Commonwealth of Pennsylvania

Bureau of Watershed Restoration and Nonpoint Source Management

Practice Keeper – Partner Growing Greener Project Module

External User Guide[1]

SOP No. BWRNSM-DATA-007

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Version 1.0

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[1]This document serves as Standard Operating Procedures (SOP) for PracticeKeeper data entry required by the "DEP Grant Agreement Environmental Stewardship and Watershed Protection Grant Program." The process and procedures outlined in this SOP are intended to supplement existing requirements. Nothing in the SOP shall affect or alter existing regulatory requirements. The process, procedures, guidance, and interpretations herein are neither an adjudication nor regulation. There is no intent on the part of DEP to give the procedures in this SOP that weight or deference. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.

Version History

Date	Version	Description	Author

OBJECTIVE	The Partner Growing Greener Project module of PK was developed to track projects funded through the Growing Greener Plus Grants Program, including spatially locating pollutant-reducing Best Management Practices (BMPs).
SCOPE	This User Guide describes the program-specific procedures for recording BMPs that are implemented as part of Growing Greener grant-funded projects. For a general description of data entry for either standalone BMPs or via other available modules in PK, consult the "PracticeKeeper – Best Management Practice (BMP) Module SOP No. BWRNSM-DATA-003."
ROLES AND RESPONSIBLITIES	This User Guide describes the procedures by which non-County Conservation District (CCD) grantees for the Department of Environmental Protection's (DEP's) Growing Greener Plus Grants Program will enter data in the Partner Growing Greener Project module of Practice Keeper (PK).

Table of Contents

Getting Started

Before initiating the entry of grant project data into the PK database, Growing Greener grantee users will be provided by DEP:

- ✓ A user account in PK https://prod.practicekeeper.com
- ✓ A specific list of assigned partner roles.
- ✓ An assigned license

Either as the grant project is nearing completion or upon submission of the final report, the DEP Project Advisor will reach out to request the first and last name and email address of the individual who will be entering the accomplishments data into PK on behalf of the grantee in order to initiate this process.

The new user will receive an automated email to create a password. In order to log into PK, the user will need to follow the emailed instructions to create a password. If there are issues obtaining access, reach out to the DEP Project Advisor.

Process

Beginning July 1, 2024, when a Growing Greener grantee, who is not a county conservation district, has completed their project, a representative of the grantee must follow this user guide to complete the entry of Growing Greener project accomplishments data and any applicable BMP data, for submission to their DEP Project Advisor, who will review the submission against the final report package.

When preparing to enter grant data into PK, it is recommended for users to gather the following helpful documents:

- Award letter
- Grant agreement
- Final report
- Scope of work
- Location map, site map, aerial photography
- Photos

View the Clean Water Academy course, which contains training modules specific to the grantee/partner user.

Section A: Partner Growing Greener Project Module

The steps identified in this SOP follow the PK Partner Growing Greener Project module web layout and workflow and are specific to completed projects in order to document project accomplishments.

The user should log into PK with their personal credentials here: https://prod.practicekeeper.com. Once logged in, the user will be directed to the Dashboard. For first-time users, the dashboard's recently viewed items list will be empty.

Click "Partner Modules," then click "Partner Growing Greener Project."
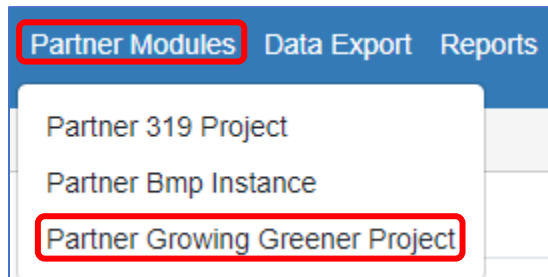
A tabular listing of any existing Growing Greener Projects created under the user's tenant (organization) will be shown. To edit one of those projects, the user would click on it. To create a new project, click the

 button.

A listing of the tabs is displayed for this new project. The user will populate data into the tabs in the order in which they are listed, starting with the **General** tab.

Section B: General Tab

In the **General** tab, click the [Edit] button to enter the general project data into each field as instructed below.

General

Identifier:	PGG-CapRCD-00007
Submission Status:	*No Data*
Project Title: *	
Application ID #:	
Contract #: *	
Grantee: *	
DEP Project Advisor: *	⌄
Grant Amount: *	
County: *	⌄
Municipality: *	
Is this project located within the Chesapeake Bay watershed?: *	⌄
Contract Start Date: *	📅
Contract End Date: *	📅
Project Status: *	⌄

Project Title: Found in the award letter from the DEP Grants Center and on the first page of the grant agreement.

Application ID #: Provided at the time of application and found in the award letter.

Contract Number: Found in the award letter and the first page header of the grant agreement.

Grantee: Found on the first page of the grant agreement.

DEP Project Advisor: Whomever is receiving the final report for review. If the Project Advisor is not listed, please email the contract number and Project Advisor name to RA-EPWATERSHEDSPPRT@pa.gov.

Grant Amount: Actual total Growing Greener grant expenditures at time of grant completion.

County and Municipality: Provide the project's county and municipal locations. If the project location is multi-county or statewide, indicate such.

Chesapeake Bay Watershed: Visit https://gis.dep.pa.gov/Chesapeake_Bay/index.html to determine if the project is located within the Chesapeake Bay watershed boundary.

Contract Start Date: Found on the first page of the grant agreement.

Contract End Date: Found on the first page of the grant agreement, unless the project was completed at an earlier date.

Project Status: Select "Complete" to represent project accomplishments.

Click the [Save] button.

Section C: Partners Tab

In the **Partners** tab, click the [Add] button to add each project partner, entering the partner name, role in the project, organization type (NGO stands form non-government organization), match amount (if none, enter zero), and match type. Do not list individual volunteer or private landowner names.

Partner

Name: *	
Role: *	
Organization Type: *	
Match Amount: *	
Match Type: *	

Click the [Save] button after the entry of each partner's details. The partner table will display the entered data.

Section D: Project Types Tab

In the **Project Types** tab, click the Edit button to select 'Yes' for each applicable project type, subtype, and implementation category. The remaining categories may be left blank.

Most types are self-explanatory; however, the Implementation of Restoration and/or Protection area must be clarified. If selecting the restoration project type, indicate if the grant is funding design, permitting, and/or construction. If selecting one of the three project types (restoration, protection, or OM&R of existing BMPs), the user must also select one or more of the six applicable implementation categories. If there is question as to which category(ies) to select, look to Appendix A to determine the appropriate category(ies). The project may be split between various categories.

Organization of a Watershed Group

Organization of a Watershed Group:

Watershed Assessment and Development of Watershed Plan

Assessment:

Development of Watershed Restoration Plan:

Developement of Watershed Protection Plan:

Implementation of Restoration and/or Protection Project

Restoration:

Project Subtypes
- Design:
- Permit:
- Construction: *Causes the Load Reductions tab within a site to appear*

Protection:

Operation, Maintenance, or Repair of existing Best Management Practices:

Implementation Categories
- AMD/AML: *Causes the AMD Implementation tab within a site to appear*
- Oil and Gas: *Causes the Oil & Gas Implementation tab within a site to appear*
- Agriculture:
- Stormwater/Other:
- Stream/Riparian:
- Wetland:

Causes the Sites tab to appear

Demonstration

Demonstration:

Education/Outreach

Education/Outreach:

Click the **Save** button.

The tabs correlating to the selected project types, subtypes, and implementation categories will appear.

The following is a complete list of additional tabs, a combination of which <u>may</u> appear <u>depending on the selected Project Types</u>.

Sites

Organization of a Watershed
Group

Watershed Assessments and
Development of Watershed Plan
for Restoration and/or Protection

Demonstration Project

Education Project/Outreach

Related Conservation Plans

Related Nutrient Management
Plans

Complete the information within each of the appearing and applicable tabs.

The entry of the project information in the tabs related to 'softer' project types is self-explanatory. Utilize the check boxes and data fields as much as possible to completely represent the project activities. Where there is a text box to describe activities, only complete the box to clarify details not defined within the data fields.

For the watershed assessments and planning project type, provide GPS coordinates at the mouth of the watershed encompassed by the project, and select the designated use most prevalent in the watershed.

