

Commonwealth of Pennsylvania



Bureau of Watershed Restoration and Nonpoint Source Management

PracticeKeeper – Partner 319 Project Module

External User Guide¹

SOP No. BWRNSM-DATA-005

April 2024

Version 1.0

Agency Name	Department of Environmental Protection (DEP)
Address	400 Market Street
City, State, Zip	Harrisburg, PA 17101
Phone number	(717) 787-7676
Web Address	https://pacleanwateracademy.remote-learner.net/course/view.php?id=1201
Department	Bureau of Watershed Restoration and Nonpoint Source Management
Version/Year	Version 1.0/April 2024
Reviewed by	Shane Kleiner, Environmental Group Manager
Written by	Trish Attardo, Water Program Specialist
Approved by	Jill Whitcomb, Director

¹This document serves as Standard Operating Procedures (SOP) for PracticeKeeper data entry required by the “DEP Grant Agreement Section 319(h) Nonpoint Source Management 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 319 Project module of PK was developed to track projects funded through the Section 319 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 Section 319 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 RESPONSIBILITIES	This User Guide describes the procedures by which non-County Conservation District (CCD) grantees for the Department of Environmental Protection’s (DEP’s) Section 319 Program will enter data in the Partner Growing Greener Project module of Practice Keeper (PK).

Table of Contents

Getting Started	4
Section A: Partner Section 319 Project Module	5
Section B: General Tab	6
Section C: Key Partners Tab	8
Section D: Work Categories Tab	9
Section E: Sources of NPS Pollution Tab	10
Section F: Waterbodies Tab	11
Section G: Map Tab	12
Section H: Drainage Areas Tab	17
Section I: Watershed Plans Tab	20
Section J: Related BMPs Tab	25
Subsection 1: Planned BMPs (Design-Only Projects)	28
Subsection 2: Implemented BMPs (Construction Projects)	30
Section K: Accomplishments Tab	34
Section L: Attachments Tab	35
Section M: Submission & Acceptance	36
APPENDIX A: BMP Implementation Categories	38

Getting Started

Before initiating the entry of grant project data into the PK database, Section 319 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 Section 319 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 Section 319 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:

- Grant agreement
- Final report
- Project workplan
- Location map, site map, aerial photography
- Photos

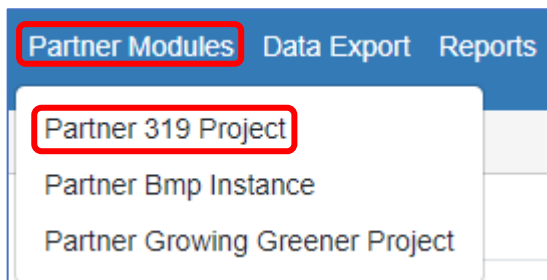
View the [Clean Water Academy course](#), which contains training modules specific to the grantee/partner user.

Section A: Partner Section 319 Project Module

The steps identified in this SOP follow the PK Partner 319 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 319 Project."



A tabular listing of any existing 319 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.

General

Key Partners

Work Categories

Sources of NPS Pollution

Waterbodies

Map

Drainage Areas

Watershed Plans

Related BMPs


Related Nutrient Management Plans



Accomplishments

Attachments

Submission & Acceptance

Section B: General Tab

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

Identifier:	P319-CapRCD-00024		
Submission Status:	No Data		
County:	No Data		
Municipality:	No Data		
Project Title: *	<input type="text"/>		
State Project No.: *	<input type="text"/>		
Contract Number: *	<input type="text"/>		
Primary Subgrantee: *	<input type="text"/>		
DEP Project Advisor: *	<input type="text"/>		
Budget Includes:	Federal 319(h) funds only		
319(h) Federal Funds: *	<input type="text"/>		
Contract Start Date: *	<input type="text"/>		
Contract End Date: *	<input type="text"/>		
Project Status: *	<input type="text"/>		

Project Title: Found on the first page of the workplan.

State Project No.: Four-digit number, found on the first page of the workplan.

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

Primary Subgrantee: Found on the first page of the workplan.


DEP Project Advisor: Found on the first page of the workplan, or 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-EP319GRANTFUNDING@pa.gov.

319(h) Federal Funds: Actual total Section 319 grant expenditures at time of grant completion.

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 "Completed" to represent project accomplishments.

Click the  button. The submission status will auto-populate later, once the project is submitted for review. The county and municipality will auto-populate later, once mapping data is entered.

Section C: Key Partners Tab


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

Key Partner

Name: *	<input type="text"/>
Role: *	<input type="text"/>
Organization Type: *	<input type="text" value=""/>
Match Amount: *	<input type="text"/>

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

Section D: Work Categories Tab


In the **Work Categories** tab, click the  button to add each applicable work category. One, and only one, work category may be marked as primary, as determined by the portion of the project which expended the most grant funding. Indicate the primary category by selecting “Yes” for that category.

319 Project Relationship Data

Is Primary:

Work Category

Work Category: *

Click the  button after the entry of each work category. The work category table will display the entered data.

Section E: Sources of NPS Pollution Tab

In the **Sources of NPS Pollution** tab, click the  button to add each applicable pollution source.

**Note: Pollutant source information may be obtained from the [DEP Integrated Water Quality Report](#).*


The pollution category type is intended to identify the principal or main pollutant the project is attempting to correct. Indicate the estimated percentage of pollution caused by each source, applicable to the project. And, select secondary categories, where applicable.

Source of NPS Pollution


Pollution Category Type: *

Percentage: *

Secondary Categories: *

Click the  button after the entry of each pollution source. A sources of pollution table will display the entered data. Ensure the total percentage of all sources equals 100% and correlates to the percent of the project budget dedicated to addressing each source of pollution.

Section F: Waterbodies Tab

In the **Waterbodies** tab, click the  button to add each waterbody directly affected by the project, as found on the first page of the workplan.

**Note: The actual waterbody name and ATTAINS ID for every waterbody directly affected by the project may also be obtained by visiting the most recent [DEP Integrated Report Viewer](#). ATTAINS IDs for streams are on a stream segment basis, so be sure to select the adjacent segment(s) to the project site(s).*


Indicate the type and ATTAINS ID for each waterbody.

Waterbody

Name: *

Type: *

ATTAINS ID: *

Click the  button after the entry of each waterbody. A waterbodies table will display the entered data.

Note: If the project is not a design, permit, construction, or small water quality monitoring project, there is no requirement to complete the **Waterbodies tab. Such projects include Watershed Implementation Plan (WIP) development or WIP revision, watershed-wide assessment, or state-wide or regional technical assistance or educational projects.*

Additionally, only BMP implementation (design, permit, or construction) projects need to complete the following tabs:

- **Map** tab
- **Drainage Areas** tab
- **Related BMPs** tab

WIP Development and WIP Revision Projects will need to skip to and complete the **Watershed Plans** tab in [Section I](#) so that the update or development of the watershed-based plan may be documented.

All other project types may skip to and complete the **Accomplishments** tab in [Section K](#).

Section G: Map Tab

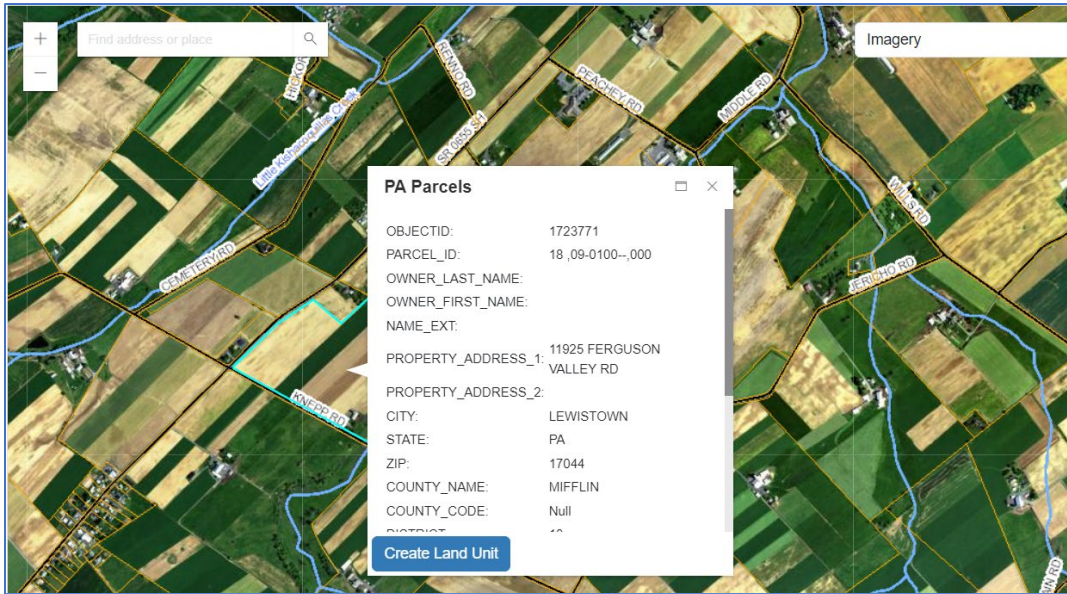
When clicking on the **Map** tab, the user will be directed to a map of Pennsylvania. It is here that the user will define the project site(s). The project site is synonymous with the term “Land Unit” in PK and will be provided on a parcel basis or may be hand-drawn. If a project contains multiple, non-adjacent sites, the user would run through this sequence for each site.



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.

