number originally assigned to the project data form.
- 7. PERMIT GROUP NO** – Enter the permit group number of the group of projects that were consolidated into a single project data form.

Click the **8 "RETRIEVE"** button once all options have been entered.

NOTE: The following message is displayed when the combination of your select options does not find a matching project data form.



Submitting a Project Data Form(s) – Submitting a Project Data Form to the Central Office Storm Water Coordinator (COSC) can be accomplished by clicking on the **1** "Submit To SC" button shown below.

Permit Seq No	1214	Permit Group No	0	Status	OPEN
FA Number	HSIP-0125(502)	Div Id	07	Submit User Id	mclrob
CPMS Project #	100053158	Charge Pgm Id	99703	Charge Number	9703 99703 100055691
Counties	PIKE				
Contact Person	RONNIE CARR				
Type Of Work	(WRR) WIDENING & RESURFACING (RDWY)				
Description	2' SAFETY WIDENING ON SR-125 FROM COFFEE COUNTY LINE TO SR-53 (US-231) (FY2011 PHASE 2)				
Letting Date	09/30/2011	CN End Date	07/31/2012		
Nearest City	Brundidge	Zip	36010		

Beginning / Ending of Project Latitude and Longitude							
(N) LATITUDE	DEG	MIN	SEC	(W) LONGITUDE	DEG	MIN	SEC
31.61832222	31	37	05.96	-85.87882778	85	52	43.78
31.67988333	31	40	47.58	-85.82451111	85	49	28.24

Total site area in acres: 45.47

Is this a Priority Construction Site?

The following question is displayed when the submit button is clicked:

USGS Map Information

Have all necessary USGS Topographic Quadrangle Maps been forwarded to the Storm Water Coordinator?

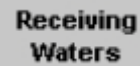
If the answer is "No", the following message is displayed and the Project Data Form is not submitted. Click on the "OK" button to continue.

Project Data Form Submittal Error!




This Project Data Form cannot be submitted until the necessary USGS Map Information has been forwarded to the Storm Water Coordinator.

If the answer is "Yes", an email message is sent to the COSC at which time he or she will review the Project Data Form for accuracy and completeness. The Project Data Form cannot be changed by anyone but the COSC once it has been submitted. If the COSC finds a discrepancy he or she may correct it or put the Project Data Form back in open status so the requestor can fix the discrepancy and re-submit.

Inserting and Updating Receiving Water:



Click on the "Receiving Waters" button to enter the receiving water information. A minimum of one receiving water must be entered prior to submitting the Project Data Form. The contents of the receiving water data window are explained below:

NOTE: A new row may be obtained by either tabbing from the last field on the data window or by clicking the insert  menu button from the menu bar. A row may be copied by either selecting the F5 button from the keyboard or by clicking the copy row  menu button from the menu bar. A row may be deleted by clicking the delete row  menu button from the menu bar.

The Insert/Update Receiving Water window will look something like this:

The screenshot shows the 'Insert / Update Receiving Waters' window. It features a menu bar with 'Return', 'Sample Points', and 'USGS Maps'. Below the menu bar is a table with columns for receiving water details. The table contains several rows of data for 'COOSA RIVER' in 'ELMORE' county. Callouts 1-26 point to specific elements: 1 (Return button), 2 (Sample Points button), 3 (USGS Maps button), 4 (WB CLASS), 5 (DESCRIPTION), 6 (OAW), 7 (ONRW), 8 (TIER 1), 9 (PERM), 10 (SEQ NO), 11 (DC), 12 (CHRG PT), 13 (LATITUDE DEG), 14 (LONGITUDE DEG), 15 (MIN), 16 (SEC), 17 (DIST. ACRES), 18 (DRNG. ACRES), 19 (OUTFALL), 20 (COUNTRY), 21 (MEASUREMENT), 22 (MP or STATION), 23 (O-SET), 24 (DIRECTION), 25 (PY CN SITE), 26 (SMPL RQRD).

