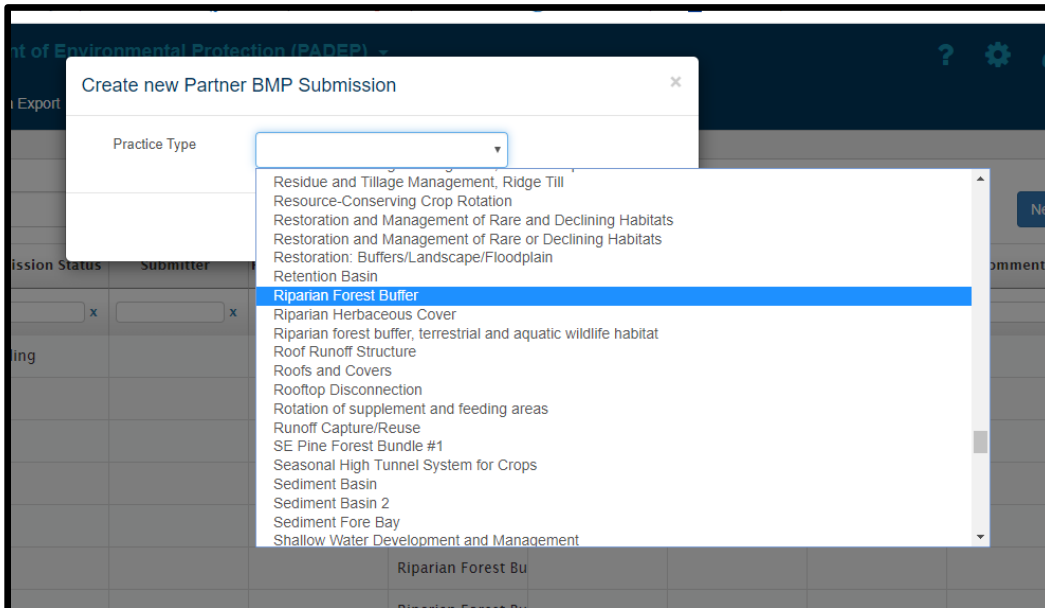


Practice Keeper Partner BMP Submission

Step 1: Start the Submission Process

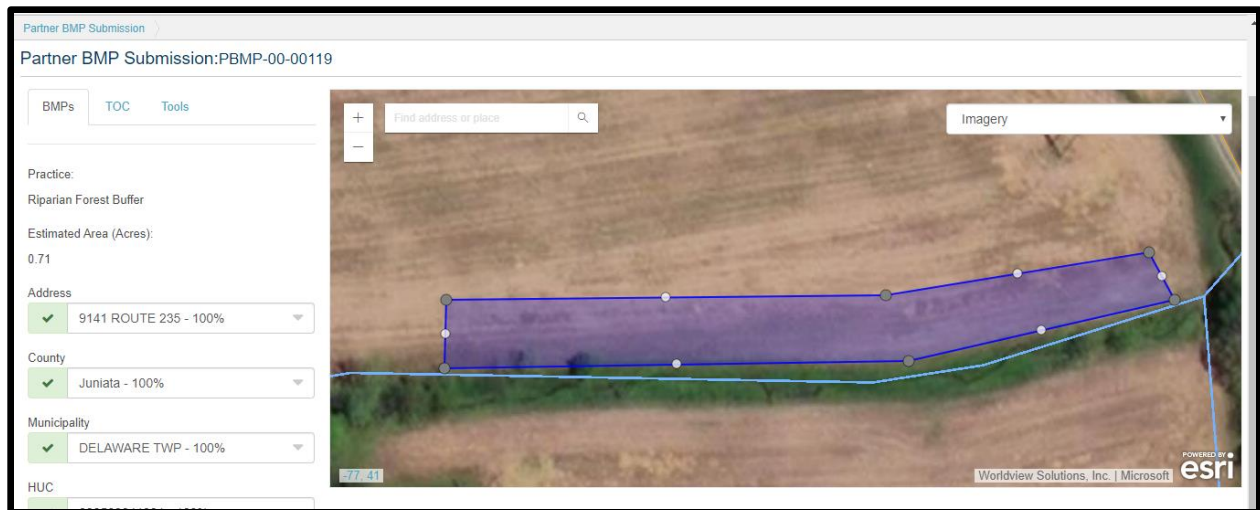
Log on to Practice Keeper and click the tab that says “Practice”. You’ll then select “Partner BMP Submission” and “New”.