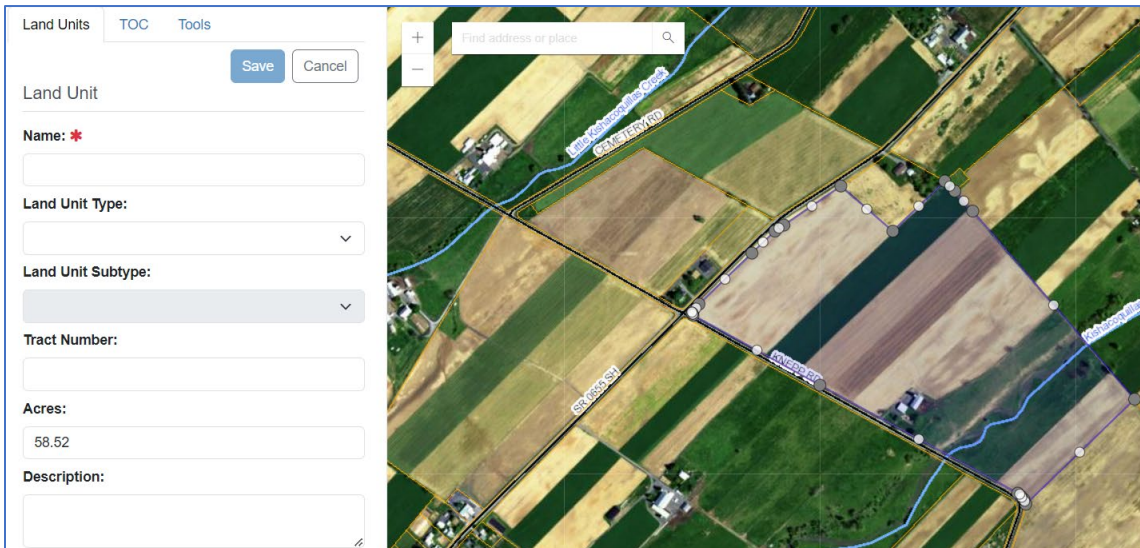
The property parcels are outlined in yellow. Click on the parcel which contains the project site. And click the button.

**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 button and following the directions provided in PK.*



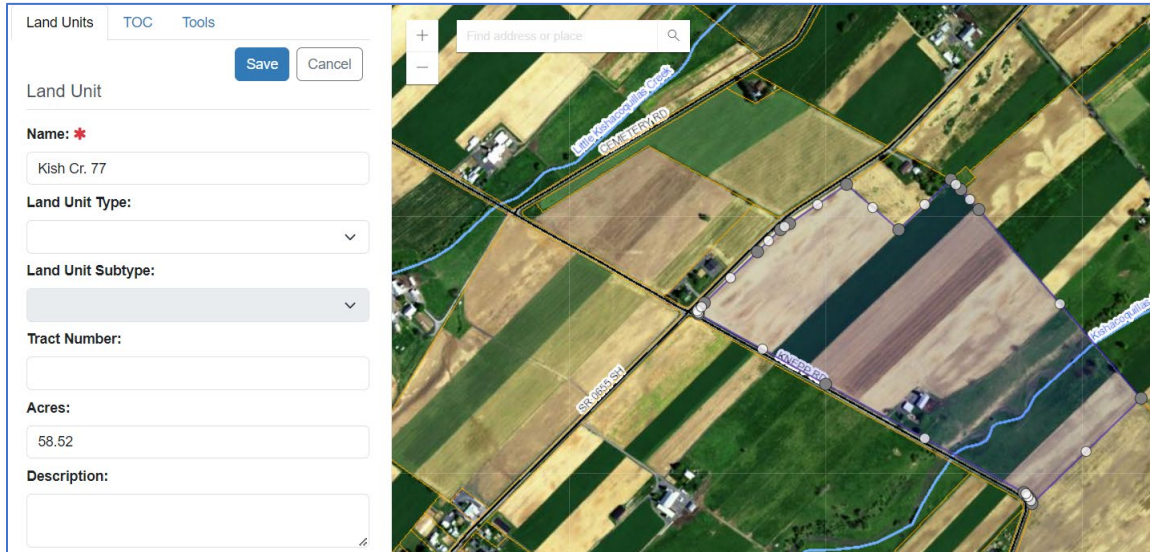
The parcel will be shaded and bordered by many dots, or vertices. Zoom in to ensure your project area is included within this parcel.


**Note: If part of the project area extends to an adjacent parcel, continue on 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.*



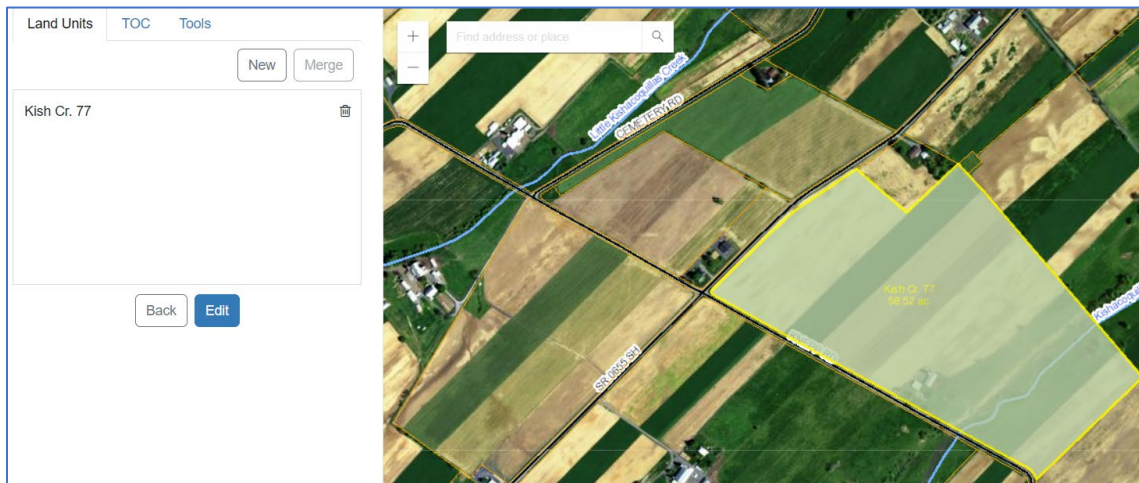
Enter the site name (typically a numbered WIP site, or AMD discharge name/number) and click

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

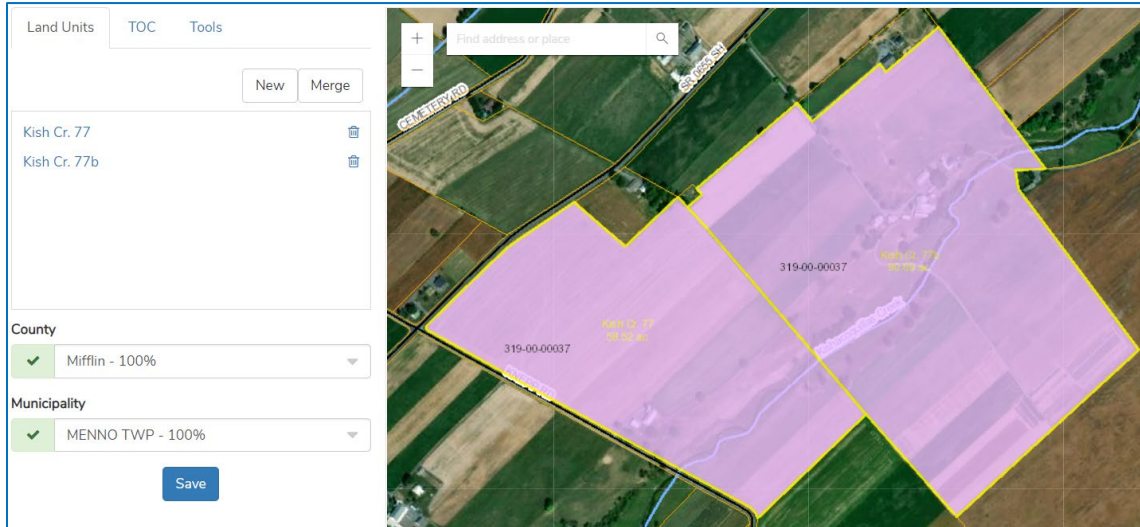
Save



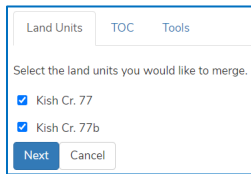
If finished with drawing the project site (Land Unit), click **Back** and proceed to [Section H](#).

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

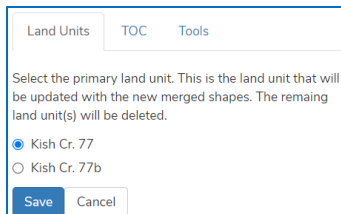
Units will be mapped and listed. Click the **Merge** button.




