

# Quality Assurance Toolkit Construction Field Manual

For Project Engineers, Superintendents, ESCM's and Reviewers



STATE HIGHWAY  
ADMINISTRATION



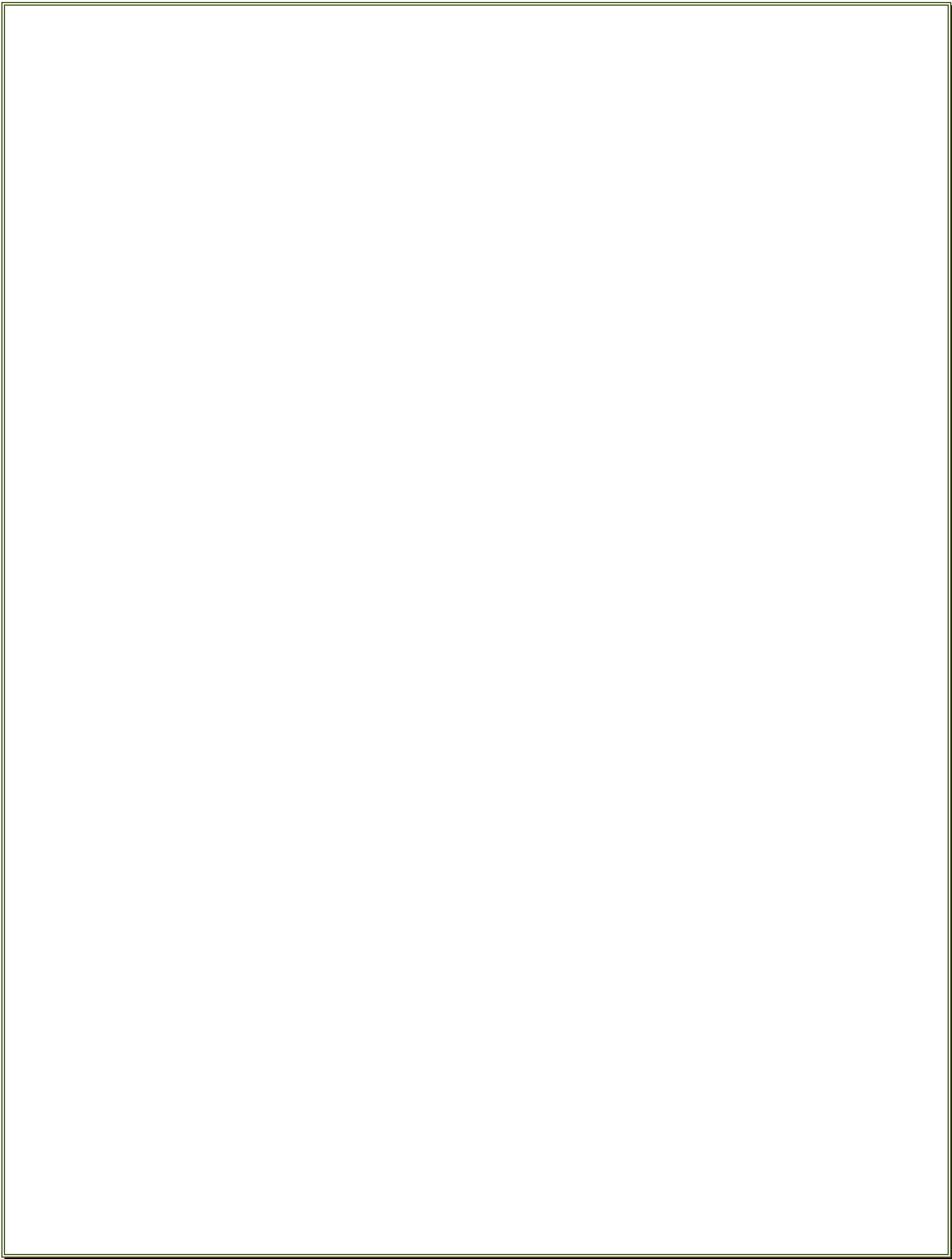
## **Preface**

The intent of this manual is to provide a general overview of the Quality Assurance Toolkits functions and a step-by-step explanation of how to use the QA Toolkit for field modifications along with SWM As-Built submittals. As such, the manual is broken into several sections describing how to use the QA Toolkit from the perspective of certain user roles. Once logged-in, the manual will navigate the user through the different tabs and screens of the Toolkit, explaining the purpose of each tab and how to view or edit its data.

After reading this manual, the user should view the QA Toolkit as an asset to the QA Inspection and construction modification processes. While replacing a tried and true paper method with new technology can be an intimidating prospect, this manual is designed to guide the user through the steps, demonstrating how the QA Toolkit will make the inspections and the affiliated processes easier.

**The OED Toolkits have been designed for optimal performance on Internet Explorer. The systems will work with other browsers although minor differences in performance or screen layout may occur. An important rule to follow when navigating within any online database is to avoid using the “BACK” button or arrow on your browser, instead select the menu item or button you wish to navigate to. While not designed for mobile devices (phones or tablets) all the functions do work on these devices.**

**The information contained within this guide is current as of April 2023. The Toolkits are continuing to be updated and enhanced so there may be slight changes to screen layout or button placement.**



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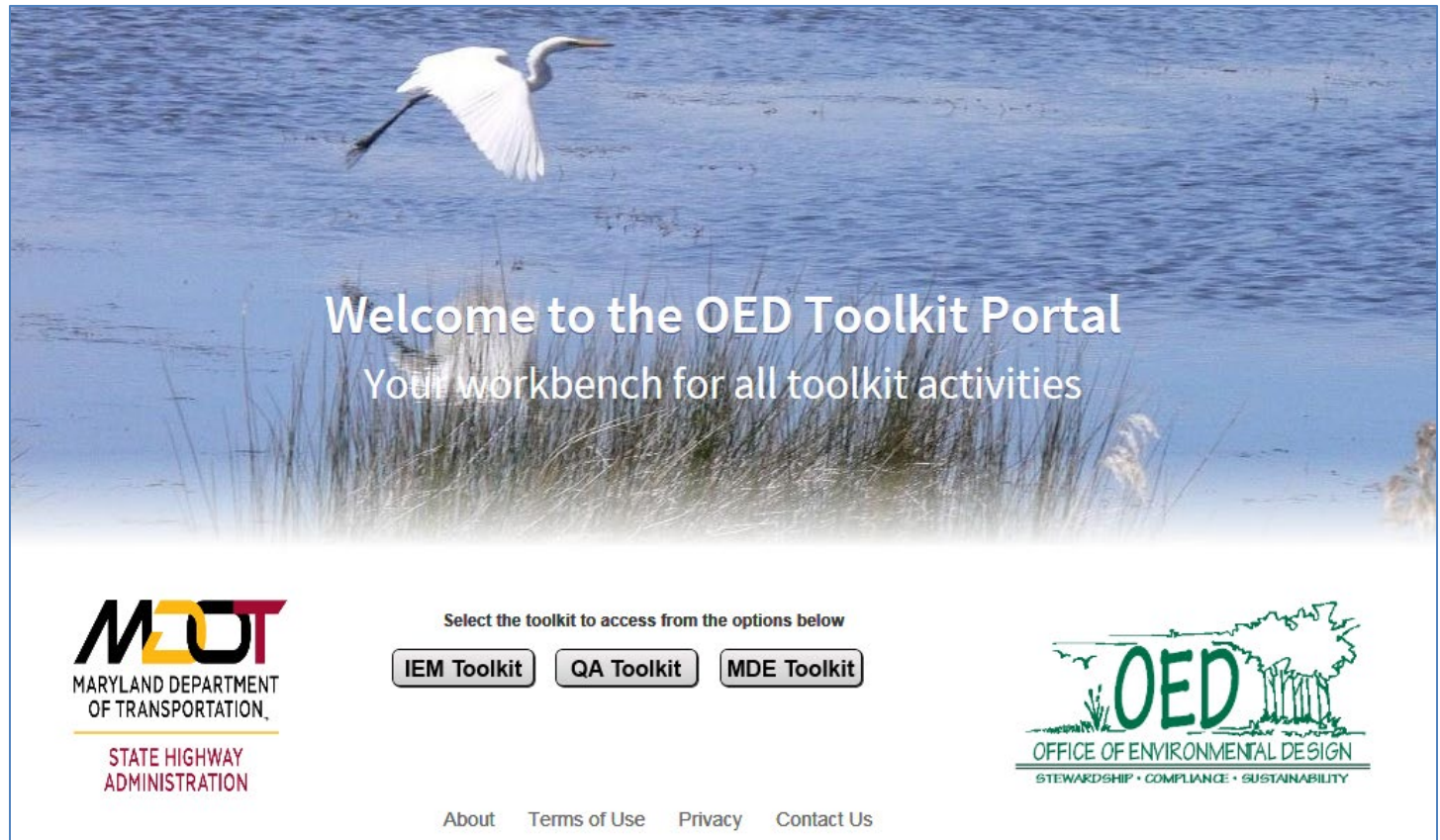
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## Quality Assurance Toolkit Overview

To access the QA Toolkit, enter [www.oedtoolkits.net](http://www.oedtoolkits.net) into a web browser.

This portal provides links to the Office of Environmental Designs Toolkits.



### **The Independent Environmental Monitors Toolkit**

The IEM Toolkit is utilized by the environmental monitor to track environmental issues, recommendations and their resolution. The system provides tracking of daily activities and photographs with the ability to locate and print daily reports while also incorporating tools to help track permit compliance and environmental impacts for several projects being monitored by one or more inspectors.

### **The Quality Assurance Toolkit**

The purpose of the QA Toolkit was to replace the paper QA Inspection process. The QA Toolkit streamlines the documentation process, making the QA Inspector's reports readily available to all designated users. There is also no longer a delay in communication, therefore facilitating the quick resolution of environmental or construction issues. With time the toolkit has been enhanced to also include the tracking of plan and permit modifications.

### **The MDE Toolkit**

The MDE Toolkit is a permit application tracking system utilized by the Environmental Programs Division and Regulatory Agencies for the application, review and approval of environmental permits.

**The Toolkits are organized around the user's role. Depending on the assigned role, the user may see only a select number of screens and/or options to navigate through the Toolkit. This is due to the many differing responsibilities assigned to each user within the relevant process.**



## Toolkit Login

**MDT** MARYLAND DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION

# Quality Assurance Toolkit

Login:

Password:

[Forgot your password?](#)

- To request an account in the toolkit click on the "Request Account" button below and complete the requested information, an email will be sent to you when the account has been created.

- To request access to additional project records submit the request through "Settings" section of your account

Request a new account

### Links

- OED Toolkit Portal Home
- Maryland Department of the Environment
- Wetlands and Waterway Construction Program Directory
- Environmental Protection Agency
- International Erosion Control Assoc.
- National Highway Institute
- FHWA Environmental Guidebook
- COMAR Online

**State of Maryland**  
Erosion & Sediment Control Certification  
No. NPCE0000

**Maryland Department of the Environment Responsible Personnel Certification**

**SHA**  
EROSION AND SEDIMENT CONTROL CERTIFICATION  
YOUR NAME

**State Highway Administration Erosion and Sediment Control Certification "Yellow Card"**

### Reference Documents

Name	Description
<b>Assignment List OHD</b>	OHD Project Assignment and Contact List (ICD projects)
<b>Compliance with Delegated Authority</b>	Training provided to Project Engineers related to Compliance with Delegated Authority through modifications along with updates to NPDES and SWM as built procedures
<b>Maryland Fertilizer Law</b>	Presentation of information for the restriction period of the use of fertilizers in Maryland
<b>Maryland Fertilizer Restrictions Memo</b>	Memo related to the restriction period of the use of fertilizers on SHA construction sites
<b>O&amp;A Program Team Map</b>	Contact information along with areas of responsibility for the Regional Environmental Coordinators

The log-in screen provides useful information pertaining to the environment. Numerous links are provided to agency websites, guide books, and compliance web sites that may assist the user. Clicking on a link will open a separate window and take you to the website of interest. Also provided are links to the SHA Yellow Card and MDE Responsible Personnel Certification training. Clicking on the training logo will take the user to the respective training site.

The top of the screen prompts the user to log into the toolkit. The correct username and password must be entered to access the toolkit. This is to assure that the website is secure and only designated users can view their respective projects and inspection grades.

To retrieve a forgotten password, click on the "Forgot Your Password?" link. This will take the user to a screen asking for a username and e-mail address. Once the information has been entered, click the "OK" box. The Toolkit will send the forgotten password to the user's e-mail address.