Organization of a Watershed
Group

Watershed Assessments and
Development of Watershed Plan
for Restoration and/or Protection

Demonstration Project

Education Project/Outreach

If BMP Implementation is not a component of the grant project, skip to Section F in order to finish data entry.

For implementation projects, the entry of data within the Sites tab requires explanation.

Sites ⬅━━━━━━━ Appears only when selecting an implementation category.

Detailed instructions for site data entry are provided in Section E.

Section E: Sites Tab

In the **Sites** tab, data is to be entered for each site that is a component of the grant project. Each site will

have its own row in the Sites table. Click the [Add] button. The following list of tabs will appear.

| Site Details |
| Map |
| Implementation - AMD Treatment/AML Practices/Oil and Gas ← *Will only appear if AMD/AML or Oil & Gas was selected as an implementation* |
| Related BMPs |
| Load Reductions ← *Will only appear if Construction was selected as a project subtype* |
| Attachments |
| History |
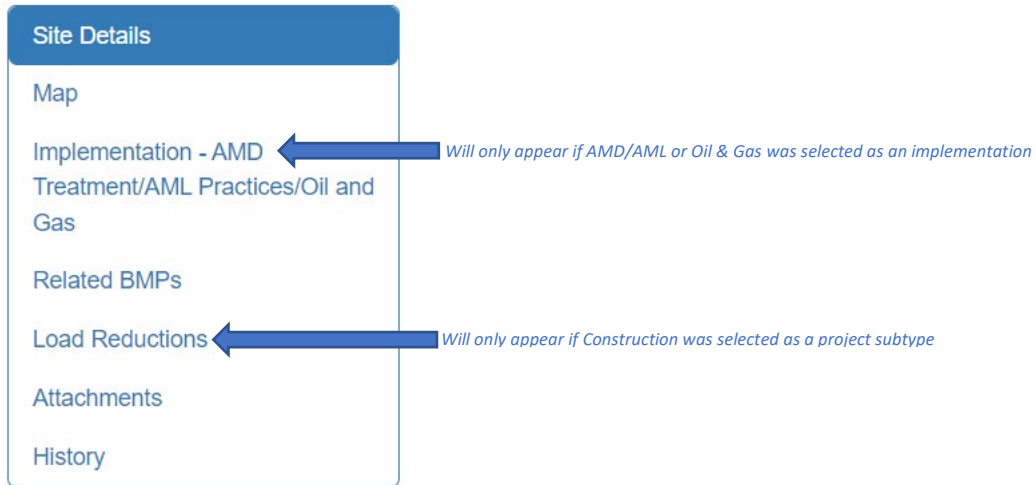
Follow the instructions in the subsections below to enter data one site at a time.

Subsection 1: Site Details Tab

In the **Site Details** tab, click the [Edit] button to enter waterbody and locational information for the site into each field as instructed below.

Site Details

Site Name: *	
Waterbody Name:	
ATTAINS ID:	
Chapter 93 Aquatic Life Protected Use:	⌄
Chapter 93 Special Protection Designation:	⌄
303(d) Listed:	⌄
Latitude:	
Longitude:	
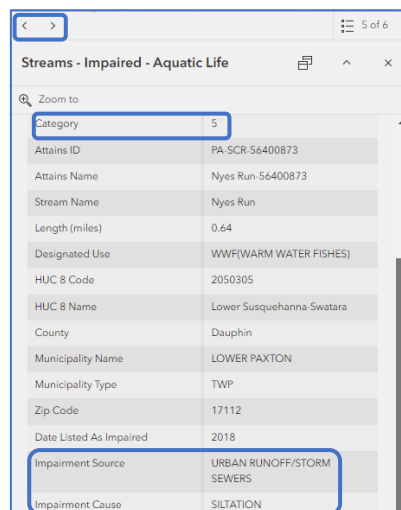
Site Name: Provide the name of the individual project site such as an AMD discharge name/number, or other logical, user-determined name.
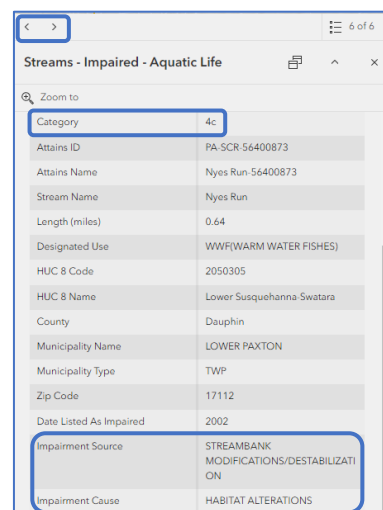
Waterbody Name, ATTAINS ID, Chapter 93 Aquatic Life Protected Use, and Chapter 93 Special Protection Designation: Obtain data for the waterbody directly affected by the project by visiting the most recent DEP Integrated Report Mapping Application. Navigate to the project site, select (click on) the stream segment or waterbody adjacent to the project site and, in the resulting table, find the waterbody (stream/lake) name, ATTAINS ID, and designated use (which may or may not include an HQ or EV special protection designation).

303(d) Listed: Waters impaired for one or more designated uses by any pollutant and requiring the development of a Total Maximum Daily Load (TMDL) are 303(d) listed until it is determined that the designated use has been attained. While still in the resulting table of the mapping application above, if the Category is 4a, 4b, 4c, 5, or 5r*, the stream segment is considered 303(d) listed. Check "yes" if the adjacent or immediately downstream segments within the stream reach (prior to the next downstream confluence) are 303(d) listed.

*Be sure to arrow through each impairment cause to determine the impairment categories.

GPS Coordinates (Latitude and Longitude): Provide the latitude and longitude in decimal degrees for the project site center point. Be sure to provide a negative value for longitude.

Subsection 2: Map Tab

When clicking on the **Map** tab, the user will be directed to a map of Pennsylvania. It is here that the user will define the project site(s). The project site is synonymous with the term "Land Unit" in PK and will be provided on a parcel basis, or may be hand-drawn.
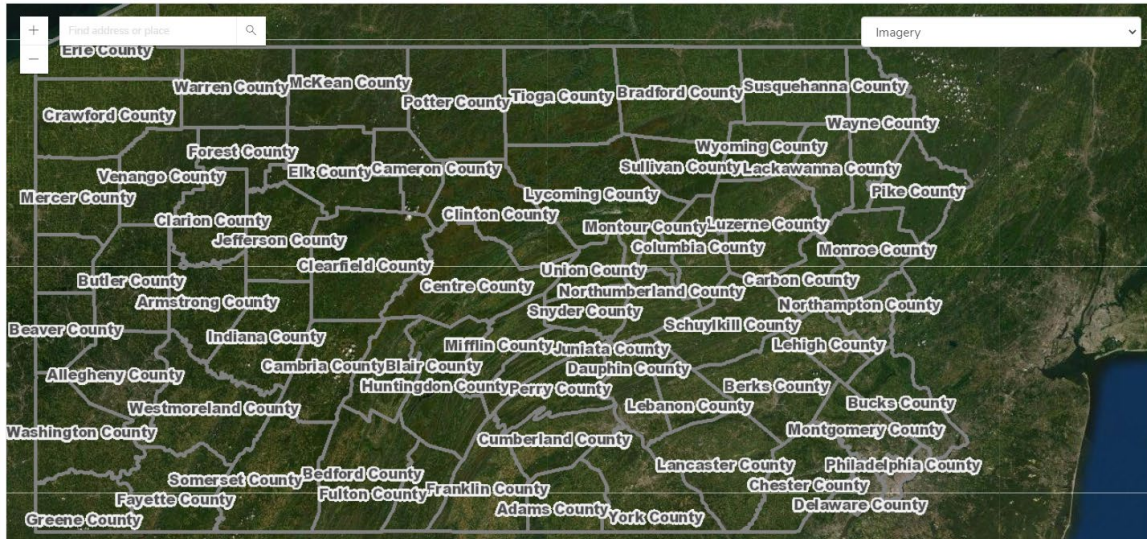
First, either search by entering the municipal name or address into the data field in the upper-left corner of the map, or zoom into the project county and area using the mouse to pan and scroll. If the user prefers, the base map may be changed from imagery to something more useful using the drop-down menu in the upper-right corner of the map.