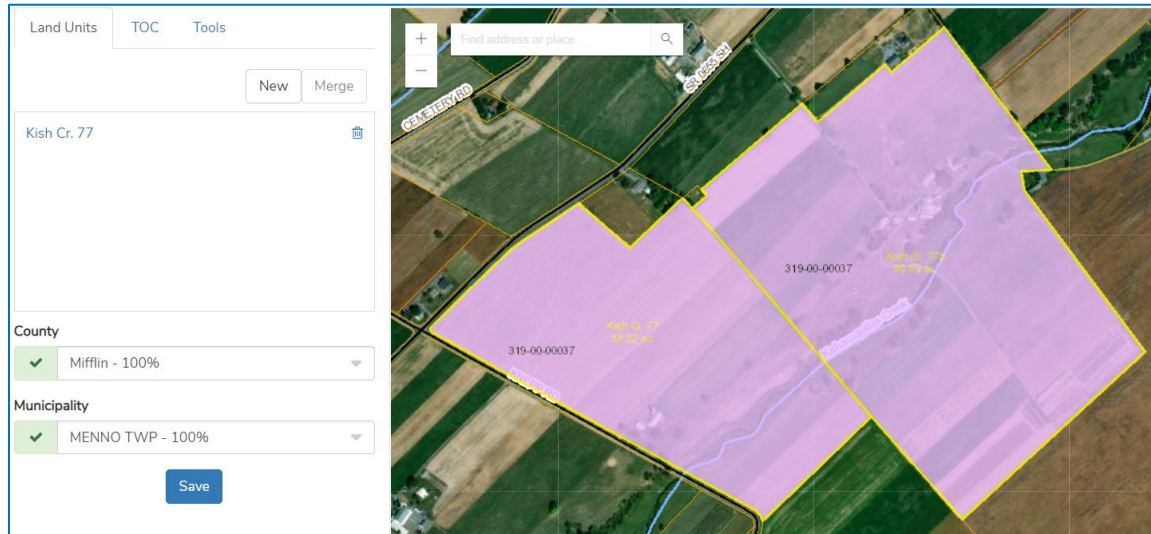
Select each of the Land Units you would like to include in the merge, and click **Next**.



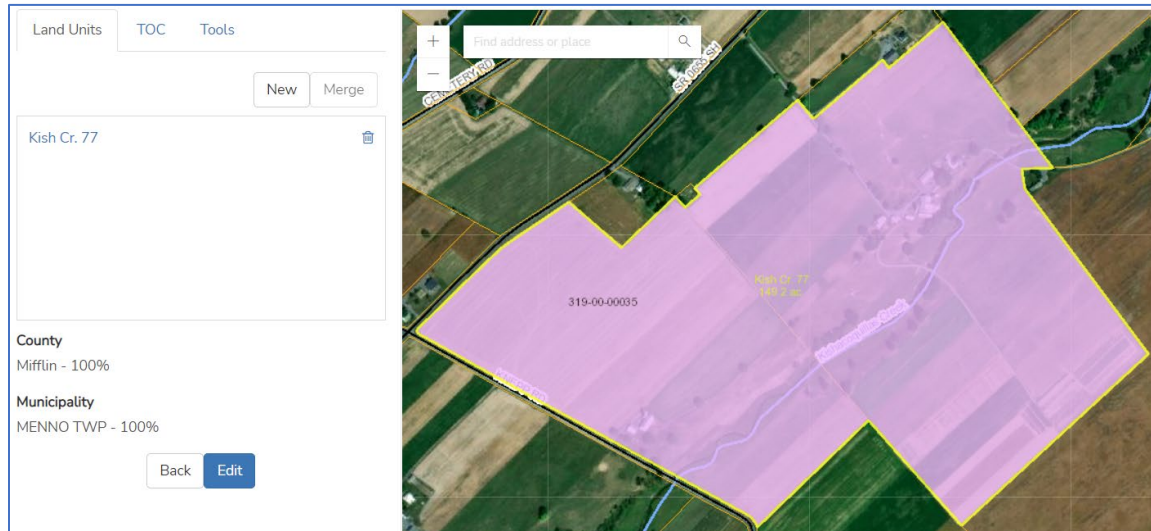
Select the name of the primary Land Unit, and click **Save**. This name will be used for the merged Land Unit.




In order to complete the merge on the map, click  one more time.



The screenshot shows the web application interface. On the left, the 'Land Units' tab is active, displaying a list with 'Kish Cr. 77'. Below the list, the 'County' is set to 'Mifflin - 100%' and the 'Municipality' is set to 'MENNO TWP - 100%'. A blue 'Save' button is visible at the bottom of the sidebar. The main map area shows an aerial view with a purple-shaded polygon representing the project site. The polygon is divided into several parcels, with parcel numbers 319-00-00037 and 319-00-00035 visible. A search bar at the top of the map area contains the text 'Find address or place'.



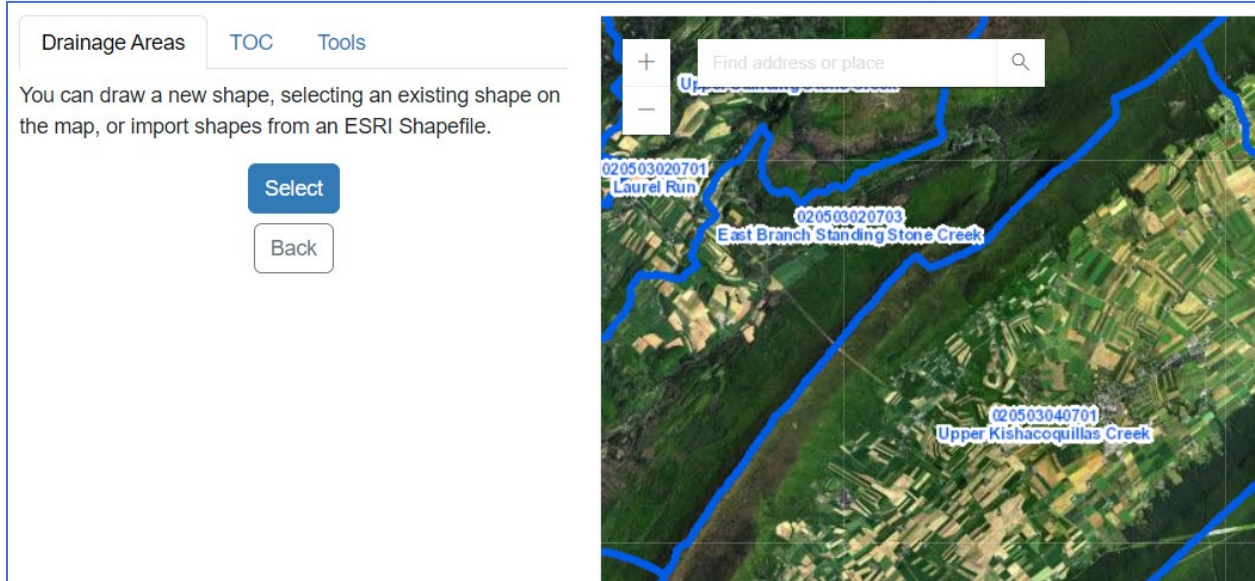
The screenshot shows the web application interface after the 'Save' step. The left sidebar is identical to the previous screenshot, but the 'Save' button has been replaced by a blue 'Edit' button. The main map area shows the same aerial view with the purple-shaded polygon and parcel numbers 319-00-00037 and 319-00-00035. The search bar at the top of the map area still contains the text 'Find address or place'.

If the project contains additional project sites (Land Units), repeat the instructions for creating a Land Unit. When finished with adding project sites (Land Units) to the project, click  .

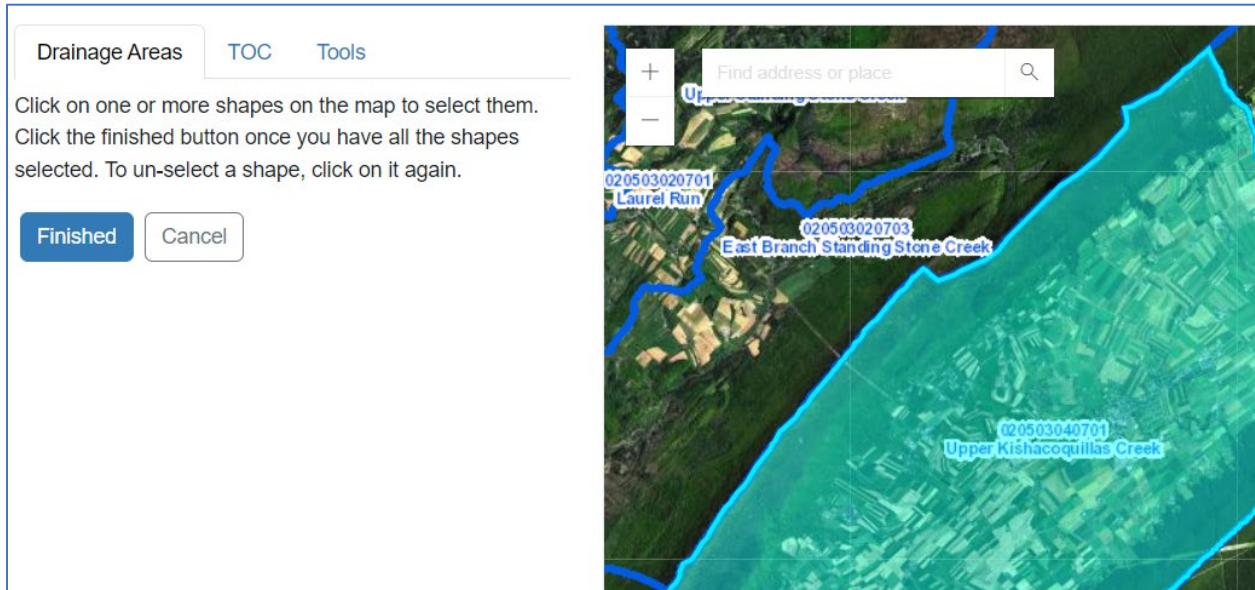
Section H: Drainage Areas Tab

Moving on to the **Drainage Areas** tab, click the **Add** button to add the HUC 12 watershed in which the Land Units are located. The map will appear and automatically zoom in to the Land Unit(s). Notice the 12-digit HUC code and watershed name in the center of the map.