All users who have been directed to use this system and do not have a login should select the "Request Account" button and complete the required information on the "New User Account Request Page". This system should only be utilized for requesting new accounts. When the account is setup you will receive a notification email with your new login information.

### New User Account Request

Fields marked with an \* are required.  
Fill in all of the information accurately and completely.  
Subscriptions can be changed later from account settings page. Some of these notifications may be selected by the system administrator due to your role or responsibility.  
When your account is created you will receive an email with a link to the OED Toolkit Portal and login information. Please maintain your login credentials in a secure location. If your company affiliation changes it is the responsibility of you and your company to contact the administrator to update your account.

\* First Name

\* Last Name

\* Email

Office Phone

Cell Phone

\* Company Name  ☐ Company Name Does Not Appear In List

(Consultant Firm, Contracting Company, SHA Employee) District

\* Position or Title held  (Project Engineer, Inspector, ESCM, Superintendent, Project Manager, Permit Reviewer, etc.)

Yellow Card Certification #  Expiration Date

(Required for SHA Project Engineer, Contractor Superintendent or ESCM)

\* Construction Project Assignment  Select Project

Subscription Configuration for ALL Projects:

Subscribe to Inspection Ratings ☐ A ☐ B ☐ C ☐ D ☐ F ☐ No Grade

Subscribe to Site Conditions ☐ Compliance ☐ Needs Corrections ☐ Non-Compliance

Project Modifications & Approvals (check one only)  
☐ Alert me of all modification requests and response  
☐ Alert me of all modification requests approvals exclusively

Permit Notifications  
☐ Alert me of permit issued and expiration

\* Reason for access to toolkit

Please review all information to ensure accuracy prior to submitting

Users can request access to an additional project access within their user settings. See Page 6-7 for more information about requesting additional access to projects.



## Main Menu Tabs



Once you have successfully logged on to the QA Toolkit with your username and password, you are automatically directed to the **Inspections** tab. From this tab the user may navigate to the screen of choice using the Section Tabs. The Section Tabs are located across the top portion of the screen. The left side of the screen provides navigation tabs for **Inspections**, **Projects**, **Permits** and **Reference Docs**. On the right side of the screen are tabs for **Settings** and **Log Out**. Rolling the mouse over each tab will change the font color from grey to white, indicating the link as active. Clicking on any of the tabs will navigate the user to the respective screen.

## Information Grid

Date ▼	Inspector	Contract	Project	Template	Rating	Status	
05/28/15	Tad Daniel	AA7655180	Cleaning and Painting and Minor Rehabilitation of Existing Bridge # 0200100 on I-695 (Balt.Beltway) over Patapsco River and Hammonds Ferry Road in AA county	QA1	B (82.7)	Final	QA-1  PDF
05/28/15	Tad Daniel	MO5985187	MD 108 (Olney Laytonsville Road) at Bowie Mill Road - Geometric Improvements	QA1	B (85.0)	Final	QA-1  PDF

Most of the tabs in the QA Toolkit will display data in a tabular format. These tables can be sorted by column to organize and arrange the data to suit the user's needs. The data will automatically be sorted by date; however, it can be sorted by any column by simply clicking on the column title.

A small arrow, located to the right of the column title, helps the user determine how the data is organized. If the arrow is pointing down, the data will be sorted descending, either numerically or alphabetically according to the data type. Should the user want to sort the data ascending, click the data title and the arrow will switch upwards rearranging your data. This can be done for all tables and allows the user to locate and group data into manageable lists.

A grid may also be multiple pages. If there are more than 1 page then a list of page numbers will appear at the bottom of the grid. Select the page number you wish to view to load that page.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20  
Displaying 1 to 20 of 398

## Search Panel

Search Panel

Inspection Date 8/6/2014 -

District -All Districts-

Contract/FMIS

'No Grade' inspections only ☐

Notes/Comments

Contractor

Inspector

County -All Counties-

Rating - -

Status -All-

Flagged -All-

SEARCH

PRINT

RESET

A search panel is provided on most tabs allowing users to search fields in the data table on a tab to easily navigate to a desired data record. Several search fields are provided, including for the search panel on each tab. Data may be entered into multiple search fields or only one to navigate to the desired data record.

Once the data is entered into the search fields, select the Search button and the QA Toolkit will retrieve all the data records that match the query. If too many projects are retrieved, insert more information to narrow the search.

To view the search panel, click on the plus button and it will expand. The search panel can be minimized at any time by clicking on the minus button at the top left of the panel.

## Inspection Tab

**QA Inspection List**

**Search Panel**  
 (+) To search for a specific item, open the search panel by clicking the "+" symbol.

Date	Inspector	Contract	Project	Template	Rating	Status	
05/28/15	Tad Daniel	AA7655180	Cleaning and Painting and Minor Rehabilitation of Existing Bridge # 0200100 on I-695 (Balt.Beltway) over Patapsco River and Hammonds Ferry Road in AA county	QA1	B (82.7)	Final	
05/28/15	Tad Daniel	MO5985187	MD 108 (Olney Laytonsville Road) at Bowie Mill Road - Geometric Improvements	QA1	B (85.0)	Final	

The **Inspections** tab contains final and draft (depending on current status of the report) QA inspection reports, where the user can view and/or print these reports. A search panel, located at the top half of the screen, allows the user to search for a specific inspection report based on various fields. The bottom half of the screen contains a data table that lists out each report. The table is organized by Date, Inspector, Contract, Project, Rating, and Status.

- Select the QA-1 icon to view existing inspection report on-screen.
- Select the PDF icon to print existing inspection reports from this list.

## Project Tab

**Project List**

**Search Panel**  
 (+) To search for a specific item, open the search panel by clicking the "+" symbol.

Contract #	FMIS	E&S Per.	Description	Co.	Dist.	Mods	Grades	
AA1515188	AA151B51	Y	MD 170 from MD 648 to MD 762. Bicycle Retrofit	AA	5		Average: A; Recent: A	
AA1545180	AA154B51	N	Cleaning and Painting of Existing Bridge #'s 0211011, 0201102, 0208000, 0208203, 0208204, 0208403, 0208404, 0208503, 0208504, 02100303 and 0210304 on various routes in AA county	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	
AA1575132	AA157B51	N	MD 177 to MD 695- Traffic Barrier Replacement in AA County	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	

The **Projects** tab provides a list of projects currently assigned to your account. A search panel, located at the top half of the screen, allows the user to search for a specific project based on various fields. The bottom half of the screen contains a data table that displays all the projects. The data table is organized by Contract number, FMIS number, Description, County, and District. As with all data tables these fields are sorted by selecting the column header.

- Select the edit icon to make changes to the project record as allowed by your user role.
- Select the Project Communication icon to utilize the communication system
- Select the PDF icon to print the complete project record.

Under the Projects Tab there are other options to choose from including **Modifications** and **SWM AS-Built**. These options will display the summary pages for each respectively.

## Permits Tab

Permit	Agency	Description	Project	Issued	Expires▼	
14SF0209	Maryland Department of the Environment	NPDES General Permit	WI2335130	11/18/14	11/18/19	
10-SF-0271	Maryland Department of the Environment	Stormwater Management & ESC Approval	PG7785284	10/17/14	10/17/19	
14-SF-0302	Maryland Department of the Environment	Stormwater Management & ESC Approval	WA2405149	10/17/14	10/17/19	

The **Permits** Tab allows a user to see all the permits associated with their currently assigned projects including the type of permit and its expiration date.

- Select the view icon to open a page showing additional permit information including permit commitments and conditions along with the option to download a PDF of the permit document

## Reference Documents Tab

Name▲	Description	
Assignment List OHD	OHD Project Assignment and Contact List (ICD projects)	DWNLD
Modification Instructions	Modification Instructions	DWNLD
QA Concurrence Instructions	QA Concurrence Instructions	DWNLD

The **Reference Documents** tab allows the user to open or download related forms or documents that could be required for certain projects. The data table can be sorted by name or description.

- Each form or document can be downloaded by clicking on the download icon located at the far right of each data record.

Once selected, a dialogue box will open prompting the user to either “Open” or “Save” the document. Once the file is opened, either directly or after it is saved, the form can be printed for use

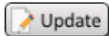
Settings Tab

**Change Password**


Old Password

New Password

Confirm



**Request additional project assignment**

Project  

**Update Profile**

First Name

Last Name

Office Phone


Cell Phone

Email


Title

YC Cert

Expires On



**QA User Subscriptions**

Project  

**Subscription for ALL PROJECTS**

**Subscribe to Inspection Ratings**

☐ A

☐ B

☐ C

☐ D

☐ F

☐ No Grade

**Subscribe to Site Conditions**

☐ Compliance

☐ Needs Corrections

☐ Non-Compliance


**Project Modifications & Approvals (check one only)**

☐ Alert me of all modification requests and response

☐ Alert me of all modification requests approvals exclusively

**Permit Notifications**

☐ Alert me of permit issued and expiration



The **Settings** tab allows the user to change or view personal information including: changing the log-in password, updating profile information, subscribing to specific project notifications and request access to additional projects.

To change the QA Toolkit password, insert the old password and new password into the appropriate boxes. The next step is to confirm the new password and select the “Update” button. Once the update button has been clicked, a message will pop up in red under the QA Toolkit Banner saying, **“Password Changed.”** This message will slowly fade. There will also be a message in red underneath the QA Toolkit banner that states. **“Password Changed”**. Both messages are to ensure the user that their password has indeed been updated.

Profile information includes the user’s first name, last name, office phone, cell phone, e-mail, and title. The user can include as little or as much information as needed. An e-mail address must be included in order to receive project notifications. Changes or additions are made by clicking inside the appropriate text box and entering any new information. Once complete, select the “Update” button under the Title box. A message will pop up over the QA Toolkit banner in red that says, **“User Details Updated.”** This message will slowly fade like the “Password Changed” message in the previous section. However, a message under the Toolkit Banner that states **“User Details Updated”** will remain until the user navigates to a different screen.

The QA Toolkit enables each user to subscribe to specific projects. By subscribing to a specific project, each user will receive an email notification indicating that an inspection has been completed. Users can also subscribe to notifications when specific inspection ratings or site conditions are entered and saved on inspection reports.

To set up a subscription for a specific project use the drop-down box under “QA User Subscriptions” and select the desired project or select “ALL PROJECTS”. The drop-down box will contain a list of all assigned projects in the QA Toolkit. Once the desired project or all projects have been selected, select the “Load” button and all current subscriptions will be displayed. The user can change these settings by selecting the desired Inspection Ratings and/or Site Conditions that the user would like to subscribe to. An email notification will be sent to the user when inspection reports meeting those criteria are saved.

To receive notifications of a specific grade, click on the box to the left of the desired grade(s). For example, to receive a notification of inspections that receive an “F,” click on the box next to the letter “F.”

Users can receive notifications on specific site conditions entered and saved into an inspection report. This subscription option is found below the inspection ratings subscription options. These options are based on “Compliance,” “Needs corrections,” or “Non-compliance.” Like the inspection ratings subscription options, choose which option to subscribe to by clicking in the box to the left. A check in the box will indicate that the user has selected that specific site condition.

Users can also receive notifications related to modification requests and approvals by selecting the appropriate checkbox.

**Users can request access to an additional project by selecting the project in the provided dropdown menu and then clicking the associated “update” button, after a review of the request a system administrator will approve or deny the request.**

Once all subscription selections are complete, it is necessary to select the “Update” button at the bottom of the page to apply these updates to the account.

To leave the settings page and return to the regular toolkit interface, you must select the **Home** Tab in the top left of the page

### Log Out




Log-out of each Toolkit session once complete to ensure that the information on the QA Toolkit is secure and not viewed by unauthorized users. Select the Log Out tab located on the right side of the QA Toolkit banner. Logging out will return the user to the original log-in screen.



## Project Record and Sub-Tab Information


SHA Construction Project Engineers and Contractors have some additional abilities within the toolkits due to specific responsibilities related to the Project. These functions are found within the Project Record under specific sub-tabs



MARYLAND DEPARTMENT OF TRANSPORTATION

STATE HIGHWAY ADMINISTRATION

Quality Assurance Toolkit



Inspections

Projects

Permits

Reference Docs

Settings

Log Out

Project List

Modifications










SWM As-Built


Project List

Search Panel

+

To search for a specific item, open the search panel by clicking the "+" symbol.