The property parcels are outlined in yellow. Click on the parcel which contains the project site. And click the [Create Land Unit] button.

> *Note: If your county does not have parcel data in PK, or if you would prefer to use a non-parcel-based Land Unit, you may hand-draw site boundaries by clicking the [New] button and following the directions provided in PK.*
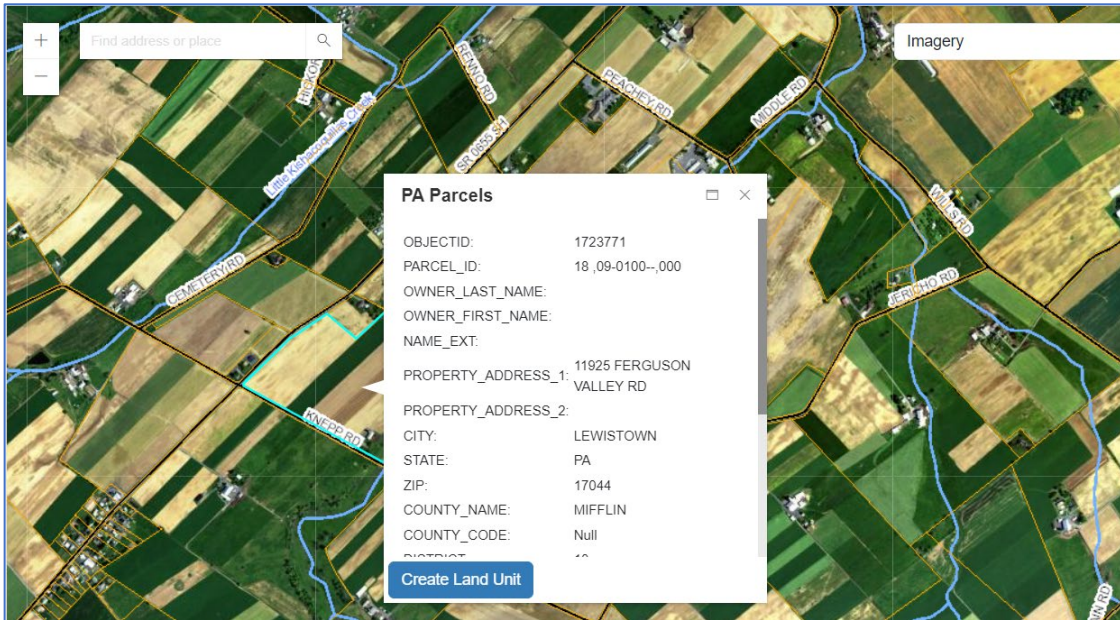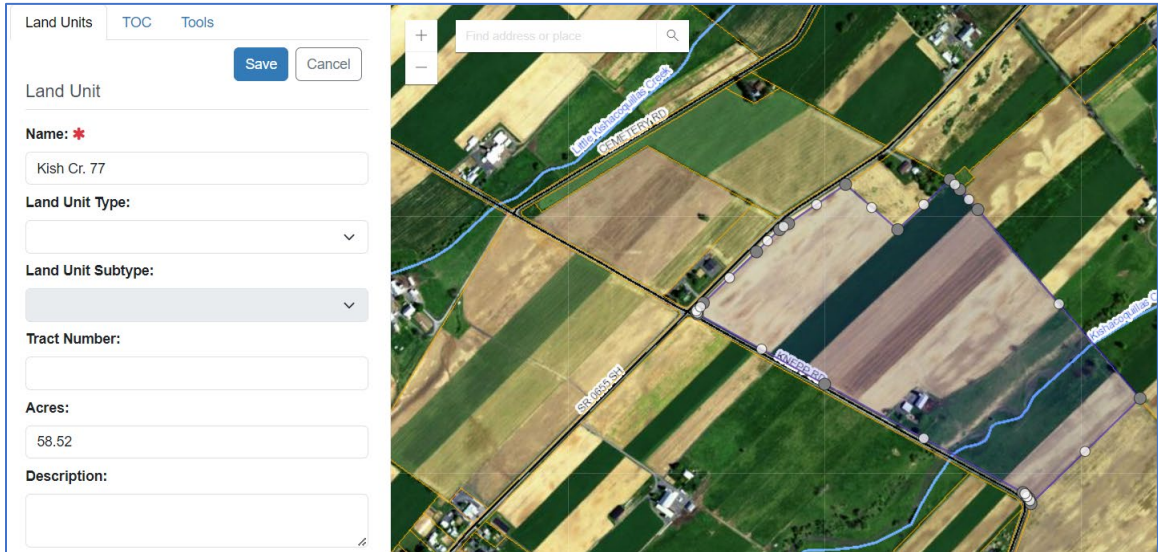
The parcel will be shaded and bordered by many dots, or vertices. Zoom in to ensure your project area is included within this parcel.

> *Note: If part of the site area extends to an adjacent parcel, continue with naming and saving this first parcel as a Land Unit, and instructions will be provided* later in this section *to create additional Land Units and merge them.*
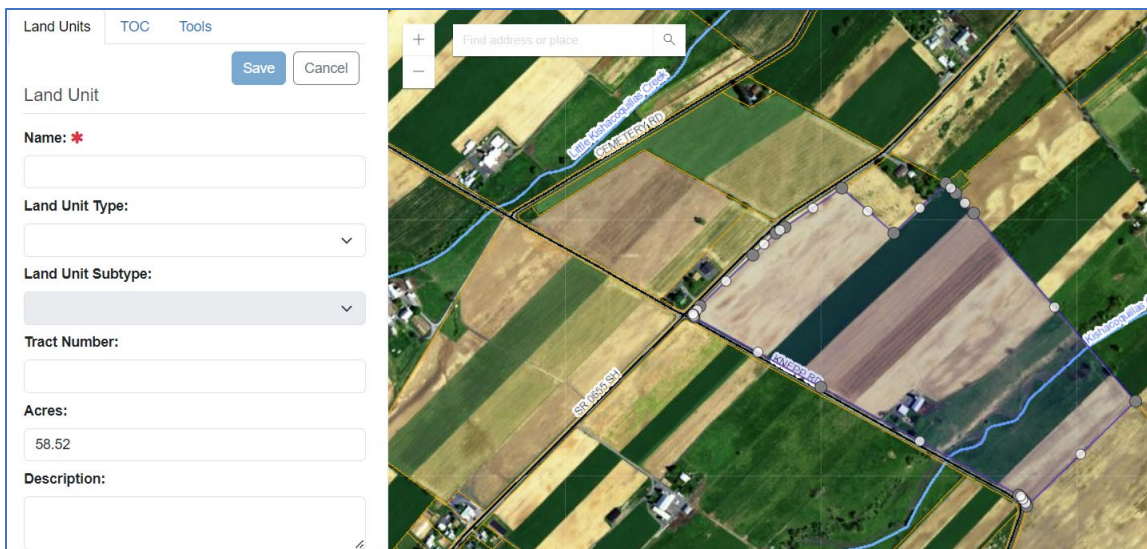
Enter the site name to match the previously provided site name, and click [Save].

Your site will be saved as a Land Unit and given a name. If you need to delete and reselect a

different parcel, click the [🗑] . If you are done selecting Land Units for your project, click [Save].

If finished with drawing the project site (Land Unit), click [Back] and proceed to Subsection 3.