A menu will pop-up with all the Practice Types. Select “Riparian Forest Buffer” from the drop-down menu (shown below). Then click “Create”.

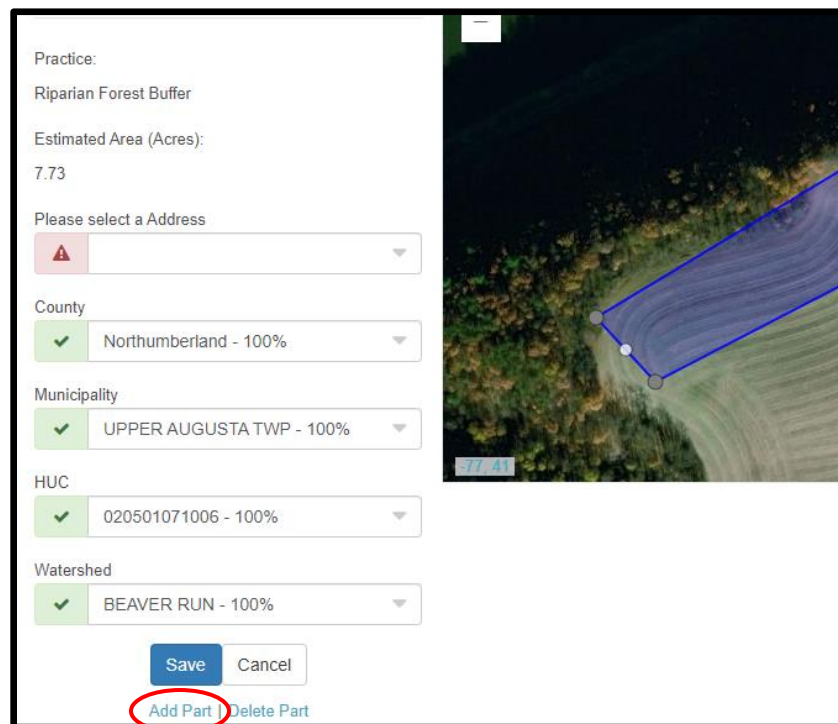


You will now be taken to a screen showing an interactive map of the State with county lines and names. You can either type in the physical address of the BMP site or zoom in on the map to locate it. Once the site is located, you must either draw a polygon or import a zipped shape file of the planting area.

- A. If you already have a zipped .shp file, click “Import” and follow the instructions on your computer.
- B. If you do not have a .shp file, select “Draw”. You will be asked to choose a “Shape Type”, select “Polygon” from the dropdown menu. You may now begin drawing your planting area. When you are finished, double click with your mouse or keypad to close the polygon. You will see several dots along the polygon. These can be used to modify the shape of polygon by clicking and dragging. (see image below)



To the left of the map, you will see information pertaining to the planting polygon you have created. Verify that this information is correct and click “Save”. **Note: If the planting has multiple sections that are not contiguous or is on both sides of the body of water, you can draw another polygon by selecting “add part” (see image below) before saving.**

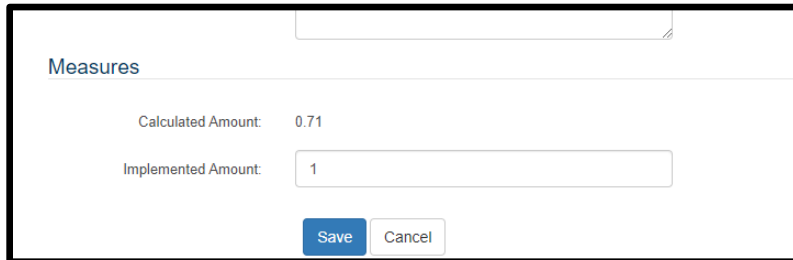


Once you have saved the BMP polygon(s), click on “Back to BMP”. Now you will begin inputting BMP details.

Step 3: Input General Information

Select “Edit” and begin filling out general information pertaining to the BMP. You do not have to fill in the “Submitter” info, just leave this blank. Also ensure that you select DCNR as the “Reviewing Program”.