Contract #▲	FMIS	E&S Per.	Description	Co.	Dist.	Mods	Grades	
AA1515188	AA151B51	Y	MD 170 from MD 648 to MD 762. Bicycle Retrofit	AA	5		Average: A; Recent: A	  
AA1545180	AA154B51	N	Cleaning and Painting of Existing Bridge #'s 0211011, 0201102, 0208000, 0208203, 0208204, 0208403, 0208404, 0208503, 0208504, 02100303 and 0210304 on various routes in AA county	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	  
AA1575132	AA157B51	N	MD 177 to MD 695- Traffic Barrier Replacement in AA County	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	  

 Select the edit icon to enter or update the project record as allowed by your user role.

The user will see a view of the project information. Data fields that are shaded may not be edited although the information under certain sub-tabs may. If you notice any information that is incorrect or out of date please contact your REC to adjust the data as necessary.

### Project Details

Project Details

Contract Number

WA3445272

FMIS

WA344D51

Description

Improvements along I-81 from South of US 11 in WV to North of MD 63/68 ir

Project Type

Bridge Replacement

(...)

Stage

Construction

County

Washington

District

6

Project Start Date

1/6/2017

Team Index

Centroid

N

E

Comments

Title from IFB: Improvements along I-81 from South of US 11 in WV to North of MD 63/68 in MD including widening and Superstructure replacement for dual bridges 21 078 in I-81 over Potomac River and

☐ E&S Permit Required
 ☐ Inspections on Hold
 ☐ Project Closed

☐ Wetlands and Waterways
 ☐ Severe Weather

Contractor

Triton Construction

QA Inspection Form

QA1 (02/18/2015)

QA Inspection Priority

2 Weeks

Project Rep

Jeffrey Foreman

(...)

Yellow Card

11-375

Exp. Date

07/21/2020

ESC Manager

Shelby Kuh

(...)

Yellow Card

17-177

Exp. Date

04/03/2020

Superintendent

Matthew Skeen

(...)

Yellow Card

16-212

Exp. Date

05/12/2019

QA Incentives

Milestones

Sheets/Plates

Documents

Stakeholders

Permits

Resources

Inspections

Mods

QA Concurrence

SWM



The **Project Details** includes information that is relevant to the project's environmental record. A series of sub-tabs appear at the bottom of the screen. These sub-tabs contain additional information about the project. Clicking the sub-tab will make the contained information appear. Population of the information in the Project Details starts at project advertisement and continues to be updated as needed by the QA Program.

The **QA Incentives** sub-tab contains information about incentives and liquidated damages for the project.

The **Milestones** sub-tab contains specific milestone dates for the project.

The **Sheets/Plates** sub-tab contains the approved project plans, addendums and redlines along with the impact plates from the environmental permits.

The **Documents** sub-tab contains all the accumulated documents for the project. This will include any attachments or uploads from individual users.

The **Stakeholders** sub-tab contains a list of all the users assigned to the project. Information such as the individual's role, email and phone number is included in this information.

The **Permits** sub-tab contains the environmental permits including a PDF of the original document.

The **Resources** sub-tab contains information about the project's environmental resource impacts.

The **Inspections** sub-tab contains all the QA inspections for the project.

The **Mods** sub-tab contains a listing of the construction modifications and the status.

The **QA Concurrence** sub-tab contains a listing of the QA Concurrences and the status.

The **SWM** sub-tab contains a listing of the SWM As-Built submittals and the status.

All users can see all the sub-tabs. The CPE may work within 5 of the sub-tabs, **QA Incentives, Documents, Mods, QA Concurrence and SWM** while the Contractor may utilize 3 of the sub-tabs, **Mods, QA Concurrence and SMW**.

### QA Incentives Sub Tab

QA Incentives	Milestones	Sheets/Plates	Documents	Stakeholders	Permits	Resources	Inspections	Mods	QA Concurrence	SWM
<b>E&amp;S Quarterly Incentive Periods</b>										
Start Date	End Date	# Graded	D	F	Avg Grade Index	Incentive Amt	Liq. Damage Amt(per day)			
10/11/2016	01/09/2017	1	0	0	100.0	\$0.00	\$0.00			
01/10/2017	04/10/2017	5	0	0	97.3	\$1,750.00	\$0.00			
04/11/2017	07/10/2017	6	0	0	94.3	\$1,750.00	\$0.00			
07/11/2017	10/09/2017	4	0	0	90.1	\$1,750.00	\$0.00			
10/10/2017	01/08/2018	0	0	0	--	\$0.00	\$0.00			
<b>Calculate Incentives (based on NTP Date)</b>						<b>Final Incentive Estimate: \$0.00</b>				
<b>Contracted Incentive/Damage Amounts</b>										
Final Incentive	(Payment A)	\$45500								
Quarterly Incentive	(Payment B)	\$1750								
Liq. Damage(D) Amt	(Payment D)	\$6376								
Liq. Damage(F) Amt	(Payment F)	\$7510								

Under the **QA Incentive** sub-tab, the CPE can track incentives for the project. To calculate the quarterly incentive information, select **Calculate Incentives**. The system will compile the inspections within the period and calculate the average grade. The notice to proceed date must be in the project record for this calculation to work properly.

## Milestones Sub-Tab

QA Incentives	Milestones	Sheets/Plates	Documents	Stakeholders	Permits	Resources	Inspections	Mods	QA Concurrence	SWM
Type				Name			Date			
Notice to Proceed							10/11/2016			

Under the **Milestones** sub-tab any number of project milestones may be listed such as NTP, or Stream Restriction Dates.

## Sheets/Plates Sub Tab

QA Incentives

Milestones

Sheets/Plates

Documents

Stakeholders

Permits

Resources

Inspections

Mods

QA Concurrence

SWM

Plan Sheets

Name	Description	Labels
Addendum No. 1		
Addendum No. 1 Plans		
Addendum No. 2		
Addendum No. 3		
Addendum No. 3 Plans		
Highlighted Plan	Highlighted plans from PRD	

Impact Plates

Name	Description	Labels
------	-------------	--------

The **Sheets/Plates** sub-tab contains the approved project plans, addendums and redlines along with the impact plates from the environmental permits.

## Documents Sub Tab

QA Incentives

Milestones

Sheets/Plates

Documents

Stakeholders

Permits

Resources

Inspections

Mods

QA Concurrence

SWM

Search Documents

Type	Description	Date	
Other	IFB	8/30/2017	<div></div>
Other	mod 4	10/19/2017	<div></div>
Photo	photo log	2/22/2017	<div></div>
Photo	photo log	3/27/2017	<div></div>
Photo	pictures of repair issues	6/15/2017	<div></div>
Photo	photo log	3/8/2017	<div></div>
Photo	photo log of areas needing stabilization	4/13/2017	<div></div>
Photo	pictures of site issues.	9/20/2017	<div></div>
Photo	photo log	4/27/2017	<div></div>
Photo	Pictures of issues with concrete washout.	7/24/2017	<div></div>

123

Add Document

The **Documents** sub-tab contains all the documents related to the project record. Anything that has been attached to a report or added to the record in any other part of the system will appear here. You may search the documents with the search panel or sort the listing grid by clicking on the column headers. This section also provides the ability for the Project Engineer to add documents, clicking on **Add Document** will provide a menu for uploading files to the project details.

Add Document

Document Type




Description

File
Browse...

Date



Cancel
Add Attachment

## Stakeholders Sub-Tab

QA Incentives	Milestones	Sheets/Plates	Documents	Stakeholders	Permits	Resources	Inspections	Mods	QA Concurrence	SWM
User	Company/Agency	Email	Office Phone	Title	Project Role					
Barbara Allera-Bohlen	State Highway Administration	BAlleraBohlen@sha.state.md.us		EPD Project Manager	Stakeholder					
Robert Anderson	NMP	RAnderson@nmpengineering.com	4107719808	HHD Reviewer	Stakeholder					
Kate Ansalvish	Maryland Department of the Environment	kate.ansalvish1@maryland.gov	3016891482	Compliance Specialist - MDE	Stakeholder					

The Stakeholders Sub-Tab include all the stakeholders that have been assigned to the project along with the necessary contact information

## Permits Sub-Tab

QA Incentives	Milestones	Sheets/Plates	Documents	Stakeholders	Permits	Resources	Inspections	Mods	QA Concurrence	SWM
Permit #	Agency	Description	Issued	Expires						
15-NT-3247	Maryland Department of the Environment, Water Management Administration	Authorization to Proceed	04/01/2016	04/01/2019						
MDRCVS0EE	Maryland Department of the Environment	NPDES General Permit	09/28/2016	12/31/2019						







The Permits Sub-Tab shows all the environmental permits related to the project. Clicking on the view icon to the right will open the permit details page where you can see more permit details and download PDF of the actual permit.

## Resources Sub-Tab

QA Incentives	Milestones	Sheets/Plates	Documents	Stakeholders	Permits	Resources	Inspections	Mods	QA Concurrence	SWM
<div>Note: You must save the Project to apply changes to the Resources list. Resource Summary does not update until the project is saved.</div>										
<div>Project Resource Summary</div>										
Resource type		Impact type		Permitted		Estimated		Final		Units

The Resources Sub-Tab will show the resource impacts related to the project. This section can show both permanent and temporary impacts.

## Inspections Sub-Tab

QA Incentives	Milestones	Sheets/Plates	Documents	Stakeholders	Permits	Resources	Inspections	Mods	QA Concurrence	SWM
Date	Inspector	Rating	Status							
10/24/17	Jeremy Custer	A (94.5)	Final	 						
10/04/17	Jeremy Custer	A (96.0)	Final	 						
09/21/17	Jeremy Custer	B (83.7)	Final	 						

The Inspections Sub-Tab will show all of the QA inspections that have occurred on the project, you may view or download a PDF of the report from this location.

## Mods, QA Concurrence and SWM Sub-Tabs

The remaining Sub Tabs are explained in more detail in later sections of this guide. The sections covering these topics are split depending on the user role. There are sections covering use by the Project Engineer and Contactor and there is another section covering the use of these sections by Reviewer



## Plan Version Control

For projects that advertised with the MDOT SHA title sheet, PRD will sign the new approval block on the title sheet when Final Approval is issued. Individual SWM/ESC plan sheets will not be stamped.

With the stamp only appearing on the Title Sheet all revisions to the plans will also be tracked on this page.

In the field the individual sheets must be compared to the Title Sheet to ensure that the Addendum or Redline pages match up to the listed information

As can be seen in the Title Block below an Addendum and a Redline has been issued for this project.

Corresponding pages to these revisions should appear in the plan set, if other pages such as Addendum 2 or Redline 2 are found in the plans then it can be inferred that those pages are not approved as they do not appear on the Title Sheet revision list. A new Title Sheet will be issued with every new revision.

LENGTH OF PROJECT: US 40 WB = 0.30 MILES			
SCALE: 1" = 2000'			
DESIGN DESIGNATION	SURVEY BOOK NUMBERS	RIGHT OF WAY PLAT NUMBERS	REVISIONS
ROADWAY	US 40 WB	25524	6799, 6800, 31496,
ROADWAY LENGTH (MILES)	0.30	-	36266, 36266, 36267
CONTRACT YEARS	2035	-	38927, 43204, 44588,
AVERAGE DAILY TRAFFIC (A.D.T.)	8,676	-	47539, 55739
DESIGN HOURLY VOLUME (D.H.V.)	14%	-	
DIRECTIONAL DISTRIBUTION	100%	-	
% TRUCKS (A.D.T.)	7%	-	
% TRUCKS (D.H.V.)	5%	-	
FUNCTIONAL CLASSIFICATION	RURAL PRINCIPAL ARTERIAL	-	
CONTROL OF ACCESS	FULL	-	
INTENSITY OF DEVELOPMENT	-	-	
TERRAIN	-	-	
DESIGN SPEED (M.P.H.)	60 MPH	-	
ANTICIPATED POSTED SPEED (M.P.H.)	55 MPH	-	
STRUCTURE INVENTORY NO. 1309800			<p>STORMWATER AND SEDIMENT CONTROL FINAL APPROVAL</p> <p>APPROVED: <i>Jama Priden</i> DATE: 11/28/17</p> <p>DIVISION CHIEF, PLAN REVIEW DIVISION</p> <p>PRD NO: 17-PR-0010 EXPIRATION DATE: 11/28/19</p> <p>APPROVED: <i>Maurizio Agostino</i> DATE: 11/14/17</p> <p>DEPUTY DIRECTOR, STRUCTURES ENGINEERING</p> <p>APPROVED: <i>Gary O'Quinn</i> DATE: 11/16/2017</p> <p>DIRECTOR, OFFICE OF STRUCTURES</p> <p>APPROVED: <i>[Signature]</i> DATE: 11/16/17</p> <p>DEPUTY ADMINISTRATOR / CHIEF ENGINEER FOR PLANNING, ENGINEERING, REAL ESTATE AND ENVIRONMENT</p> <p>FILES DATATIMES</p> <p>CONTRACT NO.: HO1525180</p>

To the right is an example of the PRD approval stamp that may be found in an IFB of a project that does not have actual plans issued. All of the plans and notes are incorporated in the IFB itself.