However, as mentioned above, if a project site extends to an adjacent parcel, create an additional Land Unit for that parcel. Give it a temporary name, as in "Kish Cr. 77b" and Save. As shown below, both Land Units will be mapped and listed. Click the [Merge] button.
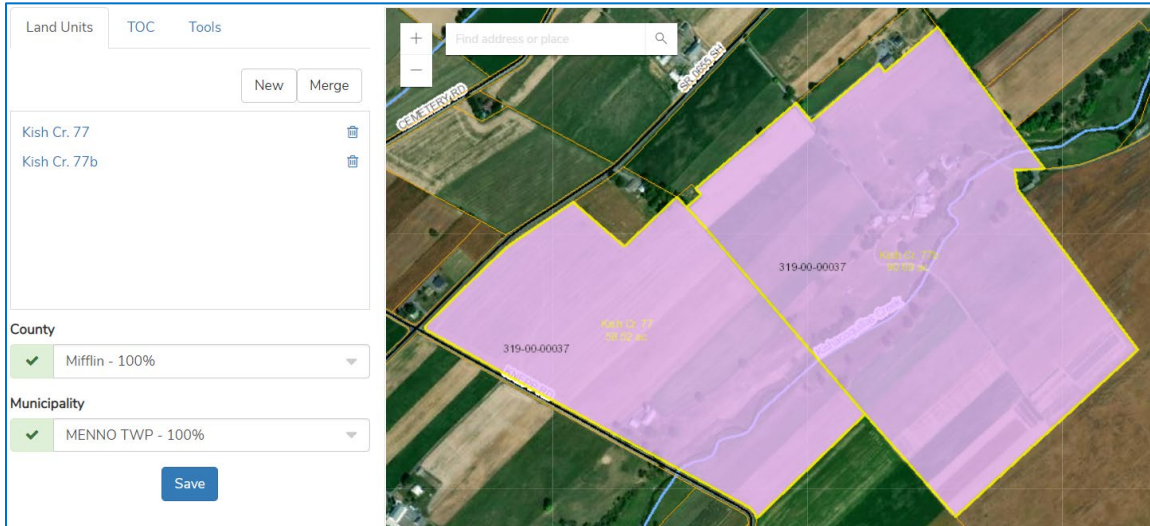
Select each of the Land Units you would like to include in the merge, and click [Next].
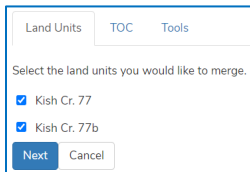
Select the name of the primary Land Unit, and click [Save]. This name will be used for the merged Land Unit.
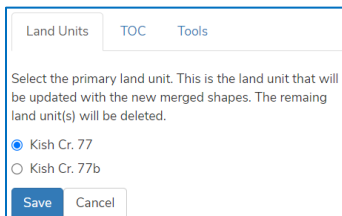
In order to complete the merge on the map, click [Save] one more time.
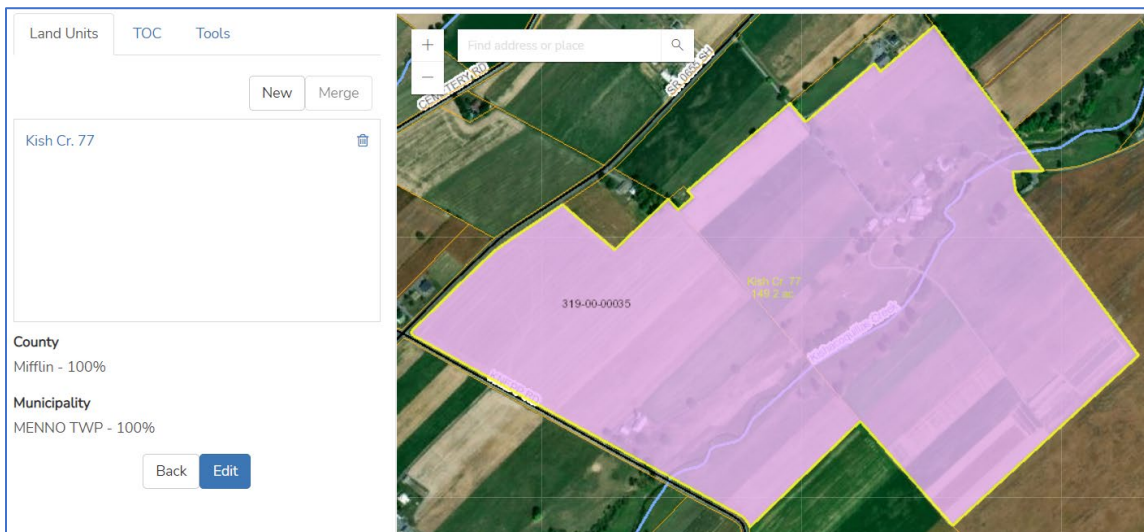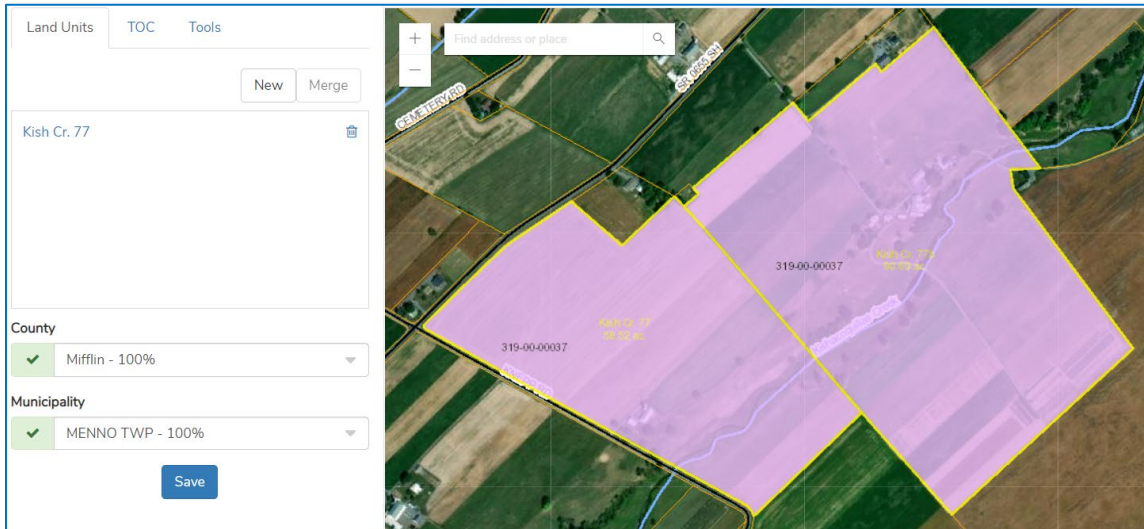
When finished with drawing the project site (Land Unit), click [Back] .

Subsection 3: Implementation - AMD Treatment/AML Practices/Oil and Gas Tab

If this tab is listed under the Sites tab, click **Edit** to complete all applicable data fields to represent water quality samples collected upstream and downstream of a treatment system, before and after treatment system installation. Also provide flow data and estimated or actual pollutant removal data.

Implementation - AMD Treatment/AML Practices/Oil and Gas

Receiving Stream Benefits

Upstream Quality

Before		After	
Iron (mg/L):	No Data	Iron (mg/L):	No Data
pH (S.U.):	No Data	pH (S.U.):	No Data
Acid (mg/L as CaCO3):	No Data	Acid (mg/L as CaCO3):	No Data
Alk (mg/L as CaCO3):	No Data	Alk (mg/L as CaCO3):	No Data
Al (mg/L):	No Data	Al (mg/L):	No Data
Mn (mg/L):	No Data	Mn (mg/L):	No Data

Downstream

Before		After	
Iron (mg/L):	No Data	Iron (mg/L):	No Data
pH (S.U.):	No Data	pH (S.U.):	No Data
Acid (mg/L as CaCO3):	No Data	Acid (mg/L as CaCO3):	No Data
Alk (mg/L as CaCO3):	No Data	Alk (mg/L as CaCO3):	No Data
Al (mg/L):	No Data	Al (mg/L):	No Data
Mn (mg/L):	No Data	Mn (mg/L):	No Data

AMD Treatment

Total Treated Flow Rate (average gpm):	No Data
Total Treated Flow Rate (high gpm):	No Data
Predicted Life of system (years):	No Data
Sludge Capacity (years):	No Data
Iron Removed/Contained by system (ppd):	No Data
Al Removed/Contained by system (ppd):	No Data
Mn Removed/Contained by system (ppd):	No Data
Acid Removed/Contained by system (ppd):	No Data
Excess Alkalinity Added (ppd):	No Data
Influent pH Change:	No Data
Effluent pH Change:	No Data

Oil and Gas

Total Flow Before (gpm):	No Data
Total Flow After (gpm):	No Data
Iron Removed/Prevented (ppd):	No Data
Acidity Removed/Prevented (ppd):	No Data
Excess Alkalinity Added (ppd):	No Data

Subsection 4: Related BMPs Tab

In the **Related BMPs** tab, any BMP that has been designed, permitted, or constructed through this project on this site will be added here and populate the Related BMPs table.