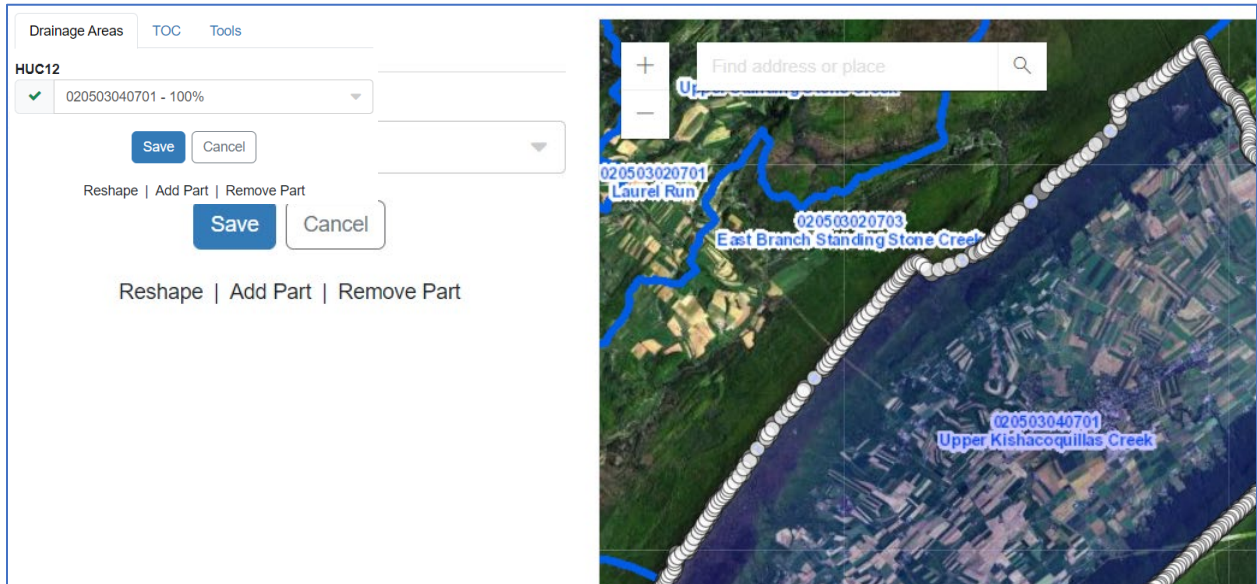
Zoom out until the watershed boundaries appear. Click **Select**. Then, click on the HUC12 watershed name on the map.



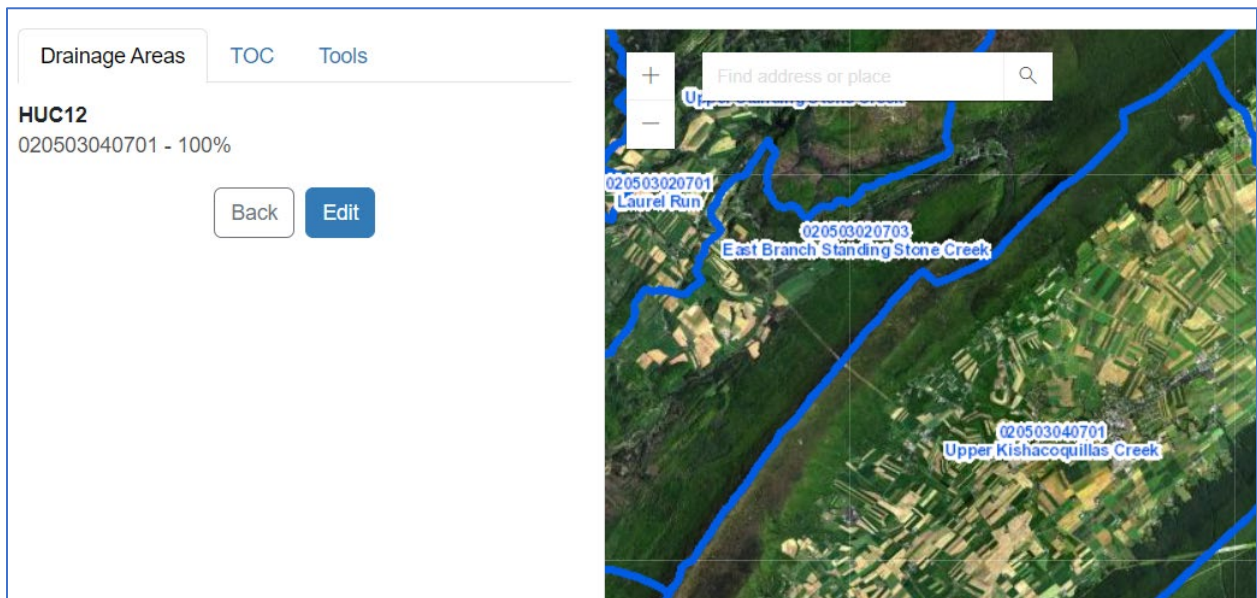
The HUC 12 watershed will be highlighted blue. Click **Finished**.



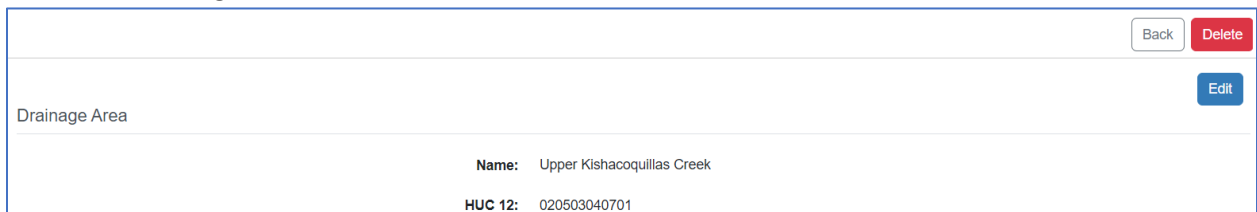
Click [Save](#).




Then click [Back](#).




And, click [Back](#) again.



The drainage areas table will display the entered data.

HUC 12	Name	Remove
020503040701	Upper Kishacoquillas Creek	

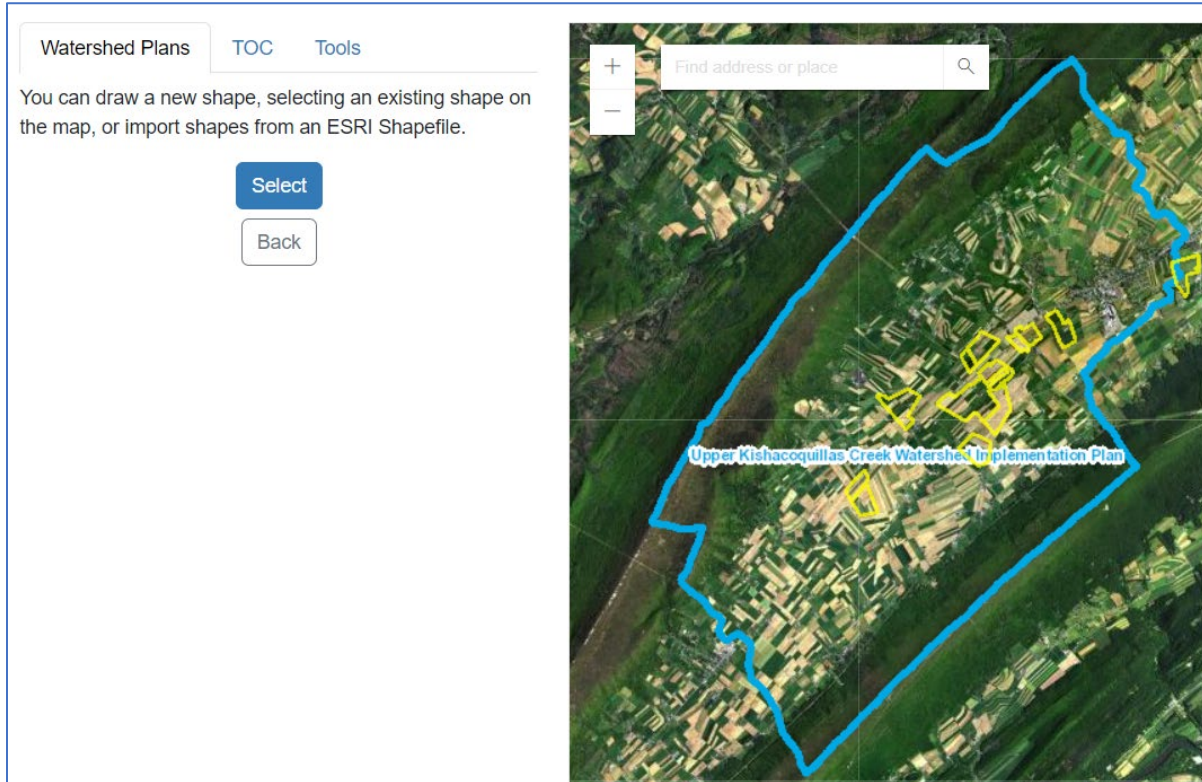
Columns Page 1 of 1 25 View 1 - 1 of 1

If another HUC 12 code needs to be added, do so using the  button.

Section I: Watershed Plans Tab

In the **Watershed Plans** tab, click the **Add** button to add the WIP name for the watershed in which the Land Units are located. The map will appear and automatically zoom in to the Land Unit(s). If the project involves a WIP update, the user will need to zoom in to view the related Watershed Plan.