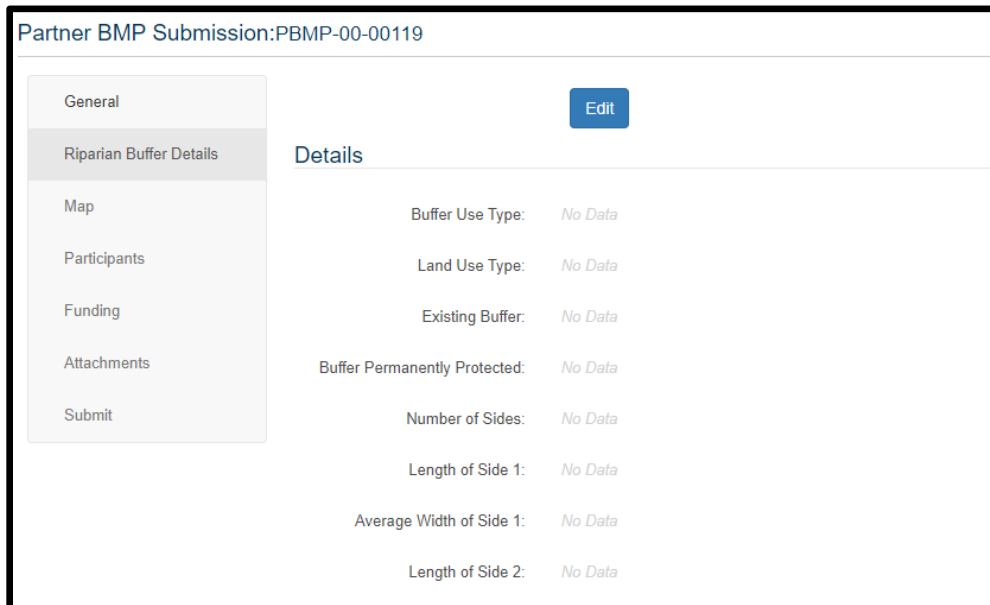
At the bottom of the General Information section, under the Measure heading, you will find the calculated amount of acres based off your imported or drawn shape file. If you now the calculated amount to be incorrect (particularly if you drew the polygon in Practice Keeper) you can input the Implemented Amount and save it, which will override the calculation (see image below).



The screenshot shows a section titled "Measures" with two rows of data. The first row is "Calculated Amount: 0.71". The second row is "Implemented Amount: 1", where "1" is entered into a text input field. Below the input fields are two buttons: "Save" (in blue) and "Cancel" (in white with a grey border).

Step 4: Input riparian buffer details

Select the “Riparian Buffer Details” tab on the left of the screen. Your screen should look like the picture below.



The screenshot shows a web interface for a "Partner BMP Submission: PBMP-00-00119". On the left is a vertical navigation menu with tabs: "General", "Riparian Buffer Details" (which is selected and highlighted), "Map", "Participants", "Funding", "Attachments", and "Submit". To the right of the menu is a section titled "Details" with an "Edit" button in the top right corner. The details section contains several rows of information, all of which are currently "No Data":

Buffer Use Type:	No Data
Land Use Type:	No Data
Existing Buffer:	No Data
Buffer Permanently Protected:	No Data
Number of Sides:	No Data
Length of Side 1:	No Data
Average Width of Side 1:	No Data
Length of Side 2:	No Data

Click “Edit” to begin entering the information appropriately. **(Note: Any buffer that is not a multifunctional buffer is considered conventional. If the buffer is being implemented on land that was used for agriculture, then select “Agriculture” under land use type. Everything else is considered “Urban”).**

“Number of Sides” refers to whether or not both sides of the stream are buffered. When entering the lengths and widths, if you do not have the measurements already you can measure the polygons on the map by selecting “Map”, then “Tools”. From here you can measure the average length and width of the BMP.

You do not need to enter anything for “Canopy Cover” or “Ground Cover”.

Step 5: Input Participant Details

Click on the “Participant Information” tab on the left of your screen, then select “Add”. In this section you will be entering your information as the BMP “Reporter” (since you are the one reporting it to Practice Keeper). You can also include the information of the planner and implementer so they can be contacted if need be.

Under “physical Address” and “mailing address”, input the address of your company/office for future reference. Do the same for all participants listed.

Step 6: Input the Funding Information

Click on the “Funding Tab” on the left of your screen, then select “Add”. Here you can choose the funding source for the BMP such as DCNR C2P2, DCNR PennVest, etc. **(Note: You can add multiple funding sources if necessary).**

Step 7: Attaching Files

You are not required to upload any attachments however it may be helpful to attach a copy of the planting plan, so it is kept on record.

Step 8: Review and Submit the BMP

Finally, be sure that all the information you input is correct by going back through the different information tabs. Once you have verified that the information has been input correctly, click “Submit”. Your BMP submission will now be ready for the reviewers in Practice Keeper who will check the information again and approve it or reach out to you or the listed participants if information is missing.