To add a new BMP to the project, click Add New .

The map will zoom in to the Land Unit(s) previously created for this project. The user is technically now outside of the Partner Growing Greener Project module and in the Partner BMP module to create what is called a Partner BMP Instance; however, the new BMP will relate to the project through the selected Land Unit.

For a complete listing of the available BMPs and their units, see Appendix A.

Select a Practice Type from the drop-down menu. Click Draw . Then, select the Shape Type.
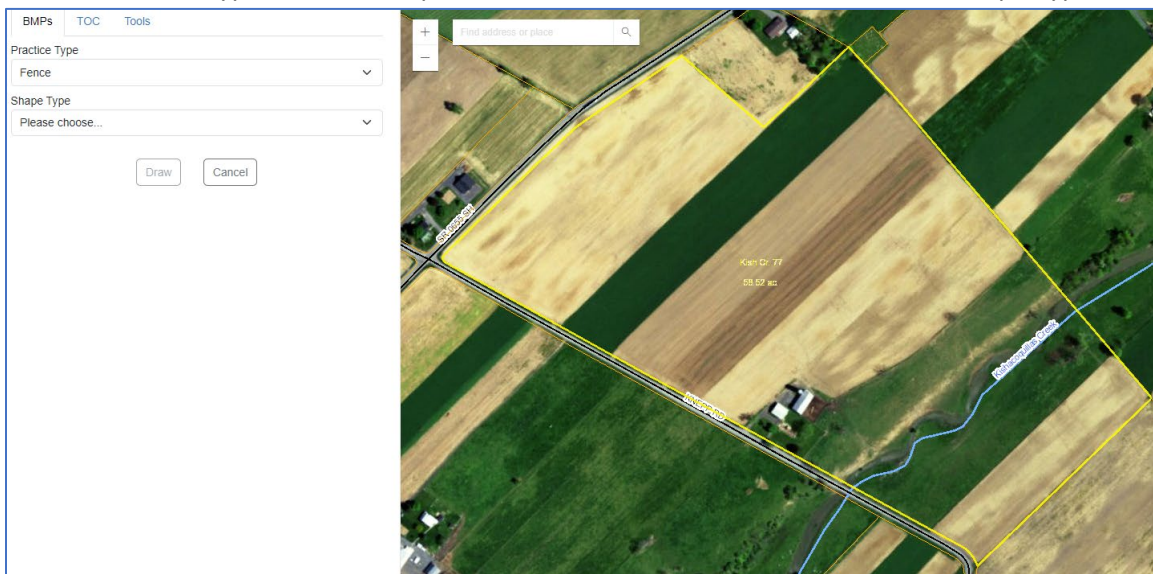
Note: For the Shape Type, the available shape(s) varies for each BMP. For Growing Greener grant projects:

- A polygon should be used for any non-linear, 2-dimensional BMP.
- A circle should not be used as it is too subjective.
- A buffered line may be used if the BMP is 2-dimensional, but along a linear path (such as floodplain restoration). The buffer distance is provided by the user and is the measured distance perpendicular to the centerline from the centerline to the outer edge of the buffer.
- A line should be used for linear BMPs.
- A point should be used where the BMP has no substantial area.

Click [Draw] again.

Click on the map to start drawing. For polygons and lines, double click to complete the drawing. If needed, the shape vertices may be edited on the map. The left panel will display the practice name and amount (with units of measure) in addition to locational data.

Note: The units of measure may not be edited. While the BMP area or length on the map is set based on the drawing, the actual implemented area or length will be entered later so that reported amounts reflect actual implementation. Therefore, there is no need to be extremely exact when drawing BMPs.

Select the Land Unit name that this project is related to, and click [Save] .
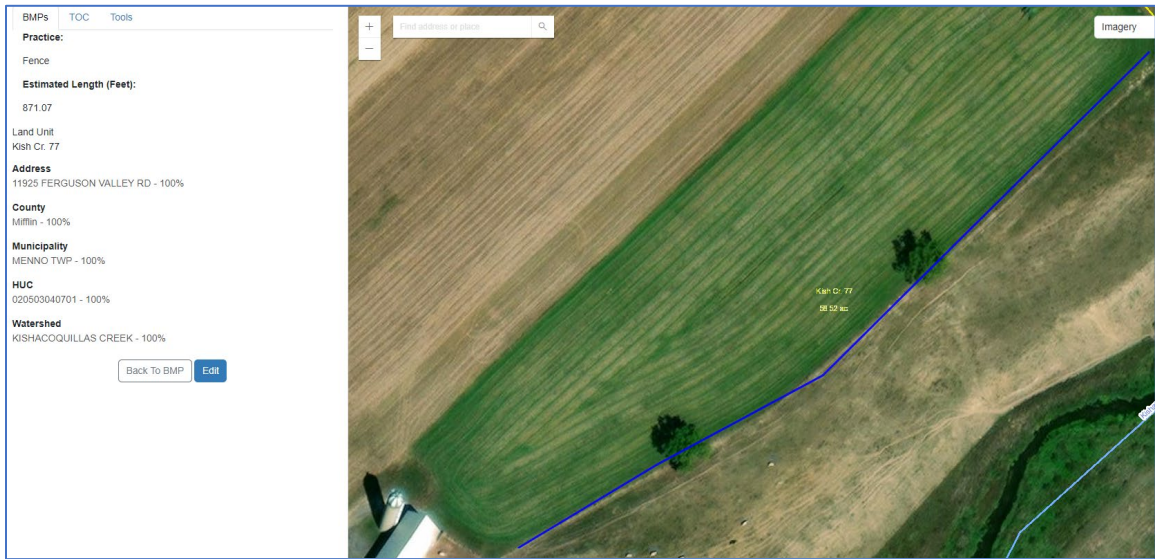
The map will zoom to the BMP. If there are no further edits, click [Back To BMP] .

The user will be brought to the Partner BMP Instance, General tab. <u>For Growing Greener grants, only certain tabs will be used, depending on the phase (design vs. construction) of the project</u>:

a. Planned BMPs (Design-Only Projects)

For design-only projects that are planned, first enter data into the General tab then the Funding tab.

In the <u>General tab</u>, click Edit .

> If the BMP is **AMD Treatment System** or **Constructed wetland**, a practice subtype is required. Select the subtype from the drop-down menu.
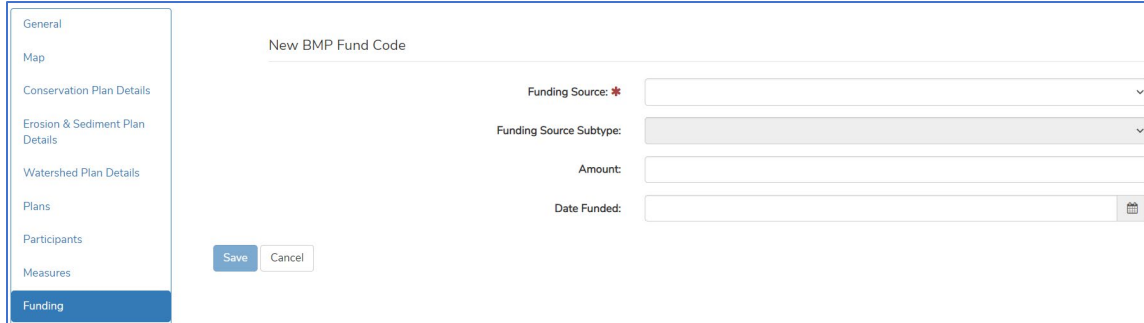
Identifier:	PBMP-CapRCD-00058
Submission Status:	*No Data*
Practice:	AMD Treatment System
Practice Subtype:	

Identifier:	PBMP-CapRCD-00057
Submission Status:	*No Data*
Practice:	Constructed Wetland
Practice Subtype:	

> For all BMP types, scroll down to the Details section of the <u>General tab</u> and enter the Planned On date as the future date that the BMP is anticipated to be implemented. Disregard the remainder of the fields. Click Save .

Planned On:	
Inventory Evaluation On:	
Surveyed On:	
Design Approved On:	
Implemented On:	

In the <u>Funding tab</u>, click the [Add] button to add each funding source. Be sure to include "Growing Greener Grant" as a funding source. The amounts and dates are not required, as Growing Greener grant funding is reported on a project basis, not by individual BMP.