<p>"I/We hereby certify that any clearing, grading construction and/or development will be done pursuant to this plan and that any responsible personnel involved in the construction project will have a certificate of attendance at a Maryland Department of the Environment approved training program for the control of erosion and sediment before beginning the project."</p> <p>"I hereby authorize the right of entry for periodic on-site evaluation by State of Maryland, Department of the Environment, compliance inspectors."</p> <p>Stormwater and Sediment Control Final Approval</p> <p>Approved: <i>Jama Priden</i> Date: 10/19/2017</p> <p>Division Chief, Plan Review Division</p> <p>PRD No: 17-PR-0019 Expiration Date: 10-19-2019</p>	<p>REVIEWED AND APPROVAL RECOMMENDED</p> <p>DISTRICT ENGINEER</p> <p>APPROVAL RECOMMENDED</p> <p>DIRECTOR OFFICE OF HIGHWAY DEVELOPMENT</p> <p>APPROVED</p> <p>DEPUTY ADMINISTRATOR FOR PLANNING, ENGINEERING, REAL ESTATE, AND ENVIRONMENT</p>
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**Modification Exceptions:** There are a few exceptions to the need for a modification approval is not necessary as the change is about enhancements to pre-existing control or an addition of capacity. The following is allowed without the need for additional approval.

- Adding the Wash Rack Option (Detail B-2) to an existing Stabilized Construction Entrance.
- Installing a Clear Water Pipe Through Silt Fence/Super Silt Fence (Detail E-4).
- Adding any of the 4 approved dewatering devices to a previously approved dewatering operation in the same location.
  - Removable Pumping Station (Detail F-1)
  - Sump Pit (Detail F-2)
  - Portable Sediment Tank (Detail F-3)
  - Filter Bag (Detail F-4)

Note: If plans do not already have a dewatering option included, then a request and approval will be necessary prior to beginning the operation. Substitution of any device for another is acceptable with consideration for capacity

**QA Concurrence:** A QA Concurrence is when a change is not made although per the plans or program guidance the REC must concur with what the contractor is doing. Examples include:

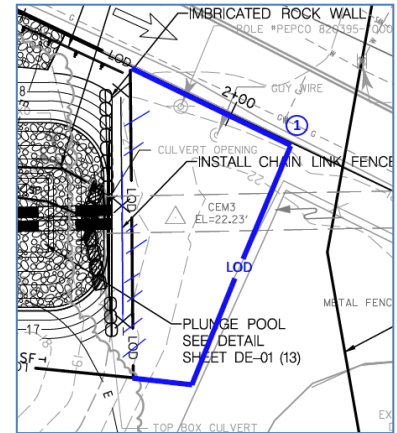
- Moving an SCE to a better location
- Moving a dewatering device to a better location
- Move to the next phase of work
- Convert a Storm Water Management Facility
- Remove controls with adequate growth
- Delay of control installation when area of control is not yet disturbed

**The procedure outlined below is to be used for all Requests for Revisions/Field Design Changes (Modifications).**

1. Field Modification requests are initiated by the Contractor. The request is placed in the Quality Assurance Toolkit by the Contractor. Associated plan mark-ups should be completed in **BLUE**.
2. The SHA Project Engineer reviews the completed modification request along with supporting documentation and sign for concurrence in the QA toolkit. If the Project Engineer does not concur with the request it is not considered for review. The projects Regional Environmental Coordinator (REC) may assist when necessary.
3. The REC ensures all necessary information is included with the modification request package and forwards to the necessary reviewers with approval authority.
4. Review and Approval status will be tracked in the QA toolkit and remain pending until all required approvals have been obtained.
5. Approval or rejection of the request is documented in the QA Toolkit with automatic email notifications to all necessary stakeholders. The SHA Project Engineer will furnish a copy of the approval or rejection to the Contractor. Reasons for rejections will be documented in the toolkit.
6. Notification to the SHA Project Engineer will be through the QA Toolkit notification system.
7. With the completed and signed approval, the SHA Project Engineer will inform the Contractor that work related to the modification can proceed.

## Guidance for Creating a Modification

1. The online QA-3 form must be completed entirely. All the information fields should be completed to ensure correct review occurs.
2. The description must be clear and specific as to the changes that are being requested.
3. The reason for the modification must be included and is not to be the same as the description
4. The modification package must meet the following criteria before it can be submitted for review:
  - a. The requested changes must be marked on the most current version of the approved E&S plans. This includes all prior modification.
  - b. The marked up plan must include the title sheet.
  - c. The marked-up plan must be a full E&S plans sheet.
  - d. A change to the LOD must include an updated General Notes page with the disturbed and total area amounts updated.
  - e. The plan sheet(s) can be marked by hand or electronically.
  - f. The plan sheet(s) must be legible when printed.
  - g. The requested modifications to the plan should be marked in **BLUE**.
  - h. The items modified on the plan sheet is to be denoted with the modification number within a circle.
  - i. A Book job must include the general notes page with the signature block and the full E&S page from the IFB.
  - j. Do not use the highlighted plans from the QA toolkit. You may use other electronic plans from the toolkit.



**When a modification occurs it is the responsibility of the Administrating District to communicate those changes to the design project manager**

## Submitting a Modification Request

Field Modifications are to be submitted through the QA Toolkit for review by the appropriate Office/Agencies. This system is not to be utilized for Red-Line revisions or Design Submittals on Design Build Projects. The following is a step by step description of the process in the Toolkit.

Select the “Projects” Tab at the top of the page to see a list of your assigned projects.

Contract #▲	FMIS	E&S Per.	Description	Co.	Dist.	Mods	Grades	
AA1515188	AA151B51	Y	MD 170 from MD 648 to MD 762. Bicycle Retrofit	AA	5		Average: A; Recent: A	
AA1545180	AA154B51	N	Cleaning and Painting of Existing Bridge #'s 0211011, 0201102, 0208000, 0208203, 0208204, 0208403, 0208404, 0208503, 0208504, 02100303 and 0210304 on various routes in AA county	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	
AA1575132	AA157B51	N	MD 177 to MD 695- Traffic Barrier Replacement in AA County	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	

Select the edit icon to enter or update the project record as allowed by your user role.

**Project Details**

Contract Number: WA3445272 FMIS: WA344D51

Description: Improvements along I-81 from South of US 11 in WV to North of MD 63/68 in MD

Project Type: Bridge Replacement Stage: Construction

County: Washington District: 6

Project Start Date: 1/6/2017 Team Index: Centroid: N E

Comments: Title from IFB: Improvements along I-81 from South of US 11 in WV to North of MD 63/68 in MD including widening and Superstructure replacement for dual bridges 21 078 in I-81 over Potomac River and

☐ E&S Permit Required ☐ Inspections on Hold ☐ Project Closed

☐ Wetlands and Waterways ☐ Severe Weather

Contractor: Triton Construction

QA Inspection Form: QA1 (02/18/2015) QA Inspection Priority: 2 Weeks

Project Rep: Jeffrey Foreman Yellow Card: 11-375 Exp. Date: 07/21/2020

ESC Manager: Shelby Kuh Yellow Card: 17-177 Exp. Date: 04/03/2020

Superintendent: Matthew Skeen Yellow Card: 16-212 Exp. Date: 05/12/2019

QA Incentives Milestones Sheets/Plates Documents Stakeholders Permits Resources Inspections Mods QA Concurrence SWM

The user will see the project information. Data fields that are shaded may not be edited although some of the information under the available sub-tabs may.

## Mods Sub-Tab

QA Incentives	Milestones	Sheets/Plates	Documents	Stakeholders	Permits	Resources	QA Inspections	<b>Mods</b>	QA Concurrence	SWM
---------------	------------	---------------	-----------	--------------	---------	-----------	----------------	-------------	----------------	-----

### Existing Modification Requests

To submit a new Modification request, click the "New Request" button at the lower right of the page. To comment on an existing active request, click the "Respond" button to the right of the specific request from within the grid.

<b>MOD #: 11</b>	<b>Package Status:</b> <b>Package Submitted;</b>	<b>Final Mod Request Status:</b> <b>Submitted for Review by HHD</b>	
Charles Holtzapple Jr. 4/3/2018 3:04 PM Sheet: ES 5.3, 5.4 and 5.5	After installation of Pipe Run from EW 11-1 to Inlet 1 / 11-1; we would like to fill Sediment Trap 11-1 prior to installation and construction of check dams 11-1 through 11-6 (CE-011). We would work this bioswale from check dam to check dam with same day stabilization. <a href="#">Click here to view 2 response(s)/comment(s)</a>	Add comment or response -->	

The **Mods** sub-tab shows details about existing modification request and status. There are several buttons to select from depending on the desired action.

- The Respond button is utilized to post new comments, questions or responses to a request.
- The PDF button will generate a printable QA-3 form in its most recent version including all related responses and attachments. This will be a complete modification record in PDF format.
- The QA-3 button will open the QA-3 input form that can be edited by contractor representatives or the Construction PE. This form remains editable until the request is submitted for review.
- The New Request button is utilized to create a new modification request. This button should not be used to respond to an existing request.

<b>MOD #: 11</b>	<b>Package Status:</b> <b>Package Submitted;</b>	<b>Final Mod Request Status:</b> <b>Submitted for Review by HHD</b>	
Charles Holtzapple Jr. 4/3/2018 3:04 PM Sheet: ES 5.3, 5.4 and 5.5	After installation of Pipe Run from EW 11-1 to Inlet 1 / 11-1; we would like to fill Sediment Trap 11-1 prior to installation and construction of check dams 11-1 through 11-6 (CE-011). We would work this bioswale from check dam to check dam with same day stabilization. <a href="#">Click here to view 2 response(s)/comment(s)</a>	Add comment or response -->	
Polly Solliday 4/13/2018 12:44 PM	HHD: Is grading complete from 23+00 to 27+50? Is the area stabilized? Can you send photos?		
Clayton Ballard 4/10/2018 12:30 PM	Submitted to HHD for review.		

Clicking on **# Responses** will expand the information to include all the comments and responses related to the specific modification request.


- Select the magnifying glass to view the details of the comment.
- Select the download icon to download a PDF of the response and associated attachments.

In the Existing Modification Requests section, the top line of information shows the Package Status and the Final Mod Status. This is important in keeping track of where the request currently is in the process. The possible status's and their definitions are listed below.

<b>Package Status:</b>	Pre-Submittal	<i>The Modification Request has been entered into the system and is in a cursory review awaiting submittal</i>
	Package Submitted	<i>The Package has been submitted for a formal review</i>
	Package Withdrawn	<i>The Request has been withdrawn for reasons listed</i>

<b>Final Mod Request Status:</b>	Pending	<i>The Modification Request has been entered into the system and is in a cursory review awaiting submittal</i>
	Submitted for Review	<i>The Request has been submitted for a formal review</i>
	Approved	<i>The Request has been approved and is complete</i>
	Denied	<i>The Request has been denied for the reason listed</i>
	Request Withdrawn	<i>The Request has been withdrawn for reasons listed</i>

## A New Modification Request



### Modification Request Form

**Project**  
Test- mod requests

**Nature of Revision (1000 character limit)**

**Original Drawing Sheet Number(s)**  **Original Stamp Date**

**Contract Items**

**Item Location**





**Reason of Revision (1000 character limit)**

**ACTIVITY LOCATION: Does the modification affect any of these locations on the project:**

☐ Tidal Waters  
☐ Tidal Wetlands  
☐ AASCD  
☐ Critical Area  
☐ Non-tidal Wetland  
☐ 25-Foot buffer (non-tidal wetlands only)  
☐ Other(Explain)

☐ Areas Beyond the approved LOD  
☐ 100-foot buffer (non-tidal wetland of special State concern)  
☐ In Stream Channel - Tidal  
☐ In Stream Channel - Non - Tidal  
☐ 100 year floodplain (outside stream channel)  
☐ Stormwater Management

**Documents**


Uploaded	Type	Description	Date
<b>Upload Request Document</b>			
 Contr.			
 SHA P.E.		I have reviewed and concur with this request	
QA/REC			
<div style="display: flex; justify-content: space-between;"> <span> Save &amp; Submit</span> <span> CLOSE</span> </div>			

When starting a new request, the user will see the modification request form. This form should be competed entirely to provide as much information to the reviewers as possible. This information is no different than if the user were completing a paper version of the QA-3 except the system already has many of the project details so the user does not have to enter that basic information.