Zoom out until the watershed boundaries appear. Click **Select**. Then, click on the WIP watershed name on the map.



The WIP watershed will be highlighted blue. Click **Finished**.

Watershed Plans TOC Tools

Click on one or more shapes on the map to select them.
Click the finished button once you have all the shapes selected. To un-select a shape, click on it again.

Finished Cancel



Click .


Watershed Plans TOC Tools

Watershed Name

Upper Kishacoquillas Creek Watershed Implement

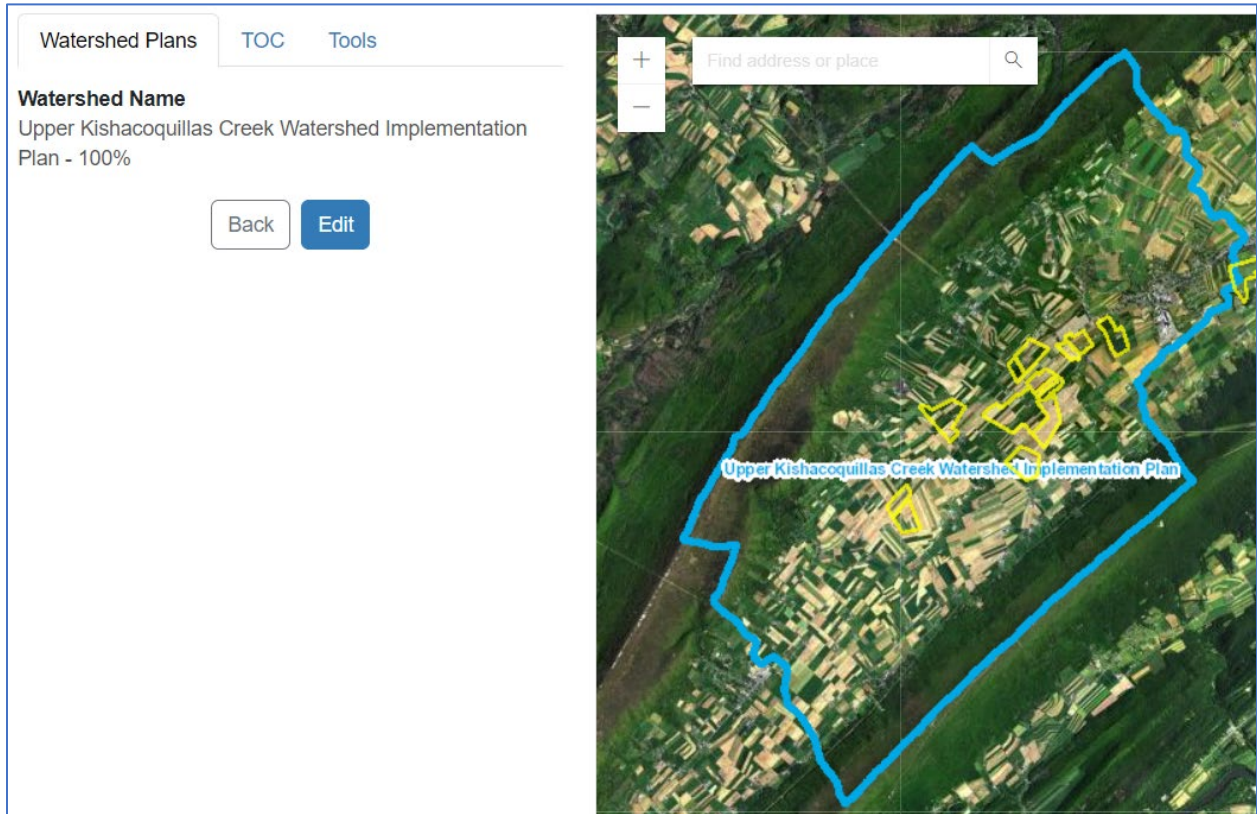
Reshape | Add Part | Remove Part

+ Find address or place



Upper Kishacoquillas Creek Watershed Implementation Pla

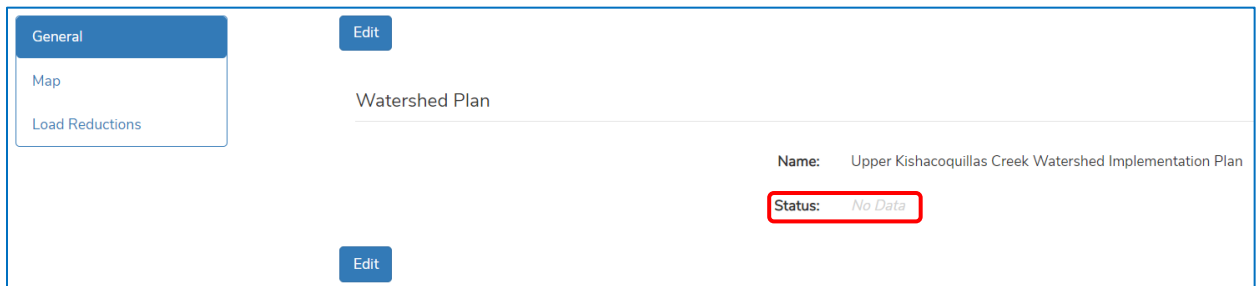
Then click .



Watershed Plans TOC Tools
Watershed Name
 Upper Kishacoquillas Creek Watershed Implementation Plan - 100%

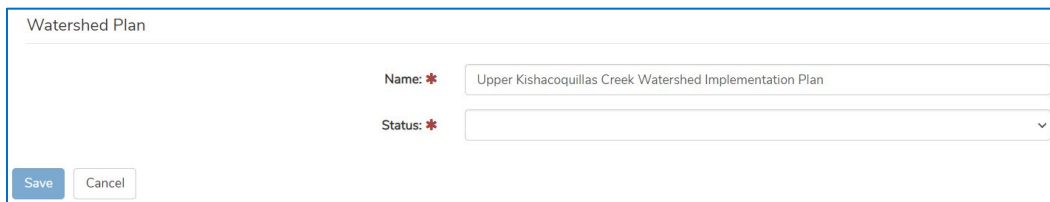
The map shows an aerial view of a watershed area outlined in blue. A search bar at the top of the map contains the text "Find address or place". A label "Upper Kishacoquillas Creek Watershed Implementation Plan" is overlaid on the map.

While still in the **Watershed Plans** tab under General, click to select the plan status.



General Map Load Reductions
 Watershed Plan
 Name: Upper Kishacoquillas Creek Watershed Implementation Plan
 Status: No Data

Click the button.

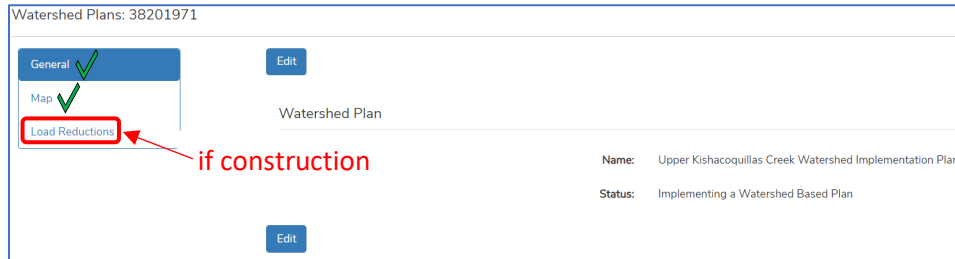


Watershed Plan
 Name: * Upper Kishacoquillas Creek Watershed Implementation Plan
 Status: *

While still in the **Watershed Plans** tab, the General information and Map areas have both been completed for this Watershed Plan. Load reduction data needs to be entered only for projects involving

construction. Design/permitting projects may click 'back' and skip to the [Related BMPs tab](#). Planning projects may click 'back' and skip to the [Accomplishments tab](#).

Click the **Load Reductions** tab.



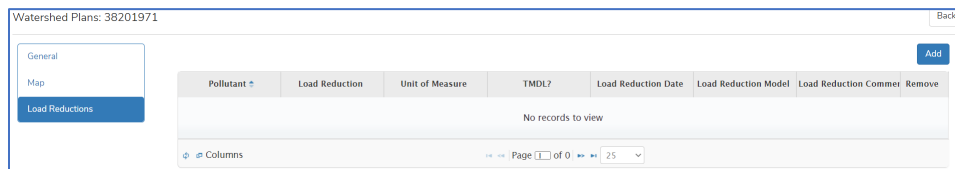
Watershed Plans: 38201971

General ✓
Map ✓
Load Reductions

Watershed Plan

Name: Upper Kishacoquillas Creek Watershed Implementation Plan
Status: Implementing a Watershed Based Plan

Click the **Add** button.