Click [Save]. A funding source table will display the entered data.

The Planned BMP entry is complete.

Click [Back] to return to the Related BMPs tab within the Sites tab.

If additional Planned BMPs need to be added, go through the entry process for each one by clicking on [Add New].

Related BMPs

Identifier	Land Unit	Practice	Planned Amount	Implemented Amount	Copy Data	Remove
PBMP-CapRCD-00062	Kish Cr. 77	Fence	871.04		⧉	🗑
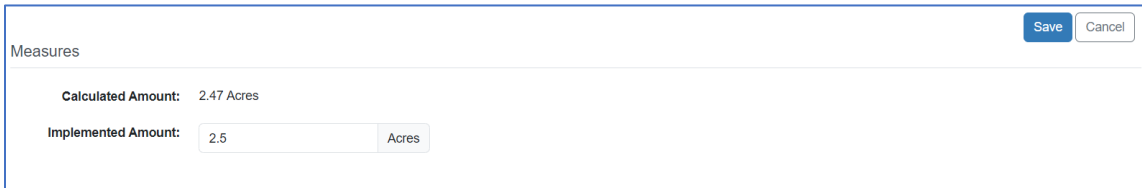
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b. Implemented BMPs (Construction Projects)

For construction projects that are implemented, first enter data into the Measures tab, then the Funding tab, any applicable Details tabs, and lastly, the General tab.

In the Measures tab, the top table includes the mapped BMP's calculated amount and a zero for the implemented amount, both with a fixed unit of measure. Click **Edit** and enter the actual implemented amount.

Click **Save** .

So far, the implemented amount is tied to the BMP only and not to the Land Unit or project.

Thus, in the Related Land Units table, click on the row containing the related Land Unit for the Growing Greener project.

In the Measure Details section, click **Edit** and enter the implemented amount. Click **Save** .

Save   Cancel

Measure Details

Unit of Measure:	Acres
Computed Amount:	2.47
Planned Amount:	2.47
Implemented Amount:	2.5

The completed Related Land Units table will display.

**Measures**

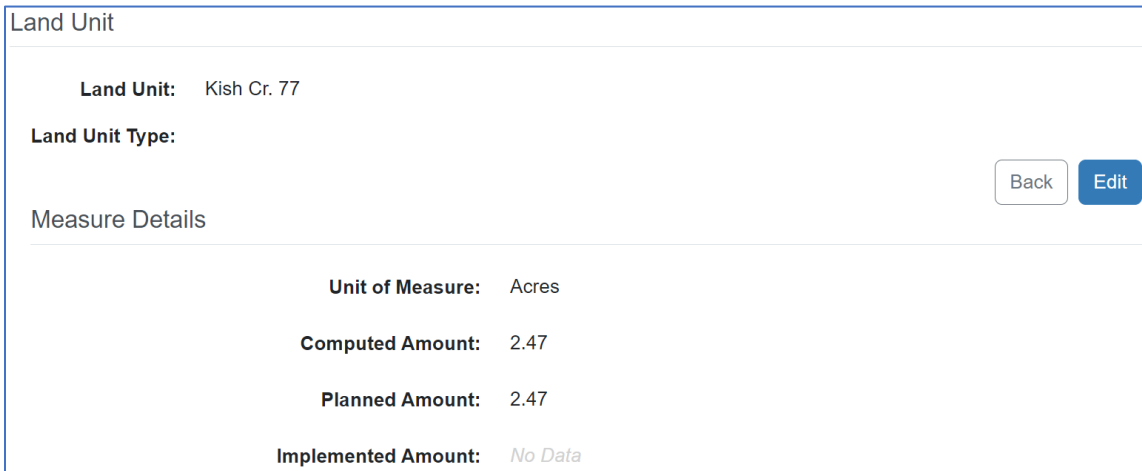|	
Calculated Amount:	2.47 Acres
Implemented Amount:	2.5 Acres

Related Land Units

Identifier	Land Unit	Land Unit Type	Calculated Amount	Planned Amount	Implemented Amount
	Kish Cr. 77		2.47	2.47	2.5

φ ⊡ Columns   ⏮ ⏴ Page 1 of 1 ⏵ ⏭ 25 ⌄   View 1 - 1 of 1

In the <u>Funding tab</u>, click the **Add** button to add each funding source. Be sure to include "Growing Greener Grant" as a funding source. The amounts and dates are not required, as Growing Greener grant funding is reported on a project basis, not by individual BMP.

General
Riparian Buffer Details
Map
Conservation Plan Details
Plans
Participants
Measures
Funding
Inspections
Attachments
Submission & Approval
History

New BMP Funding

Funding Source: ✱	⌄
Amount:	
Date Funded:	🗓

Save   Save & Next   Cancel

Click the **Save** button. The funding source table will display the entered data.

If the BMP is **AMD Treatment System**, in the AMD Treatment System Details tab, click Edit and enter the quantities of each component.

General
AMD Treatment System Details
Map
Conservation Plan Details
Erosion & Sediment Plan Details
Watershed Plan Details
Plans
Participants
Measures
Funding
Inspections
Attachments
Transfer
Event Log
History

Details

Alkalinity Injection (qty):	No Data
Anoxic Intake (qty):	No Data
Anoxic Limestone Bed (qty):	No Data
Autoflushing Limestone SAPS (qty):	No Data
Bioswale (qty):	No Data
Channel (qty):	No Data
Chemical Doser (qty):	No Data
Chemical Plant (qty):	No Data
Constructed Wetland - Aerobic (qty):	No Data
Constructed Wetland - Anaerobic (qty):	No Data
Dam Intake (qty):	No Data
Downflow SAPS (qty):	No Data
Flush Pond (qty):	No Data
Forebay (qty):	No Data
Horizontal SAPS (qty):	No Data
Intake (qty):	No Data

Limestone Bed (qty):	No Data
Limestone Diversion Tank (qty):	No Data
Limestone Downflow Bed (qty):	No Data
Limestone Downflow Bioreactor (qty):	No Data
Limestone Horizontal Flow Bed (qty):	No Data
Limestone Open Channel (qty):	No Data
Limestone Sand Dosing (qty):	No Data
Limestone Upflow Bed (qty):	No Data
Limestone Inclined Bed (qty):	No Data
Limestone Pond (qty):	No Data
Mn Removal (qty):	No Data
Oxic Limestone Bed (qty):	No Data
Oxidation Channel (qty):	No Data
Settling Pond (qty):	No Data
Steel Slag Diversion Tank (qty):	No Data
Steel Slag Pond (qty):	No Data
Successive Alkalinity Producing System (SAPS) (qty):	No Data
Sulfur Reducing Bioreactor (qty):	No Data
Upflow SAPS (qty):	No Data

Click Save.

If the BMP is **Abandoned Mine Land Reclamation**, in the Abandoned Mine Land Reclamation Details tab, click Edit and enter the additional details.

General
Abandoned Mine Land Reclamation Details
Map
Conservation Plan Details
Erosion & Sediment Plan Details
Watershed Plan Details
Plans
Participants
Measures
Funding
Inspections
Attachments
Transfer
Event Log
History

Details

Capping (qty):	No Data
Limestone Land Applied (cuft):	No Data
Limestone Sand Dosing (cuft):	No Data
Alkalinity Injection (gal):	No Data

Click Save.

If the BMP is **Fish Habitat Structure**, in the Fish Habitat Structure Details tab, click Edit and enter the quantities of each type of structure.

General	
Fish Habitat Structure Details	
Map	Details
Conservation Plan Details	
Erosion & Sediment Plan Details	Brush Mattress (qty): No Data
Watershed Plan Details	Cross Vane (stone or log) (qty): No Data
Plans	Deflector (stone or log) (qty): No Data
Participants	J-hook (qty): No Data
Measures	Log Vane (qty): No Data
Funding	Mud Sill (qty): No Data
Inspections	Random Boulders (qty): No Data
Attachments	Rock Vane (qty): No Data
Transfer	Root Wad (qty): No Data
Event Log	Toe Crib Structure (qty): No Data
History	Toe Rock (qty): No Data

Click Save.