The **Activity location** is very important as it will help to determine who must review the request.

Attachments should be added to help the reviewers understand the changes being requested.

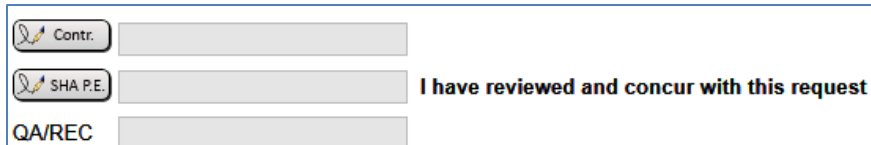
**Documents**

Uploaded	Type	Description	Date
<b>Upload Request Document</b>			
<div style="display: flex;"> <div style="flex: 1;"> <p><b>Document Type</b> <span style="border: 1px solid black; padding: 2px;">GPS/Waypoint</span></p> <p><b>Description</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span></p> <p><b>File</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span> <span style="border: 1px solid black; padding: 2px 5px;">Browse...</span></p> <p><b>Date</b> <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span> </p> </div> <div style="flex: 0.5; text-align: center; margin-left: 10px;"> <span style="border: 1px solid black; padding: 2px 5px;">Cancel</span> <span style="border: 1px solid black; padding: 2px 5px;">Add</span> </div> </div>			

Clicking on **Upload Request Document** will provide a menu for uploading files to the QA-3 form.

 **Click the Save & Submit button to ensure entered information is saved by the system.**

Even though you have clicked the save and submit button, the form can still be edited and attachments can still be added up until the package is sent to reviewers. This occurs when the QA Program is satisfied the package is complete and in a state ready for formal review.

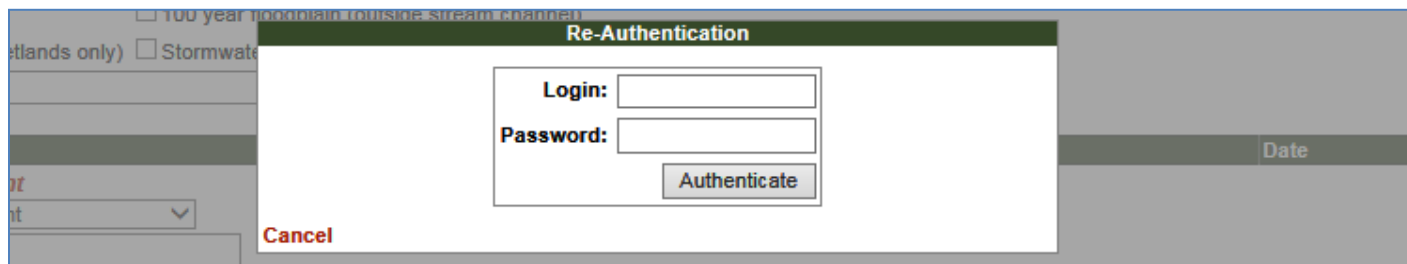


Contr.

SHA P.E.  ☐ I have reviewed and concur with this request

QA/REC

The Contractor must sign the request and the Construction PE must concur with a signature before the request can be sent for review. Click on the appropriate button to electronically sign the request.

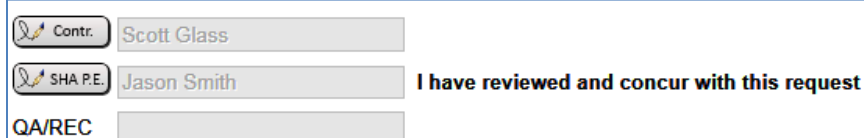


**Re-Authentication**

Login:

Password:

A window will appear to enter your login information. The system will compare this information with the users' role to ensure they are authorized to sign the request.




Contr.

SHA P.E.  ☒ I have reviewed and concur with this request

QA/REC

The users name will then appear on the modification request form.

 Click the Save & Submit button to ensure entered information is saved by the system.

**It is only necessary to click the Save and Submit button one time. Clicking buttons in the system multiple time in rapid succession may introduce duplicate or erroneous information.**

**Even though you have clicked the save and submit button the form can still be edited and attachments can still be added up until the package is sent to reviewers. This occurs when the QA program is satisfied the package is complete and in a state ready for formal review.**

When the package is complete and ready for review the QA program package reviewer will sign the request and send it to the appropriate reviewers.

Information below has been committed to the system and is read-only

**Modification Request Form**

**Project**  
Geometric Improvements at MD-32 and MD-97

When a request has been sent to review the QA-3 form can no longer be edited by any user, Comments, Question or additional attachment can be added through the response system.



## Repond and Comment

QA Incentives	Milestones	Sheets/Plates	Documents	Stakeholders	Permits	Resources	QA Inspections	<b>Mods</b>	QA Concurrence	SWM
---------------	------------	---------------	-----------	--------------	---------	-----------	----------------	-------------	----------------	-----

**Existing Modification Requests**

To submit a new Modification request, click the "New Request" button at the lower right of the page. To comment on an existing active request, click the "Respond" button to the right of the specific request from within the grid.

<b>MOD #: 11</b>	<b>Package Status:</b> <b>Package Submitted;</b>	<b>Final Mod Request Status:</b> <b>Submitted for Review by HHD</b>	
Charles Holtzaple Jr. 4/3/2018 3:04 PM	After installation of Pipe Run from EW 11-1 to Inlet 1 / 11-1; we would like to fill Sediment Trap 11-1 through 11-6 (CE-011). We would work this bioswale from check dam to check dam with same day stabilization.		<a href="#">Add comment or response -&gt;</a>
Sheet: ES 5.3, 5.4 and 5.5 <a href="#">Click here to view 2 response(s)/comment(s)</a>			

A response or comment can be added in the **Mods** subtab



Click the Respond button to post new comments, questions or responses to a request.

Modification Response Page		HELP								
Project: CE2725282 - TMDL New SWM Design in Cecil County - Group 1										
<b>Original Request:</b> After installation of Pipe Run from EW 11-1 to Inlet 1 / 11-1; we would like to fill Sediment Trap 11-1 prior to installation and construction of check dams 11-1 through 11-6 (CE-011). We would work this bioswale from check dam to check dam with same day stabilization.										
<b>Stakeholders who will be notified of this response: (Select additional if needed)</b> Clayton Ballard; Tad Daniel; Corey Gilson; Scott Griswold; Don Hoey; Charles Holtzaple Jr.; Brian McGrath; Andrew Michenzy; Harry Smith; Polly Sollday										
<b>Modification Response Text (1000 character limit)</b> <div style="border: 1px solid black; height: 100px;"></div>										
<div> <div> <b>Documents</b>  <table border="1"> <thead> <tr> <th>Uploaded</th> <th>Type</th> <th>Description</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td colspan="4"><a href="#">Upload Document</a></td> </tr> </tbody> </table> </div> <div> </div> </div>			Uploaded	Type	Description	Date	<a href="#">Upload Document</a>			
Uploaded	Type	Description	Date							
<a href="#">Upload Document</a>										
<b>Package Approver:</b> Package Status: <span>Package Submitted</span> <input type="checkbox"/> Quality Assurance Program <input type="checkbox"/> Environmental Programs Div <input type="checkbox"/> Landscape Operations Div <input checked="" type="checkbox"/> Highway Hydraulics Div <input type="checkbox"/> Plan Review Div <input type="checkbox"/> Other										
<b>Request Approver:</b> Final Modification Request Status: <b>Submitted for Review</b> HHD: <span>Submitted for Review</span>										
<b>Notify in addition to those listed above</b> <input type="checkbox"/> Allera-Bohlen, Barbara - EPD Project Manager <input type="checkbox"/> Anderson, Robert - HHD Reviewer <input type="checkbox"/> Ansalvish, Kate - Compliance Specialist - MDE <input type="checkbox"/> Baker, Michael - Environmental Construction Manager <input checked="" type="checkbox"/> Ballard, Clayton - Regional Environmental Coordinator (Senior) <input type="checkbox"/> Barben, Jake - EPD Project Manager <input type="checkbox"/> Bartell, Joe - HHD SWM reviewer <input type="checkbox"/> Bogale, Tesfamichael - PRD Team Leader <input type="checkbox"/> Boone, Virginia (Ginny) - Project Manager <input type="checkbox"/> Bowlan, Scott - Division Chief - MDE Western Div										
<b>Previous Responses for modification # 11</b> <table border="1"> <thead> <tr> <th>Response Date</th> <th>Response Text</th> </tr> </thead> <tbody> <tr> <td>Polly Sollday 4/13/2018 12:44 PM</td> <td>HHD: Is grading complete from 23+00 to 27+50? Is the area stabilized? Can you send photos?</td> </tr> <tr> <td>Clayton Ballard 4/10/2018 12:30 PM</td> <td>Submitted to HHD for review.</td> </tr> </tbody> </table>			Response Date	Response Text	Polly Sollday 4/13/2018 12:44 PM	HHD: Is grading complete from 23+00 to 27+50? Is the area stabilized? Can you send photos?	Clayton Ballard 4/10/2018 12:30 PM	Submitted to HHD for review.		
Response Date	Response Text									
Polly Sollday 4/13/2018 12:44 PM	HHD: Is grading complete from 23+00 to 27+50? Is the area stabilized? Can you send photos?									
Clayton Ballard 4/10/2018 12:30 PM	Submitted to HHD for review.									

The response page has multiple fields in a single view. The different fields may be edited depending on the users account settings. Any project stakeholder may post a response or comment at any time up until the request is approved or denied.

The upper right section shows the current package status and who is currently reviewing the information. This area also shows the **Final Modification Request Status**, when multiple groups or agencies must approve a request the Final Status will not show Approved or Denied until all the groups or agencies have completed review. The information in this area may only be changed by a package reviewer or a request reviewer.

The left side of the screen is very similar to an email system. The stakeholders who are receiving emails in this response chain are listed near the top. Comments may be added in the **Modification Request Text** field. Attachments may be added to the response in the lower section as in other parts of the Toolkit.

When all the information has been added into the response click the Save and Submit button to ensure the information is added to the project record. Notifications of a new response comment will be sent to those listed in the stakeholder field.

If you wish to include additional stakeholders in the response chain select their name in the lower right section of the page. When a stakeholder has been added to the response chain they will receive email notification until the modification is completed



**When the response has been saved by the user it can no longer be edited or deleted. It is a permanent part of the modification record.**

#### Existing Modification Requests

To submit a new Modification request, click the "New Request" button at the lower right of the page. To comment on an existing active request, click the "Respond" button to the right of the specific request from within the grid.

**MOD #: 1**    **Package Status:** **Package Submitted;**    **Final Mod Request Status:** **Approved**  
 Antonio Couto    Request change phase 1 to phase 2  
 8/23/2017 1:04 PM    [Click here to view 3 response\(s\)/comment\(s\)](#)  
 Sheet: EN - 01



Always refer to the “**Final Mod Request Status**” to know if the request has been approved or not, never proceed with work based on a single comment as multiple parties may need to approve a modification request. When a modification request is complete and has been approved or denied then responses may no longer be entered in to the system and the modification may no longer be edited by any stakeholder.

## Submitting for a QA Concurrence

QA Concurrences are to be submitted through the QA Toolkit for review by the REC assigned to the project. This system is not to be utilized for Modifications. The following is a step by step description of the process in the Toolkit.

Select the “Projects” Tab at the top of the page to see a list of your assigned projects.

**Project List**

**Search Panel**  
 + To search for a specific item, open the search panel by clicking the "+" symbol.

Contract #▲	FMIS	E&S Per.	Description	Co. Dist.	Mods	Grades
AA1515188	AA151B51	Y	MD 170 from MD 648 to MD 762. Bicycle Retrofit	AA 5		Average: A; Recent: A
AA1545180	AA154B51	N	Cleaning and Painting of Existing Bridge #'s 0211011, 0201102, 0208000, 0208203, 0208204, 0208403, 0208404, 0208503, 0208504, 02100303 and 0210304 on various routes in AA county	AA 5	REQ.STATUS: Pending	Average: A; Recent: A
AA1575132	AA157B51	N	MD 177 to MD 695- Traffic Barrier Replacement in AA County	AA 5	REQ.STATUS: Pending	Average: A; Recent: A

Select the edit icon to enter or update the project record as allowed by your user role.