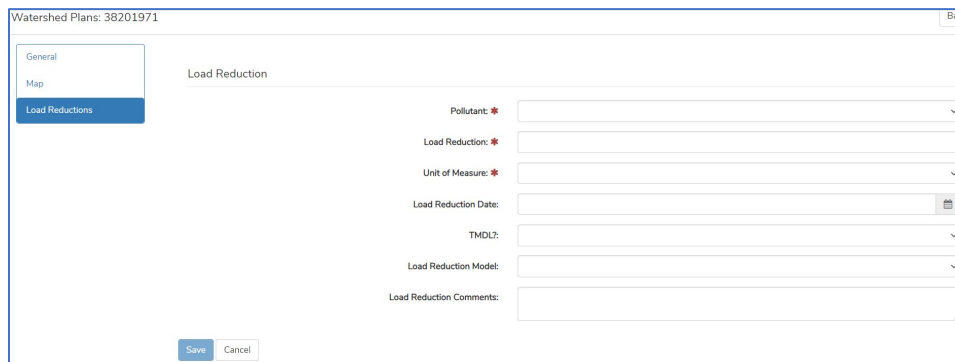
Watershed Plans: 38201971

General
Map
Load Reductions

Pollutant	Load Reduction	Unit of Measure	TMDL?	Load Reduction Date	Load Reduction Model	Load Reduction Comment	Remove
No records to view							

Columns Page 0 of 0 25

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) and indicate whether a TMDL exists in the watershed for the pollutant. 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. The model should be consistent with the model used to generate load reductions for the WIP or TMDL, where applicable and appropriate.



Watershed Plans: 38201971

General
Map
Load Reductions

Load Reduction

Pollutant: *

Load Reduction: *

Unit of Measure: *

Load Reduction Date: *

TMDL?: *

Load Reduction Model: *

Load Reduction Comments:

Save Cancel

Click the **Save** button after each entry. The pollutants table will display the entered data.

Then click **Back**.

Section J: Related BMPs Tab

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

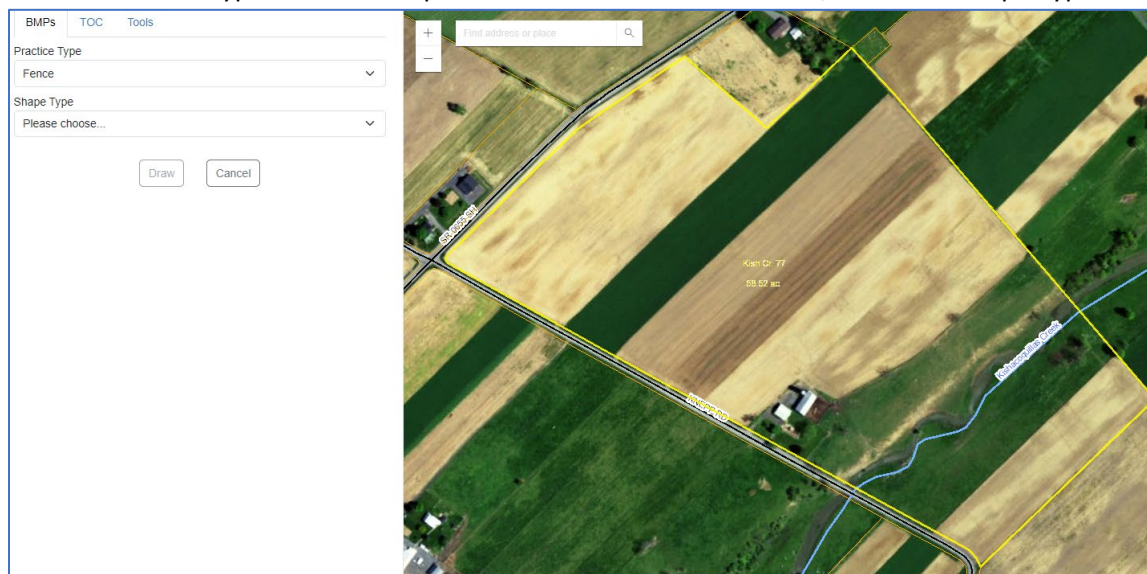
To add a new BMP to the project, click .

Related BMPs <input type="button" value="Add New"/>						
Identifier	Land Unit	Practice	Planned Amount	Implemented Amount	Copy Data	Remove
No records to view						

The map will zoom in to the Land Unit(s) previously created for this project. The user is technically now outside of the Partner 319 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 . Then, select the Shape Type.



**Note: For the Shape Type, the available shape(s) varies for each BMP. For Section 319 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 again.

BMPs TOC Tools

Practice Type
Fence

Shape Type
Line

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 .

BMPs TOC Tools

Practice:
Fence

Estimated Length (Feet):
871.07

Please select a Land Unit

Address
 11925 FERGUSON VALLEY RD - 100%


County
 Mifflin - 100%

Municipality
 MENNO TWP - 100%

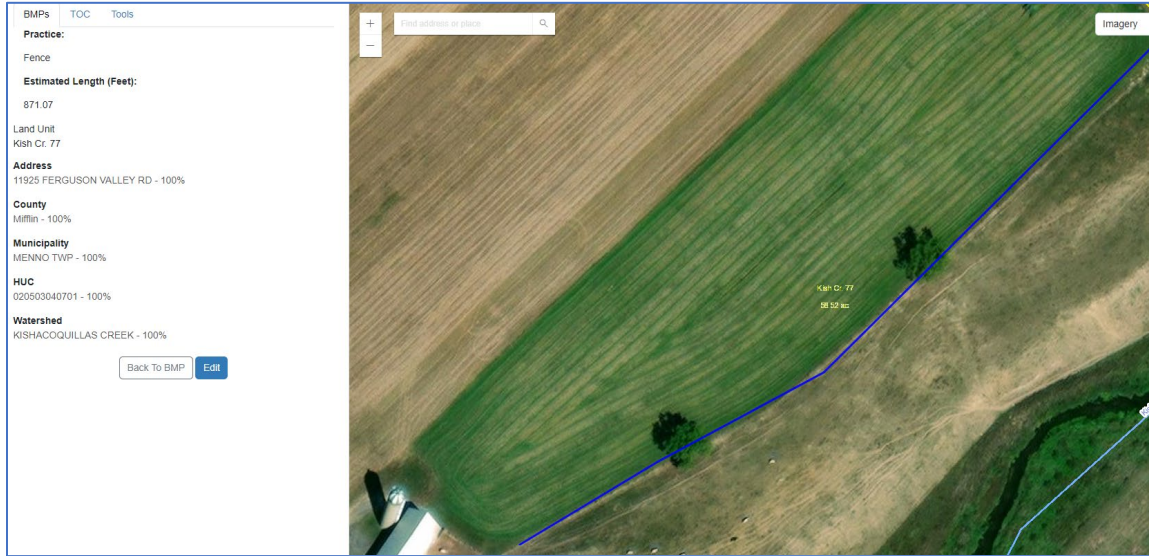
HUC
 020503040701 - 100%

Watershed
 KISHACOQUILLAS CREEK - 100%

[Add Part](#) | [Delete Part](#)



The map will zoom to the BMP. If there are no further edits, click [Back To BMP](#).



BMPs | TOC | Tools

Practice:
Fence

Estimated Length (Feet):
871.07

Land Unit
Kish Cr. 77

Address
11925 FERGUSON VALLEY RD - 100%

County
Mifflin - 100%

Municipality
MENNO TWP - 100%

HUC
020503040701 - 100%

Watershed
KISHACQUILLAS CREEK - 100%

[Back To BMP](#) [Edit](#)

Find address or place


Imagery

Kish Cr. 77
08.53 mi

The user will be brought to the Partner BMP Instance, General tab. For Section 319 grants, only certain tabs will be used, depending on the phase (design vs. construction) of the project:

Subsection 1: 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 General tab, click .

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

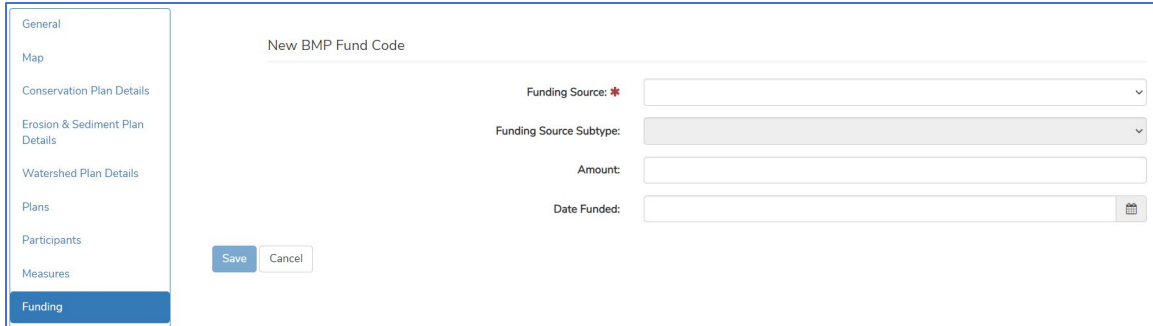
Identifier:	PBMP-CapRCD-00058
Submission Status:	No Data
Practice:	AMD Treatment System
Practice Subtype:	<input type="text"/>

Identifier:	PBMP-CapRCD-00057
Submission Status:	No Data
Practice:	Constructed Wetland
Practice Subtype:	<input type="text"/>

Scroll down to the Details section of the General tab 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 .

Planned On:	<input type="text"/>	
Inventory Evaluation On:	<input type="text"/>	
Surveyed On:	<input type="text"/>	
Design Approved On:	<input type="text"/>	
Implemented On:	<input type="text"/>	

In the Funding tab, click the **Add** button to add each funding source. Be sure to include "EPA 319 Water Programs" as a funding source. The amounts and dates are not required, as Section 319 grant funding is reported on a project basis, not by individual BMP.



General
 Map
 Conservation Plan Details
 Erosion & Sediment Plan Details
 Watershed Plan Details
 Plans
 Participants
 Measures
Funding

New BMP Fund Code

Funding Source: *

Funding Source Subtype:

Amount:

Date Funded:

Save Cancel



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

The Planned BMP entry is complete.