PERM	SEQ NO	DC	CHRG PT	RECEIVING WATER	UT	WB CLASS	DESCRIPTION	OAW	ONRW	TIER 1
(N) LATITUDE DEG	MIN	SEC	(W) LONGITUDE DEG	MIN	SEC	DIST. ACRES	DRNG. ACRES	OUTFALL		
COUNTRY	MEASUREMENT	MP or STATION	O-SET	DIRECTION	PY CN SITE	SMPL RQRD				
1100	1.0		COOSA RIVER		Y	PWS / S / F&W			N	N
32.53491389	32	32 05 69	-86.25532778	86	15 19 18	2.50	6.21	No Outfall		
ELMORE	(M) MILEPOST	168	313	60	(R) RIGHT	Yes	Yes			
1100	1.1		COOSA RIVER		Y	PWS / S / F&W			N	N
32.53491389	32	32 05 69	-86.25532778	86	15 19 18	2.50	6.21	No Outfall		
ELMORE	(M) MILEPOST	168	313	60	(R) RIGHT	Yes	Yes			
1100	1.2		COOSA RIVER		N	F&W			N	N
32.55861111	32	33 31 00	-86.24722222	86	14 50 00	2.50	.00			
ELMORE						Yes	Yes			
1100	1.A		COOSA RIVER		N	F&W			N	N
32.55861111	32	33 31 00	-86.23333333	86	14 00 00	3.00	.00			
ELMORE						Yes	Yes			
1100	1.Z		COOSA RIVER		N	F&W			N	N
32.55861111	32	33 31 00	-86.23333333	86	14 00 00	2.49	.00			
ELMORE						Yes	Yes			
1100	2.0		COOSA RIVER		Y	PWS / S / F&W			N	N
32.53404722	32	32 02 57	-86.25098056	86	15 03 53	7.50	3.33	No Outfall		
ELMORE	(M) MILEPOST	168	474	60	(R) RIGHT	Yes	Yes			

Window navigation buttons:

- A. Return** – This button returns you to the project information data window.
- B. Sample Points** - This button takes you to the Receiving Waters data window.
- C. USGS Maps** – This button takes you to the USGS Maps data window.

- 1. PERM SEQ NO** – Explained above.
- 2. DCHRG PT** – Enter the discharge point identified on the USGS topographical map. The discharge point is a 6 digit alphanumeric field. The primary discharge points should be entered with a number not to exceed 999, followed by a decimal place and a zero, i.e., 1.0, 2.0, 3.0, etc. The secondary discharge points should be entered with a number not to exceed 999, followed by a decimal place and up to 2 alpha characters, i.e., 1.A, 1.B, 1.C, etc. The background points should be entered with a number not to exceed 999, followed by a decimal place and up to 2 numeric characters, i.e., 1.1, 1.2, 1.3, etc.
- 3. RECEIVING WATER** – Enter the name of the receiving water body or select one from the drop down provided.
- 4. UT** – Unnamed Tributary. Enter "Y" when the receiving water is an unnamed tributary and "N" when it is not.
- 5. WB CLASS DESCRIPTION** – Select a water body classification from the drop down list provided. The default is Fish and Wildlife.
- 6. OAW** - Outstanding Alabama Water (OAW) - Enter "Y" when the water is an Outstanding Alabama Water and 'N' when it is not.
- 7. ONRW** – Outstanding National Resource Water - Enter "Y" when the receiving water is an ONRW and 'N' when it is not.
- 8. TIER 1** – Sediment Impacted Water Body. Enter "Y" when the receiving water is TIER 1 and "N" when it is not.
- 9. (N) LATITUDE** – This field is automatically filled when the latitude is entered in degrees, minutes and seconds.
- 10. DEG** – Enter the latitude degrees of the discharge point.
- 11. MIN** – Enter the latitude minutes of the discharge point.
- 12. SEC** – Enter the latitude seconds of the discharge point.
- 13. (W) LONGITUDE** – This field is automatically filled when the longitude is entered in degrees, minutes and seconds.
- 14. DEG** – Enter the longitude degrees of the discharge point.
- 15. MIN** – Enter the longitude minutes of the discharge point.
- 16. SEC** – Enter the longitude seconds of the discharge point.
- 17. DIST. ACRES** – Enter the number of disturbed acres.

18. DRNG ACRES – Enter the number of drainage acres.

19. OUTFALL – Discharge point that enters a Water of the State. Outfall is 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.

Major Outfall is 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.

20. COUNTY – Enter the county the discharge point is located in or select it from the drop down provided.

21. MEASUREMENT – Enter "M" for milepost or "S" for station.

22. MP or STATION – Enter the number of the milepost or the station number.



23. O-SET – Enter the distance the discharge point is offset from the centerline.

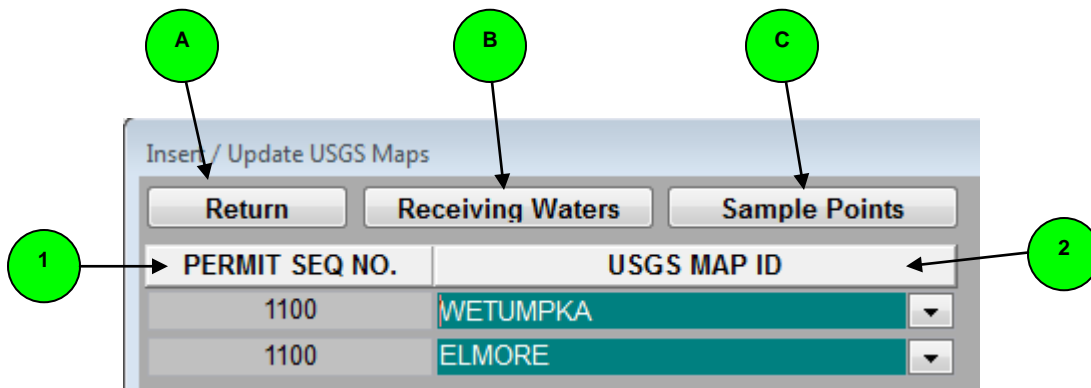
24. DIRECTION – Enter "L" for left, "R" for right or "O" for on center.