**Project Details**

Contract Number: WA3445272 FMIS: WA344D51

Description: Improvements along I-81 from South of US 11 in WV to North of MD 63/68 in

Project Type: Bridge Replacement (...) Stage: Construction

County: Washington District: 6

Project Start Date: 1/6/2017 Team Index: Centroid: N E

Comments: Title from IFB: Improvements along I-81 from South of US 11 in WV to North of MD 63/68 in MD including widening and Superstructure replacement for dual bridges 21 078 in I-81 over Potomac River and

☐ E&S Permit Required ☐ Inspections on Hold ☐ Project Closed

☐ Wetlands and Waterways ☐ Severe Weather

Contractor: Triton Construction

QA Inspection Form: QA1 (02/18/2015) QA Inspection Priority: 2 Weeks

Project Rep: Jeffrey Foreman (...) Yellow Card: 11-375 Exp. Date: 07/21/2020

ESC Manager: Shelby Kuh (...) Yellow Card: 17-177 Exp. Date: 04/03/2020

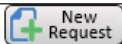
Superintendent: Matthew Skeen (...) Yellow Card: 16-212 Exp. Date: 05/12/2019


QA Incentives Milestones Sheets/Plates Documents Stakeholders Permits Resources Inspections Mods QA Concurrence SWM


The user will see the project information. Data fields that are shaded may not be edited although some of the information under the available sub-tabs may.

## QA Concurrency Sub-Tab


The **QA Concurrency** sub-tab shows details about existing modification request and status. There are several buttons to select from depending on the desired action

 The New Request button is utilized to create a new concurrence request. This button should not be used to respond to an existing request.

 The View button will open the request input form submitted by the contractor representatives or the CPE. This will allow you to see the request details and status.

 The Respond button is utilized to post new comments, questions or responses to a request. This is also how the REC will approve or deny concurrence

Clicking on **# Responses** will expand the information to include all the comments and responses related to the specific modification request.

 Select the magnifying glass to view the details of the comment

## A New QA Concurrency Request

Click on the “New Request” button will open a QA Concurrent Request Form. Fill in the needed information and then click “Save and Submit”. The REC will automatically be notified that a concurrence request is in the system for review.

## Submitting Storm Water Management As-Builts

To submit an SWM As-Built for a project select the “Projects” Tab in the top to see a list of your assigned projects. A second row of Tabs will appear to select from. The “SWM As-Built” Tab will open a summary page of the submittals on your assigned projects.

**Quality Assurance Toolkit**

Inspections Projects Permits Reference Docs Settings Log Out

Project List Modifications SWM As-Built

### Project List

**Search Panel**

To search for a specific item, open the search panel by clicking the "+" symbol.

Contract #▲	FMIS	E&S Per.	Description	Co.	Dist.	Mods	Grades	
AA1515188	AA151B51	Y	MD 170 from MD 648 to MD 762. Bicycle Retrofit	AA	5		Average: A; Recent: A	
AA1545180	AA154B51	N	Cleaning and Painting of Existing Bridge #'s 0211011, 0201102, 0208000, 0208203, 0208204, 0208403, 0208404, 0208503, 0208504, 02100303 and 0210304 on various routes in AA county	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	
AA1575132	AA157B51	N	MD 177 to MD 695- Traffic Barrier Replacement in AA County	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	

Select the edit icon to enter or update the project record as allowed by your user role.

### Project Details

Contract Number: WA3445272 FMIS: WA344D51

Description: Improvements along I-81 from South of US 11 in WV to North of MD 63/68 in

Project Type: Bridge Replacement (...) Stage: Construction

County: Washington District: 6

Project Start Date: 1/6/2017 Team Index: Centroid: N E

Comments: Title from IFB: Improvements along I-81 from South of US 11 in WV to North of MD 63/68 in MD including widening and Superstructure replacement for dual bridges 21 078 in I-81 over Potomac River and

☐ E&S Permit Required ☐ Inspections on Hold ☐ Project Closed

☐ Wetlands and Waterways ☐ Severe Weather

Contractor: Triton Construction

QA Inspection Form: QA1 (02/18/2015) QA Inspection Priority: 2 Weeks

Project Rep: Jeffrey Foreman (...) Yellow Card: 11-375 Exp. Date: 07/21/2020

ESC Manager: Shelby Kuh (...) Yellow Card: 17-177 Exp. Date: 04/03/2020

Superintendent: Matthew Skeen (...) Yellow Card: 16-212 Exp. Date: 05/12/2019

QA Incentives Milestones Sheets/Plates Documents Stakeholders Permits Resources Inspections Mods QA Concurrence SWM

The user will see the project information. Data fields that are shaded may not be edited although the information under the available sub-tabs may.

## SWM Sub-Tab

QA Incentives | Milestones | Sheets/Plates | Documents | Stakeholders | Permits | Resources | QA Inspections | Mods | QA Concurrence | **SWM**

### Existing SWM Requests

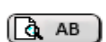
To submit a new SWM AS-Built, click the "New Submittal" button at the lower right of the page. To comment on an existing active submittal, click the "Respond" button to the right of the specific submittal from within the grid.

Ryan Grissinger 8/16/2017 3:24 PM	<b>Review Status: HHD - Under Review;</b> Facilities in package: WA2495176 SWM As-Built Plans <a href="#">Click here to view 5 response(s)/comment(s)</a>	
--------------------------------------	---	--

The **SWM** sub-tab shows details about existing As-Built submittals and status. There are several buttons to select from depending on the desired action.



The Respond button is utilized to post new comments, questions or responses to a request.



The AB button will open the As-Built input form that can be edited by contractor representative. This form remains editable throughout the review process so that additional information may be uploaded as needed.



The New Submittal button is utilized to create a new As-Built submittal. This button should not be used to respond to an existing request.

Clicking on **# Responses** will expand the information to include all the comments and responses related to the specific As-Built submittal.

### Existing SWM Requests

To submit a new SWM AS-Built, click the "New Submittal" button at the lower right of the page. To comment on an existing active submittal, click the "Respond" button to the right of the specific submittal from within the grid.

Ryan Dom 9/15/2017 1:34 PM	<b>Review Status: HHD - Under Review;</b> Facilities in package: BMP 010516 <a href="#">Click here to view 7 response(s)/comment(s)</a>	
Brandon, Scott 11/3/2017 11:43 AM	PRD has reviewed the As-built package for BMP 010516 and finds it structurally acceptable. We will follow up with an Acceptance letter to HHD.	
Chunca, Bittinger 11/3/2017 7:49 AM	The last I can see in the SWM As-Built & Documents section was request from HHD to PRD for review on 10/10/17. Is there any update from PRD?	
Joe, Bartell 10/10/2017 8:39 AM	Jason Ferner and Brandon Scott,  HHD finds the As Built Acceptable. Please Review for conditional approval.  Joe	
Chunca, Bittinger 9/28/2017 2:16 PM	The plans are located in the Documents tab, and are dated 09/26/17.	
Joe, Bartell 9/28/2017 2:00 PM	Where exactly are the latest plans? Please send a link to where plans can be found.  Joe	
Chunca, Bittinger 9/28/2017 8:42 AM	Re-Submission of SWM As Built Green Lines dated 09/26/17 have been reviewed by District Six and comments have been addressed. Original Report with photos and new submittal is reviewed by D6 MDOT SHA and is ready for HHD review.	
Chunca, Bittinger 9/21/2017 1:58 PM	SWM As Built Submittal needs to be Green Line on the Original Contract Drawings. There are three sheets included in the Contract Drawings with the elevations that need verified, SW-1 through SW-3 (sheets 21, 22, 22A of 35 drawings). Please include the in	



Select the magnifying glass to view the details of the comment

In the Existing SWM Requests section the top line of information shows the Package Status and the Final Mod Status. This is important in keeping track of where the request currently is in the process. The status's and definitions are listed below.

<b>Status:</b>	Contractor - Pre-submittal	<i>The Contractor has started the process of entering information into the toolkit for submission but has yet to sign the submittal</i>
	District - Pending	<i>The submittal is pending the Districts review and signature</i>
	HHD – Under Review	<i>The AS-Built package is at HHD for review. HHD retains control of the package until it is signed for Final Approval</i>
	Final Approval	<i>The AS-Built package has been accepted by all necessary parties and has been signed for Final Approval by HHD.</i>



## Creating a Submittal

When starting a new submittal, the user will see the As-Built Submittal Request Form. This form should be completed entirely to provide as much information to the reviewers as possible.

**SWM As-Built Submittal Request Form**

**Project**  
MD 51 At Virginia Avenue

**SWM facilities included in this package**

**Comment: (500 character limit)**

**Ensure the submittal includes the items as outlined in your contract documents: (examples include)**

- Photographs during specified construction phases (These phases are listed in the SP and will appear in the plan set)
- Written description of each phase (These descriptions may appear as captions on the photos)
- Completed tabulations and checklist (Located in the plain set)
- Completed certification forms (Located in the plain set)
- Green line revision plans for each facility




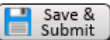

\* All work and files are to adhere to the CADD Standards established by the administration

**Review Status: Pre-Submittal**

**Notify**

- ☐ Allera-Bohlen, Barbara - EPD Project Manager
- ☐ Buettner, Bill - EPD Project Manager
- ☐ Miller, Devin - Area Engineer
- ☐ Walls, Nick - Reviewer
- ☐ Knauer, Erin - EPD Project Manager
- ☐ Bartell, Joe - HHD SWM reviewer
- ☐ Helms, Glen - HHD Team Leader
- ☐ Sharar-Salgado, Daniel - Permit Reviewer HHD
- ☐ wingender, rachel - Developer
- ☐ Ferreri, Paul - Division Chief - MDE Eastern Div.

**Documents**

Uploaded	Type	Description	Date
* <b>Upload Request Document</b>			
 Contr.			
 Rec'd by			
 Approved			
 Save & Submit  CLOSE			

The digital As-Built package should be attached to the submittal.

**Documents**

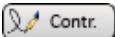
Uploaded	Type	Description	Date
* <b>Upload Request Document</b>			
Document Type: <span>GPS/Waypoint</span>			
Description: <input type="text"/>			
File: <input type="text"/> <span>Browse...</span>			
Date: <input type="text"/>			
<span>Cancel</span> <span>Add</span>			


Clicking on **Upload Document** will provide a menu for uploading files to the As-Built form.


 Click the Save & Submit button to ensure entered information is saved by the system.

Even though you have clicked the save and submit button the form can still be edited and attachments can still be added up until the package is approved.

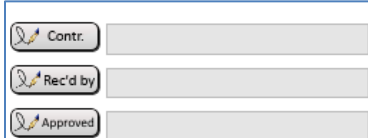
At the bottom of the form are three sections for signature to be completed by different stakeholders.

 Contr. The contractor signs the submittal by clicking on this button.

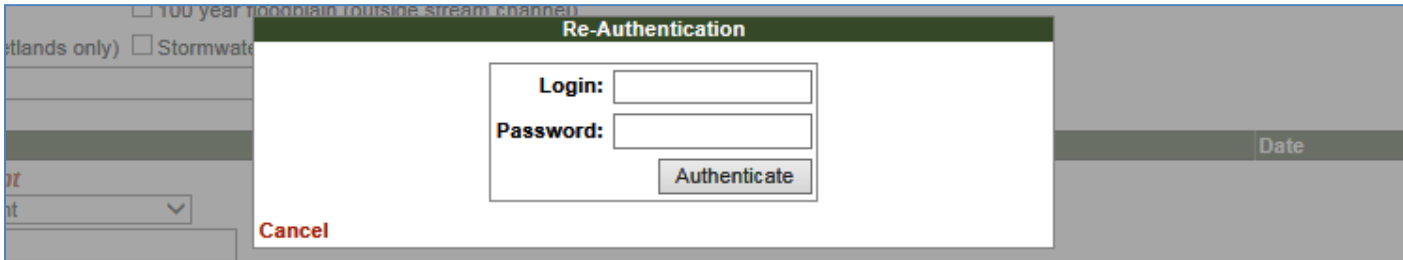
 Rec'd by The District Representative signs for acceptance by clicking this button. With the District's acceptance, the submittal goes to a formal review.