If the BMP is **Native Planting**, in the Native Planting Details tab, click Edit and enter the quantities of each type of plant.

General	
Native Planting Details	
Map	Details
Conservation Plan Details	
Erosion & Sediment Plan Details	Bareroot (qty): No Data
Watershed Plan Details	Container Grown (qty): No Data
Plans	Protected Root Stock (qty): No Data
Participants	Live Stakes (qty): No Data
Measures	
Funding	
Inspections	
Attachments	
Transfer	
Event Log	
History	

Click Save.

If the BMP is **Riparian Forest Buffer** or **Riparian Herbaceous Cover**, in the Riparian Buffer Details tab, click [Edit] and enter the additional details.

General
Riparian Buffer Details
Map
Conservation Plan Details
Erosion & Sediment Plan Details
Watershed Plan Details
Plans
Participants
Measures
Funding
Inspections
Attachments
Transfer
Event Log
History

Details

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
Average Width of Side 2:	No Data
Canopy Cover:	No Data
Ground Cover:	No Data

Click [Save].

If the BMP is **Wetland Enhancement**, in the Wetland Enhancement Details tab, click [Edit] and select 'Yes' for the applicable attributes.

General
Wetland Enhancement Details
Map
Conservation Plan Details
Erosion & Sediment Plan Details
Watershed Plan Details
Plans
Participants
Measures
Funding
Inspections
Attachments
Transfer
Event Log
History

Details

Fencing:	No Data
Hydrologic Manipulation:	No Data
Invasive Species Control:	No Data
Native Planting:	No Data

Click [Save].

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In the <u>General tab</u>, click [Edit].

> If the BMP is **AMD Treatment System** or **Constructed wetland**, a practice subtype is required. Select the subtype from the drop-down menu.

Identifier:	PBMP-CapRCD-00058
Submission Status:	*No Data*
Practice:	AMD Treatment System
Practice Subtype:	⌄

Identifier:	PBMP-CapRCD-00057
Submission Status:	*No Data*
Practice:	Constructed Wetland
Practice Subtype:	⌄

For all BMP types, scroll down to the Details section of the General tab and enter the Implemented On date.

Planned On:	🗓
Inventory Evaluation On:	🗓
Surveyed On:	🗓
Design Approved On:	🗓
Implemented On:	🗓

After entering an Implemented On date, a new required field for implemented amount appears. Confirm the Implemented Amount (auto-populated from the Measures tab) is correct, and click [Save].

Implemented On:	02/02/2024 🗓
Implemented Amount: ✱	2.5

Once the user clicks save, the Implemented Amount box disappears. The status will automatically switch from "Planned" to "Implemented." If there is a need to modify the Implemented Amount, that adjustment can be performed in the Measures tab.

The implemented BMP entry is complete.

Click [Back] to return to the Related BMPs tab within the Site tab.

If additional BMPs need to be added to the project site, go through the entry process for each one by clicking on Add New .

Related BMPs						Add New
Identifier	Land Unit	Practice	Planned Amount	Implemented Amount	Copy Data	Remove
PBMP-00-00058	Kish Cr. 77	Riparian Forest Buffer	2.47	2.5	⊡	🗑
		Page 1 of 1 25 ▾				View 1 - 1 of 1
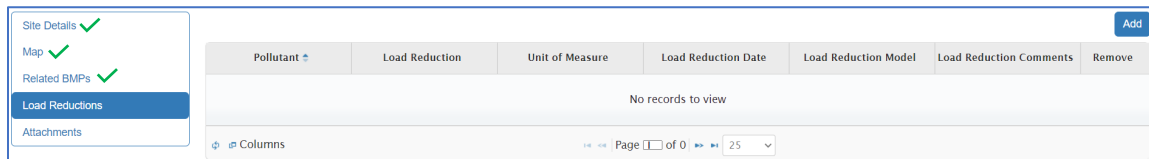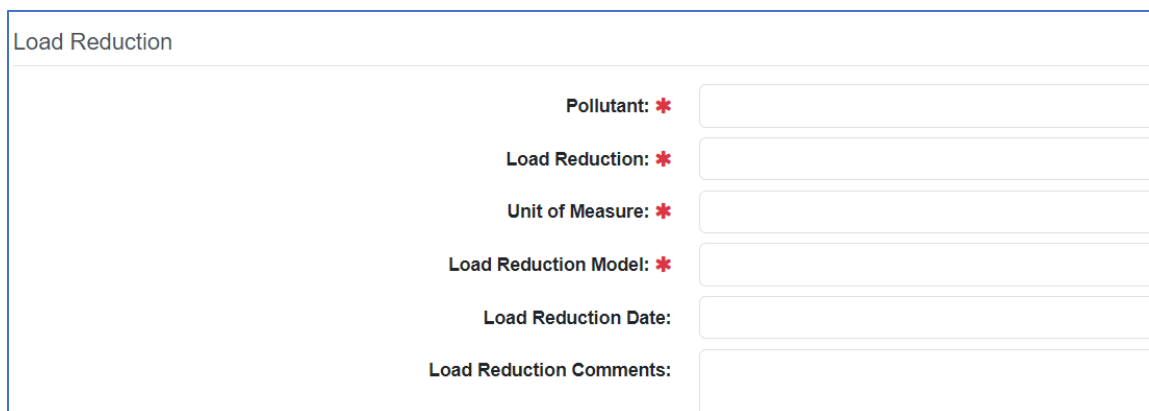
Subsection 5: Load Reductions Tab (Construction Projects)

For the project site, the General information, Map area, and Related BMPs have all been entered. Now, the final site-specific information will need to be entered to report the pollutants addressed by the implementation of the BMP(s) at the site.

In the **Load Reductions** tab (which will only appear for grant projects involving construction), click the Add button. *Note: For multi-site projects, the **Load Reductions** tab only needs to be completed for the site(s) which involved BMP construction.*

Pollutant	Load Reduction	Unit of Measure	Load Reduction Date	Load Reduction Model	Load Reduction Comments	Remove
			No records to view			

Individually, enter each type of pollutant for which load reductions are being reported through the project. Include the Pollutant, Load Reduction, Unit of Measure (only one available for each pollutant type), and Load Reduction Model. Plus, enter the Load Reduction Date (as the current date). If the model used is not provided in the drop-down menu, select "Other" and enter the model name in the Load Reduction Comments box.

Load Reduction

Pollutant: *
Load Reduction: *
Unit of Measure: *
Load Reduction Model: *
Load Reduction Date:
Load Reduction Comments:

Click the Save button after each pollutant entry. The pollutants table will display the entered data. When finished, click Back.

If additional sites need to be added, return to the top of Section E and follow the instructions for each additional site. Once all site data has been entered, complete the last two tabs of the project module.

Section F: Attachments Tab

In the **Attachments** tab, click [Add File(s)] to upload the Final Report. Also upload any location maps, aerial photos, site maps, or O&M Plans that might be available to further describe the location and components of an implementation project.

Data entry is complete. Proceed to Section G.

Section G: Submission & Acceptance

Lastly, in the **Submission & Acceptance** tab, click [Submit] to transfer the grant project and any BMP data entries to the DEP Project Advisor, whose name was selected under the General Tab, for review.

Submit Project for Acceptance

This will transfer the Partner Growing Greener Project and associated data to PA DEP for review.

[Submit]

A pop-up window will appear to ensure that the transfer is intended. Click [OK].

test.practicekeeper.com says

Are you sure you want to submit this Partner Growing Greener Project for acceptance? Once submitted, you will no longer be able to make changes to this project.

[OK] [Cancel]
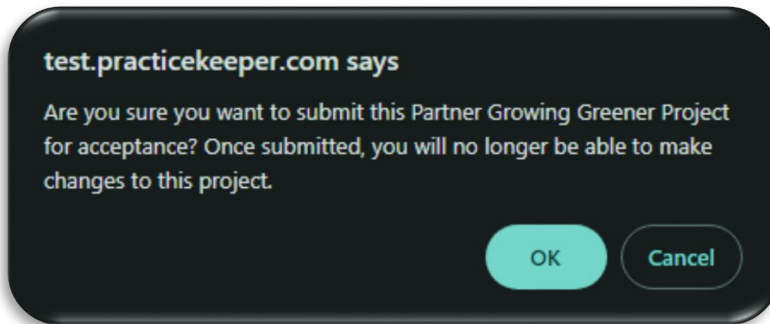
An automated email notification will be sent to the DEP Project Advisor. Upon comparison with the scope of work and final report documents, if the Project Advisor determines that there are inconsistencies or issues to address, the user will receive an automated email with reason for the rejection. Click on the link to the project, make any corrections, and resubmit.