Click **Back** to return to the 319 project module's Related BMPs tab.

If additional Planned BMPs need to be added, 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-CapRCD-00062	Kish Cr. 77	Fence	871.04			

Page 1 of 1 | 25



View 1 - 1 of 1

Subsection 2: Implemented BMPs (Construction Projects)

For construction projects that are implemented, after having drawn the BMP on the map as per this [Section J](#), first enter data into the Measures tab, then the Funding tab, and (if applicable) Buffer Details tab, 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  and enter the actual implemented amount.

Click .



Measures

Calculated Amount: 0.4 Acres

Implemented Amount: Acres

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 319 project.


 


Measures



Calculated Amount: 0.4 Acres

Implemented Amount: 0.5 Acres

Related Land Units

Identifier	Land Unit	Land Unit Type	Calculated Amount	Planned Amount	Implemented Amount
P319-00-00005	Kish Cr. 77 		0.4	0.4	

 Columns Page 1 of 1 View 1 - 1 of 1

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

Land Unit

Land Unit: Kish Cr. 77

Land Unit Type:

Measure Details

Unit of Measure: Acres

Computed Amount: 0.4

Planned Amount: 0.4

Implemented Amount: *No Data*

Measure Details

Unit of Measure: Acres

Computed Amount: 0.4

Planned Amount:

Implemented Amount:

The completed Related Land Units table will display.

Measures

Calculated Amount: 0.4 Acres

Implemented Amount: 0.5 Acres

Related Land Units

Identifier	Land Unit	Land Unit Type	Calculated Amount	Planned Amount	Implemented Amount
P319-00-00005	Kish Cr. 77		0.4	0.4	0.5

Columns Page 1 of 1 25 View 1 - 1 of 1

In the Funding tab, click the button to add each funding source. Be sure to include "EPA 319 Water Programs" as a funding source. The amounts and dates are not required, as Section 319 grant funding is reported on a project basis, not by individual BMP.


New BMP Funding

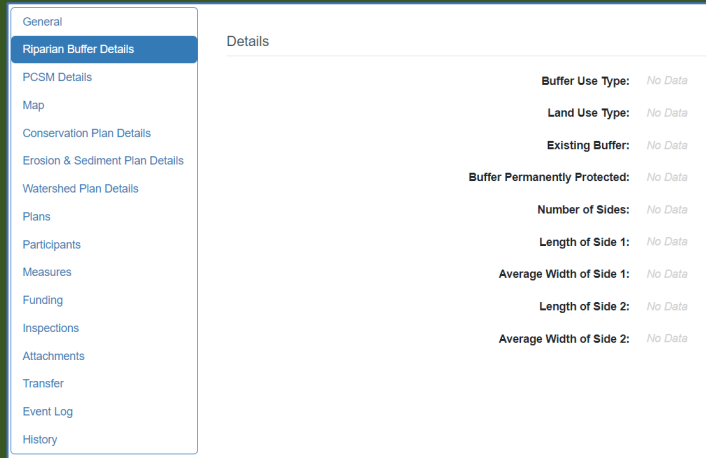
Funding Source:

Amount:

Date Funded:


Click the button. A funding source table will display the entered data.

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



General	Details
Riparian Buffer Details	
PCSM Details	Buffer Use Type: <i>No Data</i>
Map	Land Use Type: <i>No Data</i>
Conservation Plan Details	Existing Buffer: <i>No Data</i>
Erosion & Sediment Plan Details	Buffer Permanently Protected: <i>No Data</i>
Watershed Plan Details	Number of Sides: <i>No Data</i>
Plans	Length of Side 1: <i>No Data</i>
Participants	Average Width of Side 1: <i>No Data</i>
Measures	Length of Side 2: <i>No Data</i>
Funding	Average Width of Side 2: <i>No Data</i>
Inspections	
Attachments	
Transfer	
Event Log	
History	

Click .






In the **General** tab, click .

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: <i>No Data</i>
Practice: AMD Treatment System
Practice Subtype: <input type="text"/>

Identifier: PBMP-CapRCD-00057
Submission Status: <i>No Data</i>
Practice: Constructed Wetland
Practice Subtype: <input type="text"/>

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

Planned On:	<input type="text"/>	
Inventory Evaluation On:	<input type="text"/>	
Surveyed On:	<input type="text"/>	
Design Approved On:	<input type="text"/>	
Implemented On:	<input type="text"/>	

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



Implemented On:	02/02/2024	
Implemented Amount: *	0.5	

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 to return to the Partner 319 project module’s Related BMPs tab.

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


Related BMPs							<input type="button" value="Add New"/>
Identifier	Land Unit	Practice	Planned Amount	Implemented Amount	Copy Data	Remove	
PBMP-00-00060	Kish Cr. 77	Riparian Forest Buffer	0.4	0.5			

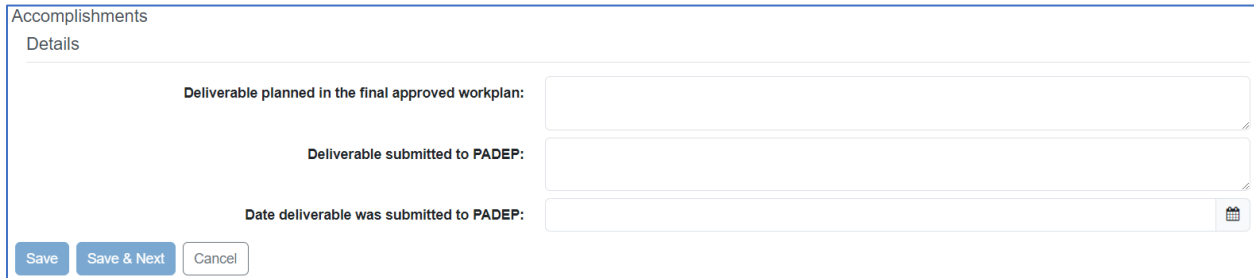
Page 1 of 1 25

View 1 - 1 of 1

Section K: Accomplishments Tab


In the **Accomplishments** tab, the user provides information complementary to the final report.

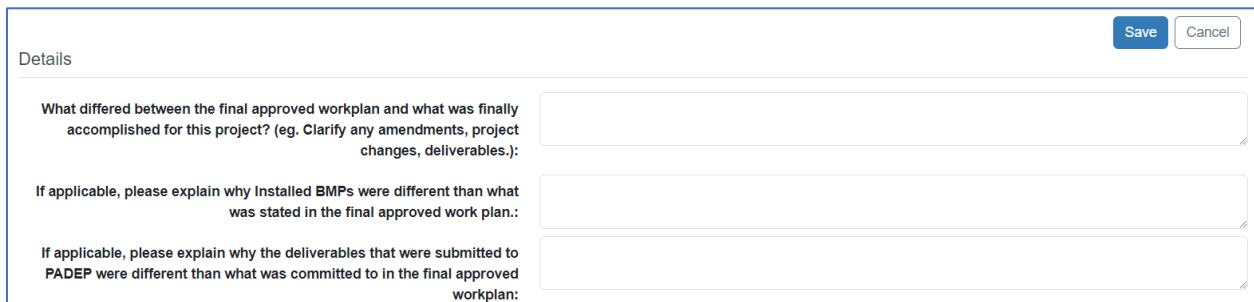
Click the  button to add each deliverable, one at a time. The first box will contain the deliverable that was planned in the approved workplan, the second box will contain the deliverable that was submitted, and the third box will provide the date that the deliverable was submitted.




The screenshot shows a form titled "Accomplishments" with a "Details" section. It contains three text input fields: "Deliverable planned in the final approved workplan:", "Deliverable submitted to PADEP:", and "Date deliverable was submitted to PADEP:". The date field has a calendar icon. At the bottom, there are three buttons: "Save", "Save & Next", and "Cancel".

Click the  button after the entry of each deliverable. The table will display the entered data.


Also, click the  button to explain differences in project outputs from what was planned.



The screenshot shows the "Details" section of the "Accomplishments" form. It contains three text input fields for explanations: "What differed between the final approved workplan and what was finally accomplished for this project? (eg. Clarify any amendments, project changes, deliverables.):", "If applicable, please explain why Installed BMPs were different than what was stated in the final approved work plan.:", and "If applicable, please explain why the deliverables that were submitted to PADEP were different than what was committed to in the final approved workplan:". At the top right, there are "Save" and "Cancel" buttons.


Click the  button to save the answers.

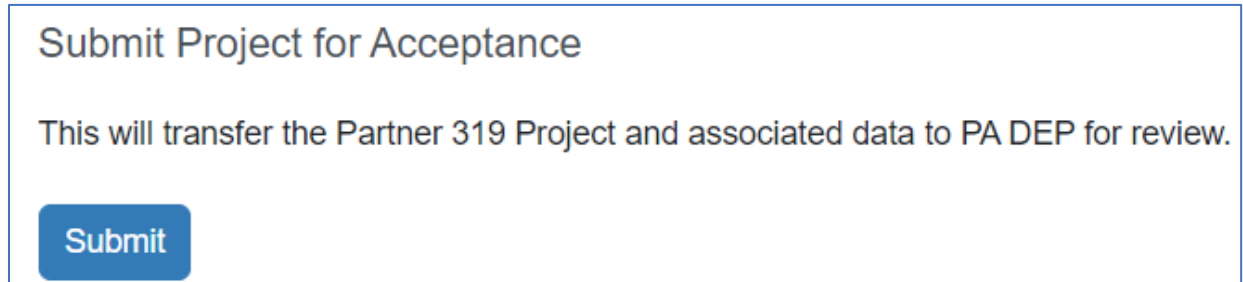
Section L: Attachments Tab


In the **Attachments** tab, click  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.