 Approved Final Approval is signed by HHD when the review process is complete by clicking this button.

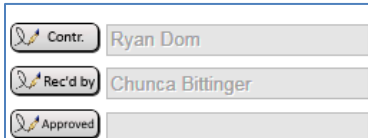
### **Signing a Submittal**



The Contractor must sign the submittal and the District representative must also sign with a signature before the request can be sent for review. Click on the appropriate button to electronically sign the request.



A window will appear to enter your login information. The system will compare this information with the users' role to ensure they are authorized to sign the request.



The users name will then appear on the modification request form.

 Save & Submit Click the Save & Submit button to ensure entered information is saved by the system.

**Even though you have clicked the save and submit button the form can still be edited and attachments can still be added up until the final approval.**

When the submittal has been saved, the system will automatically send notification to the District representative for a cursory review. When the District representative has signed for the submittal the system will automatically notify the necessary parties for a formal review. When a submittal has been sent to review comments can be added through the response system by anyone although any attachment should be added directly to the As-Built package itself on the by utilizing the AB button.

## Posting Comments, Questions and Responses

### Existing SWM Requests

To submit a new SWM AS-Built, click the "New Submittal" button at the lower right of the page. To comment on an existing active submittal, click the "Respond" button to the right of the specific submittal from within the grid.

Ryan Grissinger  
8/16/2017 3:24 PM

**Review Status: HHD - Under Review;**  
Facilities in package: WA2495176 SWM As-Built Plans  
[Click here to view 5 response\(s\)/comment\(s\)](#)



Add comment  
or response -->

A response or comment can be added in the **SWM** subtab.



Click the Respond button to post new comments, questions or responses.

### SWM As-Built Response Form

**Project:** AL2915187 - MD 51 At Virginia Avenue

**Review Status:** HHD - Under Review

**SWM Facilities included in this package:** BMP 010516

**Stakeholders who will be notified of this response: (Select additional if needed)**

Joe Bartell; Chunca Bittinger; Steve Buckley; Stephen Bucy; Ryan Dom; Jason Ferner; Devin Miller; Brandon Scott; Derick Winfield

Notify in addition to those listed above

- ☐ Allera-Bohlen, Barbara - EPD Project Manager
- ☐ Anderson, Robert - HHD Reviewer
- ☐ Ansalvish, Kate - Compliance Specialist - MDE
- ☐ Baker, Michael - Environmental Construction Manager
- ☐ Ballard, Clayton - Regional Environmental Coordinator (Senior)
- ☐ Barben, Jake - EPD Project Manager
- ☒ Bartell, Joe - HHD SWM reviewer
- ☒ Bittinger, Chunca - Field Coordinator
- ☐ Bogale, Tesfamichael - PRD Team Leader
- ☐ Boone, Virginia (Ginnv) - Project Manager

**SWM Response Text (500 character limit)**

Any necessary documents should be uploaded on the As-Built Submission page



#### Previous Responses

Brandon, Scott 11/3/2017 11:43 AM	PRD has reviewed the As-built package for BMP 010516 and finds it structurally acceptable. We will follow up with an Acceptance letter to HHD.
Chunca, Bittinger 11/3/2017 7:49 AM	The last I can see in the SWM As-Built & Documents section was request from HHD to PRD for review on 10/10/17. Is there any update from PRD?

The response page has multiple fields in a single view. The different fields may be edited depending on the users account settings. Any project stakeholder may post a response or comment at any time up until the submittal is approved.

The upper right section shows the current submittal status.

The left side of the screen is very similar to an email system. The stakeholders who are receiving emails in this response chain are listed near the top. Comments may be added in the **SWM Response Text** field.



**When all the information has been added into the response click the Save and Submit button to ensure the information is added to the project record.**

Notifications of a new response comment will be sent to those listed in the stakeholder field. If you wish to include additional stakeholders in the response chain select their name in the lower right section of the page. When a stakeholder has been added to the response chain they will receive email notification until the submittal is completed

When the response has been saved it can no longer be edited or deleted. It is a permanent part of the project record.

### Existing SWM Requests

To submit a new SWM AS-Built, click the "New Submittal" button at the lower right of the page. To comment on an existing active submittal, click the "Respond" button to the right of the specific submittal from within the grid.

Tom Linsenmeyer  
1/11/2017 8:27 AM

**Review Status: Final Approval;**  
Facilities in package: new  
[Click here to view 2 response\(s\)/comment\(s\)](#)



When a submittal is complete and has been approved then responses may no longer be entered in to the system and the submittal may no longer be edited by any stakeholder.



## Reviewing a modification in the QA toolkit

Field Modifications on active construction projects are to be submitted through the QA Toolkit for review by the appropriate Office/Agencies. QA Package reviewer (Authorized members of the QA team) will conduct a cursory review of a request package to ensure it includes all the needed parts such as signature or plan markups. When the request package is submitted for review you will be alerted through the automatic email system. This system is not to be utilized for Red-Line revisions or Design Submittals on Design Build Projects. The following is a step by step description of the process in the toolkit.

Approval authority will be set in the QA Toolkit by the administrator. All users can review a request and associated information. A Request Approver can approve or deny requests with an electronic approval and signature system.

When a new request has been entered in the Toolkit one of several Package Reviewers for the QA program will do a cursory review of the request. This review is to ensure all the necessary information has been provided by the contractor and that it is a viable submittal. If necessary the package reviewer will make a request for additional information prior to sending the request for review.

When the Package reviewer has determined that all the necessary information has been provided, they will submit the request for review. The complexity of the request or the resources impact will determine who the request goes to for review. In some instances, the request may go to multiple reviewers. The levels of review and the individuals with the necessary authority have been identified by the Administration. When multiple approvals are needed the request will remain "Pending" until all necessary parties have approved the request, if any one party Denies the request then the request is Denied entirely.

When a package reviewer sends the request to you for review you will receive a notification email.

### APPROVAL PERMISSION

- ☐ Modification Package Approver ☐ Modification Request Approver  
☐ SWM As-Built District Rep ☐ SWM As-Built Approver

### Group Membership:

- ☐ QA Program ☐ Environmental Programs  
☐ Plan Review ☐ Landscape Operation  
☐ Hydraulics Division ☐ Other



Mon 10/30/2017 6:46 AM

support@oedtoolkits.net

Modification 44 for Project PG1755170 - MD 5 at Brandywine Road and MD 373 Interchange Phase 2

To ☐ Gary Lilly; ☐ Glass, Scott; ☐ Ballard, Clayton; ☐ Caspersen, Grant; ☒ Tad Daniel; ☐ Melissa Freese; ☐ Don Hoey; ☐ Robert Jackowski; ☐ Kiley, Steven;  
☐ McGinley, Kevin; ☐ Brian McGrath; ☒ Christie Minami; ☐ Polly Solliday; ☐ Richard Wilke

**An new modification request response has been added to project: PG1755170 by: McGrath, Brian**

**Project Description:** MD 5 at Brandywine Road and MD 373 Interchange Phase 2

**Modification Number:** 44 **Package Status:** Package Submitted **Request Status:** Submitted for Review

**Under Review By:** HHD

**Original Request Text:** **Original Request Date:** 10/23/2017 5:35:49 PM

30IN Watermain ESC Sequence of Construction - URGENT

**Most Recent Response Text:** **Most Recent Response Date:** 10/30/2017

Sent to HHD for review

**List of Attachments**

To view more communication or reply to this message, log into <http://www.oedtoolkits.net/epd.qatoolkit> and select appropriate Project.

The email includes pertinent information about the request including who is reviewing the request and the individuals involved.

From this point on whenever a comment or response is added to the modification request record you will receive an email updating you of the status.

As a reviewer you should now log into the Toolkit to review the request and respond or comment as necessary. Click on the "Projects" Tab at the top of the page to go to a project listing. You can reduce the project list by searching for the project in the search panel.

The screenshot shows the 'Quality Assurance Toolkit' header with navigation tabs: Inspections, Projects, Permits, Reference Docs, Settings, and Log Out. Below the header is a 'Project List' section with a search panel. The search panel contains a text input field with a '+' icon and a hint: 'To search for a specific item, open the search panel by clicking the "+" symbol.' Below the search panel is a table with the following data:

Contract #▲	FMIS	E&S Per.	Description	Co.	Dist.	Mods	Grades	
AA1515188	AA151B51	Y	MD 170 from MD 648 to MD 762. Bicycle Retrofit	AA	5		Average: A; Recent: A	
AA1545180	AA154B51	N	Cleaning and Painting of Existing Bridge #'s 0211011, 0201102, 0208000, 0208203, 0208204, 0208403, 0208404, 0208503, 0208504, 02100303 and 0210304 on various routes in AA county	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	
AA1575132	AA157B51	N	MD 177 to MD 695- Traffic Barrier Replacement in AA County	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	

Select the edit icon to enter or update the project record as allowed by your user role.

The screenshot shows the 'Project Details' form. It contains the following fields and sections:

- Contract Number:** WA3445272
- FMIS:** WA344D51
- Description:** Improvements along I-81 from South of US 11 in WV to North of MD 63/68 ir
- Project Type:** Bridge Replacement (dropdown menu)
- Stage:** Construction (dropdown menu)
- County:** Washington (dropdown menu)
- District:** 6 (dropdown menu)
- Project Start Date:** 1/6/2017
- Team Index:** (dropdown menu)
- Centroid:** N (dropdown menu)
- Comments:** Title from IFB: Improvements along I-81 from South of US 11 in WV to North of MD 63/68 in MD including widening and Superstructure replacement for dual bridges 21 078 in I-81 over Potomac River and
- Checkboxes:**
  - ☐ E&S Permit Required
  - ☐ Inspections on Hold
  - ☐ Project Closed
  - ☐ Wetlands and Waterways
  - ☐ Severe Weather
- Contractor:** Triton Construction
- QA Inspection Form:** QA1 (02/18/2015) (dropdown menu)
- QA Inspection Priority:** 2 Weeks (dropdown menu)
- Project Rep:** Jeffrey Foreman (dropdown menu) Yellow Card 11-375 Exp. Date 07/21/2020
- ESC Manager:** Shelby Kuh (dropdown menu) Yellow Card 17-177 Exp. Date 04/03/2020
- Superintendent:** Matthew Skeen (dropdown menu) Yellow Card 16-212 Exp. Date 05/12/2019
- Sub-tabs:** QA Incentives, Milestones, Sheets/Plates, Documents, Stakeholders, Permits, Resources, Inspections, Mods, QA Concurrence, SWM

The user will see the project information. Data fields that are shaded may not be edited although some of the information under the available sub-tabs may.



## Mods Sub-Tab

QA Incentives	Milestones	Sheets/Plates	Documents	Stakeholders	Permits	Resources	QA Inspections	<b>Mods</b>	QA Concurrence	SWM												
<b>Existing Modification Requests</b>																						
To submit a new Modification request, click the "New Request" button at the lower right of the page. To comment on an existing active request, click the "Respond" button to the right of the specific request from within the grid.																						
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The **Mods** sub-tab shows details about existing modification request and status. There are several buttons to select from depending on the desired action.



The Respond button is utilized to post new comments, questions or responses to a request.



The PDF button will generate a printable QA-3 form in its most recent version including all related responses and attachments. This will be a complete modification record in PDF format.



The QA-3 button will open the QA-3 input form that can be edited by contractor representatives or the CPE. This form remains editable until the request is submitted for review.



The New Request button is utilized to create a new modification request. This button should not be used to respond to an existing request.

QA Incentives	Milestones	Sheets/Plates	Documents	Stakeholders	Permits	Resources	QA Inspections	<b>Mods</b>	QA Concurrence	SWM																				
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Clicking on **# Responses** will expand the information to include all the comments and responses related to the specific modification request.



Select the magnifying glass to view the details of the comment.



Select the download icon to download a PDF of the response and associated attachments.

## Respond and Comment

A response or comment can be added in the **Mods** subtab of the project record.

QA Incentives Milestones Sheets/Plates Documents Stakeholders Permits Resources QA Inspections **Mods** QA Concurrence SWM

### Existing Modification Requests

To submit a new Modification request, click the "New Request" button at the lower right of the page. To comment on an existing active request, click the "Respond" button to the right of the specific request from within the grid.