Partner Grant Project Submission Rejected For Corrections

● practicekeeper@dev.practicekeeper.com(practicekeeper@dev.practicekeeper.com via sendgrid.net)
To

Your grant project PGG-CapRCD-00006 that was submitted to PA DEP for review has been rejected for corrections: https://test.practicekeeper.com/#/entity/details/PartnerGrowingGreenerProject/38498889/0

Please make the following necessary changes and resubmit for review:

The load reduction totals for sediment/siltation appear to be in lbs./yr instead of the required tons/yr.

Resubmit Project for Acceptance

This will transfer the Partner Growing Greener Project and associated data to PA DEP for review.

[Submit]

If/once the Project Advisor has no issues or corrections and is satisfied with the submission, the user will receive an automated acceptance email.
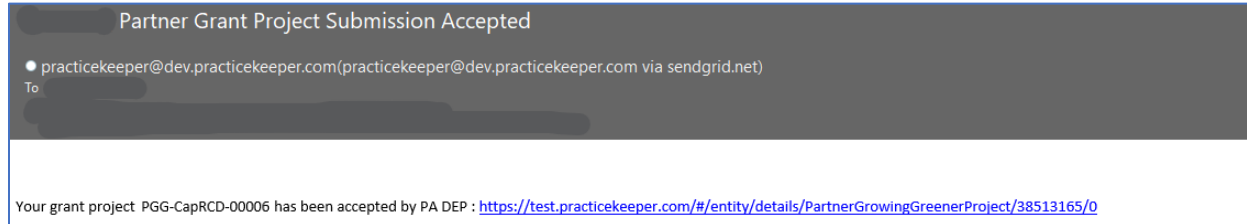
Click on the link to view the submission status, which is now set to "accepted."

The grant project and any related BMPs now under DEP ownership and are no longer editable by the submitting grantee for which the project has been converted to a view-only historical record.

APPENDIX A: BMP Implementation Categories

The following list of BMPs are sorted by implementation category in order to assist in determining the appropriate category(ies) to select in the Project Types Tab. This list also includes the unit of measure for each BMP as well as the NRCS practice code for most of the agricultural practices. The NRCS Practice Standards may be accessed at the NRCS Field Office Technical Guide.

Certain practices require the entry of subtypes, attributes, or components, as listed under some BMPs.

AMD Treatment / AML Practices	Unit of Measure
AMD treatment system, ☐ subtype active	**quantity**
☐ anoxic intake	quantity
☐ channel	quantity
☐ chemical doser	quantity
☐ chemical plant	quantity
☐ dam intake	quantity
☐ intake	quantity
☐ settling pond	quantity
AMD treatment system, ☐ subtype passive	**quantity**
☐ alkalinity injection	quantity
☐ anoxic intake	quantity
☐ anoxic limestone bed	quantity
☐ autoflushing limestone SAPS	quantity
☐ bioswale	quantity
☐ channel	quantity
☐ chemical doser	quantity
☐ constructed wetland, subtype aerobic	quantity
☐ constructed wetland, subtype anaerobic	quantity
☐ dam intake	quantity
☐ downflow SAPS	quantity
☐ flush pond	quantity
☐ forebay	quantity
☐ horizontal SAPS	quantity
☐ intake	quantity
☐ limestone bed	quantity
☐ limestone diversion tank	quantity
☐ limestone downflow bed	quantity
☐ limestone downflow bioreactor	quantity
☐ limestone horizontal flow bed	quantity
☐ limestone inclined bed	quantity
☐ limestone open channel	quantity
☐ limestone pond	quantity
☐ limestone sand dosing	quantity

☐ limestone upflow bed		quantity
☐ Mn removal		quantity
☐ oxic limestone bed		quantity
☐ oxidation channel		quantity
☐ settling pond		quantity
☐ steel slag diversion tank		quantity
☐ steel slag pond		quantity
☐ successive alkalinity producing system (SAPS)		quantity
☐ sulfur reducing bioreactor		quantity
☐ upflow SAPS		quantity
abandoned mine land reclamation		**acres**
☐ alkalinity injection		gallons
☐ capping		quantity
☐ limestone land applied		cubic feet
☐ limestone sand dosing		cubic feet

Oil and Gas	Unit of Measure
wells plugged	quantity
wildlife habitat planting	acres

Agricultural Practices (NRCS Codes refer to Field Office Technical Guide Practice Standards)	Unit of Measure
access road (NRCS 560)	feet
comprehensive nutrient management plan – written (NRCS 102)	acres
comprehensive nutrient management plan – applied (NRCS 103)	acres
cover crop (NRCS 340)	acres
critical area planting (NRCS 342)	acres
diversion (NRCS 362)	feet
fence (NRCS 382)	feet
heavy use area protection (NRCS 561)	square feet
improve the plant diversity & structure of non-cropped areas for wildlife food and habitat	acres
integrated pest management (NRCS 595)	acres
lined waterway or outlet (NRCS 468)	feet
nutrient management (NRCS 590)	acres
prescribed grazing (NRCS 528)	acres
residue and tillage management, no-till/strip till/direct seed (NRCS 329)	acres
roof runoff structure (NRCS 558)	feet
roofs and covers (NRCS 367)	square feet
stormwater runoff control (NRCS 570)	quantity
stream crossing (NRCS 578)	quantity
terrace (NRCS 600)	feet
trails and walkways (NRCS 575)	feet
underground outlet (NRCS 620)	feet
waste storage facility (NRCS 313)	quantity

	Unit of Measure
watering facility (NRCS 614)	quantity
Stormwater Practices	**Unit of Measure**
bioinfiltration (rain garden)	square feet
bioretention	square feet
constructed wetland (NRCS 656) ☐ subtype aerobic	acres
constructed wetland (NRCS 656) ☐ subtype anaerobic	acres
dry extended detention basin	square feet
green roof	square feet
impervious surface removal	square feet
infiltration trench	square feet
permeable pavement	square feet
retentive grading	square feet
revegetation and soil restoration	square feet
rooftop disconnection	square feet
sediment fore bay	square feet
street sweeping	square feet
surface infiltration basin	square feet
underground infiltration basin	square feet
vegetated filter strip	square feet
vegetated swale	feet
water quality inserts/inlets	quantity
Other Practices	**Unit of Measure**
dirt/gravel road maintenance	feet
home septic denitrification installed	quantity
nutrient management (NRCS 590)	acres
road bank stabilized	feet
septic pumping	gallons
septic systems connected to WWTP POTW	quantity
Stream/Riparian Practices	**Unit of Measure**
channel bed stabilization (NRCS 584)	feet
dam removal	quantity
filter strip (NRCS 393)	acres
fish habitat structure(s) (Total stream length. Structure type(s) & quantity.)	feet
☐ brush mattress	quantity
☐ cross vane (stone or log)	quantity
☐ deflector (stone or log)	quantity
☐ j-hook	quantity
☐ log vane	quantity
☐ mud sill	quantity
☐ random boulders	quantity

☐ rock vane	quantity
☐ root wad	quantity
☐ toe crib structure	quantity
☐ toe rock	quantity
floodplain restoration	acres
herbaceous weed control (NRCS 315)	acres
invasive species removal	square feet
lake aeration	acres
native planting (subtype):	acres
☐ bareroot	quantity
☐ container grown	quantity
☐ live stakes	quantity
☐ protected root stock	quantity
riparian forest buffer (NRCS 391)	acres
riparian herbaceous cover (NRCS 390)	acres
streambank and shoreline protection (NRCS 580)	feet
trash removed	pounds
Wetland Practices	**Unit of Measure**
wetland creation (NRCS 658)	acres
wetland enhancement (NRCS 659) (subtype): ☐ fencing ☐ hydrologic manipulation ☐ invasive species control ☐ native planting	acres
wetland protection	acres
wetland restoration (NRCS 657)	acres