25. PY CN SITE - Enter 'Yes' if this is a - 303(d), TMDL, OAW, ONRW or TAL Priority Construction Site. Setting this column to 'Yes' on the primary discharge point will cause the priority construction site column to be set to 'Yes' on all secondary and background discharge points in that zone. The SMPL RQRD column will also be set to 'Yes' on all secondary and background discharge points where the total disturbed acreage of the primary discharge points is greater than or equal to 10 acres.

26. SMPL RQRD - Enter 'Yes' if sampling is required for this discharge point. This would normally only be set when the discharge point is a on a priority construction site.

USGS Map(s) – Click on the USGS Maps button to enter the USGS Map information. A minimum of one USGS map must be entered prior to submitting the Project Data Form. The contents of the USGS Map datawindow are explained below:

NOTE: A new row may be obtained by either tabbing from the last field on the datawindow or by clicking the insert  menu button at the top of the screen. A row may be copied by either selecting the F5 button from the keyboard or by clicking the copy row  menu button at the top of the screen.



Window navigation buttons:

A. Return – This button returns you to the project information data window.

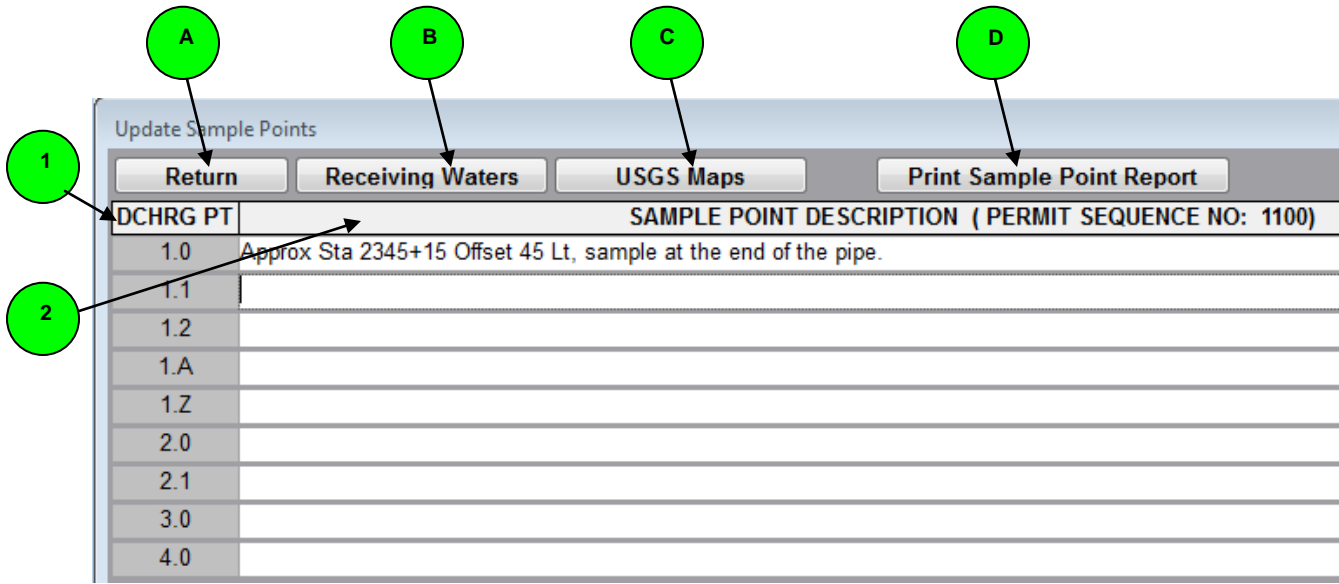
B. Receiving Waters - This button takes you to the Receiving Waters data window.

C. Sample Points – This button takes you to the Sample Points data window.

1. PERM SEQ NO – Explained above.

2. USGS MAP ID – Enter the map name or select one from the drop down provided.

Sample Point(s) – Click on the Sample Points button to enter the Sample Point information. Entry of the sample point information is entirely optional, but may provide some assistance in locating a particular sample point. The contents of the Sample Points datawindow are explained below:



Window navigation buttons:

- A. Return** – This button returns you to the project information data window.
 - B. Receiving Waters** – The button takes you to the Receiving Waters data window.
 - C. USGS Maps** – This button takes you to the USGS Map data window.
 - D. Print Sample Point Report** - This button will print the Storm Water Sample Point Report.
- 1. DCHRG PT** – The discharge point.
 - 2. SAMPLE POINT DESCRIPTION** – Enter the location of the sample point. This column is limited to 125 characters.