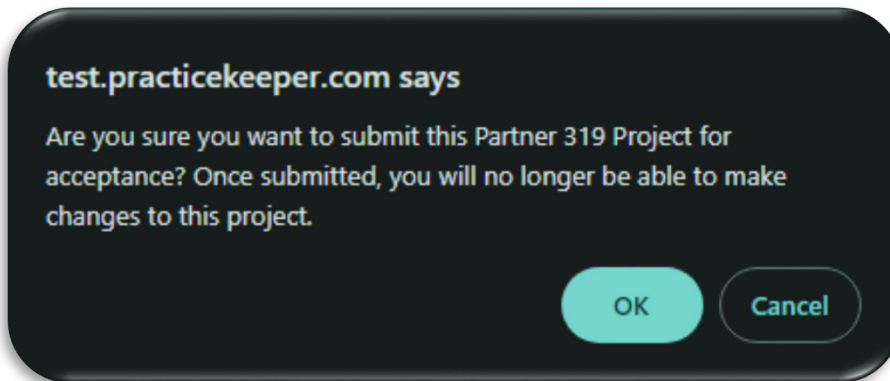
Data entry is complete. Proceed to [Section M](#).

Section M: Submission & Acceptance

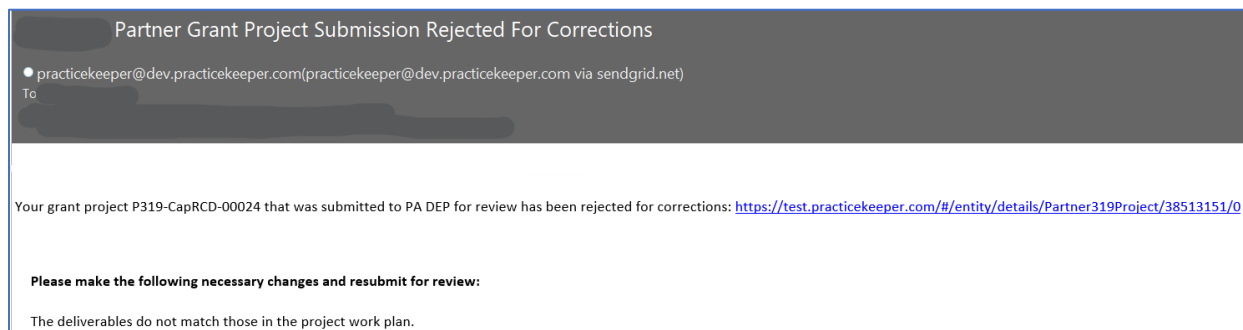
Lastly, in the **Submission & Acceptance** tab, click  to transfer the grant project and any BMP data entries to the DEP Project Advisor, whose name was selected under the General Tab, for review.



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



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.

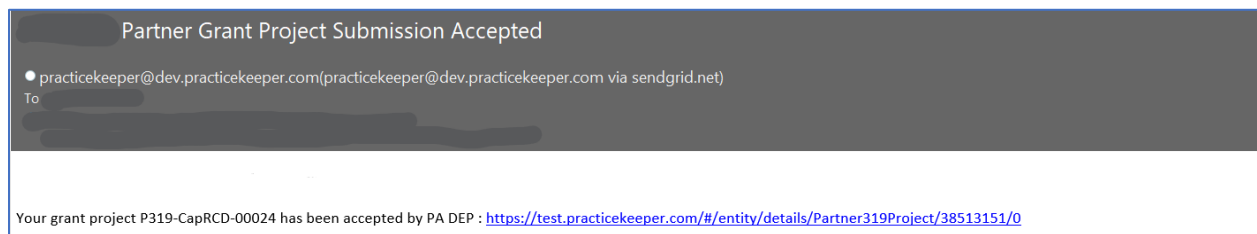


Resubmit Project for Acceptance

This will transfer the Partner 319 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 are now under DEP ownership and are no longer editable by the submitting grantee. The project has been converted to a view-only historical record.

[Partner 319 Project: P319-CapRCD-00024 \(Historical Record\)](#)

APPENDIX A: BMP Implementation Categories

The following list of BMPs are sorted by implementation category in order to assist in determining the most appropriate BMP (Practice Type) to select in the Related BMPs 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 as listed under some BMPs.

AMD Treatment/AML Practices	Unit of Measure
AMD treatment system , <input type="checkbox"/> subtype active	quantity
AMD treatment system , <input type="checkbox"/> subtype passive	quantity
land reconstruction, abandoned mined land (NRCS 543)	acres
Agricultural Practices	Unit of Measure
access control (NRCS 472)	acres
access road (NRCS 560)	feet
agrichemical handling facility (NRCS 309)	quantity
alley cropping (NRCS 311)	acres
animal mortality facility (NRCS 316)	quantity
closure of waste impoundment (NRCS 360)	quantity
composting facility (NRCS 317)	quantity
comprehensive nutrient management plan – written (NRCS 102)	acres
comprehensive nutrient management plan – applied (NRCS 103)	acres
conservation cover (NRCS 327)	acres
conservation crop rotation (NRCS 328)	acres
continuous cover crops (SQL02)	acres
contour buffer strips (NRCS 332)	acres
contour farming (NRCS 330)	acres
cover crop (NRCS 340)	acres
critical area planting (NRCS 342)	acres
deep tillage (NRCS 324)	acres
diversion (NRCS 362)	feet
drainage water management (NRCS 554)	acres
feed management (NRCS 592)	animal units
fence (NRCS 382)	feet
field border (NRCS 386)	acres
filter strip (NRCS 393)	acres
forage and biomass planting (NRCS 512)	acres
forage harvest management (NRCS 511)	acres
grazing land mechanical treatment (NRCS 548)	acres
heavy use area protection (NRCS 561)	square feet
intercropping to improve soil quality & increase biodiversity (SQL08)	acres
irrigation reservoir (NRCS 436)	acres
irrigation system, microirrigation (NRCS 441)	acres

irrigation system, sprinkler (NRCS 442)	acres
irrigation system, surface and subsurface (NRCS 443)	feet
irrigation water conveyance (NRCS 430)	feet
irrigation water management (NRCS 449)	acres
lined waterway or outlet (NRCS 468)	feet
livestock shelter structure (NRCS 576)	square feet
monitoring well (NRCS 535)	quantity
nutrient management (NRCS 590)	acres
pasture & hayland management	acres
pipeline (NRCS 516)	feet
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
silvopasture establishment (NRCS 381)	acres
spring development (NRCS 574)	quantity
stormwater runoff control (NRCS 570)	quantity
stream crossing (NRCS 578)	quantity
stripcropping (NRCS 585)	acres
structure for water control (NRCS 587)	quantity
subsurface drain (NRCS 606)	feet
surface drain, field ditch (NRCS 607)	feet
terrace (NRCS 600)	feet
trails and walkways (NRCS 575)	feet
transition to organic cropping systems (WQL20)	acres
transition to organic grazing systems (WQL19)	acres
waste storage facility (NRCS 313)	quantity
waste transfer (NRCS 634)	quantity
waste treatment lagoon (NRCS 359)	quantity
waste utilization (NRCS 633)	quantity
water and sediment control basin (NRCS 638)	quantity
water well (NRCS 642)	quantity
water well decommissioning (NRCS 351)	quantity
watering facility (NRCS 614)	quantity
Stormwater Practices	Unit of Measure
bioinfiltration (rain garden)	square feet
bioretention	square feet
constructed wetland (NRCS 656) <input type="checkbox"/> subtype aerobic	acres
constructed wetland (NRCS 656) <input type="checkbox"/> 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 swale	feet
vegetative filter strip	square feet
water quality inserts/inlets	quantity
Streams/Lakes/Ponds Practices	Unit of Measure
channel bed stabilization (NRCS 584)	feet
dam removal	quantity
dredging	acres
fish passage (NRCS 396)	quantity
floodplain restoration	acres
in-lake alum treatment	acres
lake aeration	acres
pond (NRCS 378)	acres
pond sealing or lining, flexible membrane (NRCS 521A)	square feet
riparian forest buffer (NRCS 391)	acres
riparian herbaceous cover (NRCS 390)	acres
streambank and shoreline protection (NRCS 580)	feet
Wetland Practices	Unit of Measure
wetland acquisition for protection	acres
wetland creation (NRCS 658)	acres
wetland enhancement (NRCS 659)	acres
wetland restoration (NRCS 657)	acres
wetland wildlife habitat management (NRCS 644)	acres
Forestry Practices	Unit of Measure
forest stand improvement (NRCS 666)	acres
forest trails and landings (NRCS 655)	acres
prescribed burning (NRCS 338)	acres
Miscellaneous Practices	Unit of Measure
dirt/gravel road maintenance	feet
grade stabilization structure (NRCS 410)	quantity
grassed waterway (NRCS 412)	acres
hedgerow planting (NRCS 422)	feet
integrated pest management (NRCS 595)	acres
invasive species removal	square feet

land reclamation, landslide treatment (NRCS 453)	acres
land reclamation, toxic discharge control (NRCS 455)	acres
mulching (NRCS 484)	acres
pumping plant (NRCS 533)	quantity
restoration and management of rare or declining habitats	quantity
tree/shrub establishment (NRCS 612)	acres
upland wildlife habitat management (NRCS 645)	acres