<b>MOD #: 11</b>	<b>Package Status:</b> <b>Package Submitted;</b>	<b>Final Mod Request Status:</b> <b>Submitted for Review by HHD</b>	QA-3 PDF
Charles Holtzapple Jr. 4/3/2018 3:04 PM	After installation of Pipe Run from EW 11-1 to Inlet 1 / 11-1; we would like to fill Sediment Trap 11-1 through 11-6 (CE-011). We would work this bioswale from check dam to check dam with same day stabilization.		Add comment or response -->
Sheet: ES 5.3, 5.4 and 5.5 <a href="#">Click here to view 2 response(s)/comment(s)</a>			



Click the Respond button to post new comments, questions or responses to a request.

### Modification Response Page

Project: CE2725282 - TMDL New SWM Design in Cecil County - Group 1

**Original Request:** After installation of Pipe Run from EW 11-1 to Inlet 1 / 11-1; we would like to fill Sediment Trap 11-1 prior to installation and construction of check dams 11-1 through 11-6 (CE-011). We would work this bioswale from check dam to check dam with same day stabilization.

**Stakeholders who will be notified of this response: (Select additional if needed)**  
 Clayton Ballard; Tad Daniel; Corey Gilson; Scott Griswold; Don Hoey; Charles Holtzapple Jr.; Brian McGrath; Andrew Michenzi; Harry Smith; Polly Sollday

**Modification Response Text (1000 character limit)**

**Documents**

Uploaded	Type	Description	Date
	Upload Document		

**Package Approver:**

**Package Status:** Package Submitted

☐ Quality Assurance Program    ☐ Environmental Programs Div  
☐ Landscape Operations Div    ☒ Highway Hydraulics Div  
☐ Plan Review Div    ☐ Other

**Request Approver:**

**Final Modification Request Status:** Submitted for Review

**HHD** Submitted for Review

**Notify in addition to those listed above**

- ☐ Allera-Bohlen, Barbara - EPD Project Manager
- ☐ Anderson, Robert - HHD Reviewer
- ☐ Ansalvish, Kate - Compliance Specialist - MDE
- ☐ Baker, Michael - Environmental Construction Manager
- ☒ Ballard, Clayton - Regional Environmental Coordinator (Senior)
- ☐ Barben, Jake - EPD Project Manager
- ☐ Bartell, Joe - HHD SWM reviewer
- ☐ Bogale, Tesfamichael - PRD Team Leader
- ☐ Boone, Virginia (Ginny) - Project Manager
- ☐ Boutan, Scott - Division Chief - MDE Western Div

**Previous Responses for modification # 11**

Response Date	Response Text
Polly Sollday 4/13/2018 12:44 PM	HHD: Is grading complete from 23+00 to 27+50? Is the area stabilized? Can you send photos?
Clayton Ballard 4/10/2018 12:30 PM	Submitted to HHD for review.

The response page has multiple fields in a single view. The different fields may be edited depending on the users account settings. Any project stakeholder may post a response or comment at any time up until the request is approved or denied.

The upper right section shows the current package status and who (division or Group) is currently reviewing the information. This area also shows the **Final Modification Request Status**, when multiple groups or agencies must approve a request the Final Status will not show Approved or Denied until all the groups or agencies have completed review. The information in this area may only be changed by a package reviewer or a request reviewer.

The left side of the screen is very similar to an email system. The stakeholders who are receiving emails in this response chain are listed near the top. Comments may be added in the **Modification Request Text** field. Attachments may be added to the response in the lower section as in other parts of the Toolkit.

When all the information has been added into the response click the Save and Submit button to ensure the information is added to the project record. Notifications of a new response comment will be sent to those listed in the stakeholder field.

If you wish to include additional stakeholders in the response chain, select their name in the lower right section of the page. When a stakeholder has been added to the response chain they will receive email notification until the modification is completed.



**When the response has been saved by the user it can no longer be edited or deleted. It is a permanent part of the modification record. The ability for anyone to enter responses or comments goes away.**

## Approve or Deny

**Existing Modification Requests**

To submit a new Modification request, click the "New Request" button at the lower right of the page. To comment on an existing active request, click the "Respond" button to the right of the specific request from within the grid.

<b>MOD #: 1</b>	<b>Package Status:</b> <span style="color: blue;">Package Submitted;</span> Antonio Couto Request change phase 1 to phase 2 8/23/2017 1:04 PM <span style="color: red;">Click here to view 3 response(s)/comment(s)</span>	<b>Final Mod Request Status:</b> <span style="color: green;">Approved</span>	PDF QA-3
<b>Sheet: EN - 01</b>			

Approval or Denial of a request must be done by a user that has authorization to do so. To Approve or Deny a request open a new response and enter your comment. Comments should always reflect the action you are proceeding with such as *"Request Approved"* or *"Request Denied due to ...."*. When Denying a request it is necessary to state your reason why.

If multiple groups are reviewing the request it is important to include language in the test that sends a clear message as to not confuse or misguide others using the system an good example is *"Request approved by (approval group), If approvals from other groups are necessary then this response is not the final approval for the request. Please review "Final Modification Request Status" for the Status of the request."*

After entering your comment, you must now change the status of the request. In the top right section, you will see a dropdown menu for your division or group. Using the dropdown menu select the status you wish to change the request to.

**Request Approver:**

**Final Modification Request Status:** Submitted for Review

QA Submitted for Review ▼

When you have selected the proper option in the Dropdown the word **"Sign"** will appear in red beside the menu.

**Request Approver:**

**Final Modification Request Status:** Submitted for Review

QA Approved ▼ Sign

Click on the **"Sign"** text and the Authorization box will appear. Enter your name and password that you log into the Toolkit with to electronically sign the request.

**QA Program Membership Re-Authentication**

**Login:**

**Password:**

Review

**Cancel**

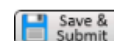
Upon successful entry of your login information the **"Sign"** text will disappear.

**Request Approver:**

**Final Modification Request Status:** Submitted for Review

QA Approved ▼

The final step is to click the Save and Submit button on the lower left of the page to commit the response to the project record.



When a modification request is complete and has been approved or denied then responses may no longer be entered in to the system and the modification may no longer be edited by any stakeholder.

#### Existing Modification Requests

To submit a new Modification request, click the "New Request" button at the lower right of the page. To comment on an existing active request, click the "Respond" button to the right of the specific request from within the grid.

**MOD #: 1**      **Package Status:** *Package Submitted;*      **Final Mod Request Status:** *Approved*  
 Antonio Couto      Request change phase 1 to phase 2  
 8/23/2017 1:04 PM      [Click here to view 3 response\(s\)/comment\(s\)](#)  
 Sheet: EN - 01



### Proper Commenting

When commenting on a modification remember to be clear and concise. It is important to understand that many individuals are utilizing this information and it is important to send a message that will not be misconstrued by others. If you are expecting a response to your comment then state that.

Some aexample of proper commenting follow:

- **When a package is submitted**
  - “Package submitted for review by ....”
- **When a package is withdrawn**
  - “Package Withdrawn due to.....”
  - “Package withdrawn at the request of...”
- **When a request is approved** (if the request is under review by multiple groups then use the second example)
  - “Request approved by....”
  - “There are no objections from ....., Please review “Final Modification Request Status” for the Status of the request.”
- **When a request is denied** (You must always state a reason that a request is denied)
  - “Request denied by.... Due to .....”
- **When a request is withdrawn**
  - “Request withdrawn due to.....”
  - “Request withdrawn at the request of.....”

## Reviewing a Storm Water Management As-Built Submittal

SWM As-Built submittals for completed SWM Facilities to be submitted through the QA Toolkit for review by the appropriate Office/Agencies. The contractor submits the package and notifications go to the necessary parties at each step of the process. The following is a step by step description of the process in the toolkit.

Approval authority will be set in the QA Toolkit by the administrator. All users can view a request and associated information. A SWM As-Built District Rep approves the submittal before it is sent for formal review. A SWM As-Built Approver will coordinate the review of and approve the As-Built submittal.

When a new submittal has been entered into the Toolkit, the system will automatically send notifications to the necessary parties. With the initial submittal a notification will go to the SWM As-Built District Rep. The District Representative will review the submittal to ensure it is complete and acceptable. When the submittal is found acceptable the District Rep will sign the submittal.

Upon signing by the District, the system will automatically send a notification to the SWM As-Built Approver. This individual will coordinate the review of the submittal through to the end. Comments can be made by all parties involved throughout the process.

When it is time for you to become involved in the process you will receive a notification email.

Fri 10/20/2017 10:40 AM

support@oedtoolkits.net

SWM As-Built 1 for Project GA2065229 - Keyzers Ridge Maintenance Shop Complex

To ● Joseph Bartell; ○ Chunca Bittinger; ○ Stephen Buckley; ○ Stephen Bucy; ● Tad Daniel; ○ Devin Miller; ○ Weir, Allana; ○ Derick Winfield; ○ Stephen Buckley; ○ Messier, Scott; ● Joseph Bartell

**An new SWM As-Built request has been added to project: GA2065229 by: Chunca Bittinger**

**Project Description:** Keyzers Ridge Maintenance Shop Complex

**SWM Request Number:** 1      **SWM Review Status:** Under Review

**Facilities:** GA2065229 SWM As Built Certification Package

**Request Text:**      **Request Date:** 10/6/2017 8:22:56 AM

**Most Recent Response Text:**      **Most Recent Response Date:** 10/6/2017 8:27:57 AM

**List of Attachments**

ASBUILT-2017-09-26.pdf - GA2065229 SWM As Built Cert - 10/6/2017 8:25:52 AM

GA2065229 SWM As Built Cert Letter.pdf - GA2065229 Response to Original SWM As Built Submittal - 10/6/2017 8:25:52 AM

Asbuilt-Narrative-2017-09-26.pdf - GA2065229 SWM As Built Cert Narrative - 10/6/2017 8:22:56 AM

SWM AB Comments\_GA206\_20171019.pdf - Comment from HHD - 10/20/2017 10:39:32 AM

To view more communication or reply to this message, log into <http://www.oedtoolkits.net/epd.qatoolkit> and select appropriate Project.

The email includes pertinent information about the request including the most recent comment and the individuals involved.

From this point on whenever a comment or response is added to the modification request record you will receive an email updating you of the status.

As a reviewer you should now log into the Toolkit to review the submittal and respond or comment as necessary. Click on the "Projects" Tab at the top of the page to go to a project listing. You can reduce the project list by searching for the project in the search panel.

The screenshot shows the 'Quality Assurance Toolkit' header with the Maryland Department of Transportation logo. Below the header is a navigation bar with tabs: 'Inspections', 'Projects' (selected), 'Permits', and 'Reference Docs'. On the right of the navigation bar are 'Settings' and 'Log Out' links. Below the navigation bar is a sub-navigation bar with 'Project List' (selected), 'Modifications', and 'SWM As-Built'. The main content area is titled 'Project List' and contains a 'Search Panel' with a search icon and a text box. Below the search panel is a table with the following data:

Contract #▲	FMIS	E&S Per.	Description	Co.	Dist.	Mods	Grades	
AA1515188	AA151B51	Y	MD 170 from MD 648 to MD 762. Bicycle Retrofit	AA	5		Average: A; Recent: A	
AA1545180	AA154B51	N	Cleaning and Painting of Existing Bridge #'s 0211011, 0201102, 0208000, 0208203, 0208204, 0208403, 0208404, 0208503, 0208504, 02100303 and 0210304 on various routes in AA county	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	
AA1575132	AA157B51	N	MD 177 to MD 695- Traffic Barrier Replacement in AA County	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	

Select the edit icon to enter or update the project record as allowed by your user role.

The screenshot shows the 'Project Details' form. It contains the following fields and values:

- Contract Number:** WA3445272
- FMIS:** WA344D51
- Description:** Improvements along I-81 from South of US 11 in WV to North of MD 63/68 in
- Project Type:** Bridge Replacement (dropdown menu)
- Stage:** Construction (dropdown menu)
- County:** Washington (dropdown menu)
- District:** 6 (dropdown menu)
- Project Start Date:** 1/6/2017
- Team Index:** (dropdown menu)
- Centroid:** N (dropdown menu)
- Comments:** Title from IFB: Improvements along I-81 from South of US 11 in WV to North of MD 63/68 in MD including widening and Superstructure replacement for dual bridges 21 078 in I-81 over Potomac River and
- Checkboxes:**
  - ☐ E&S Permit Required
  - ☐ Inspections on Hold
  - ☐ Project Closed
  - ☐ Wetlands and Waterways
  - ☐ Severe Weather
- Contractor:** Triton Construction
- QA Inspection Form:** QA1 (02/18/2015) (dropdown menu)
- QA Inspection Priority:** 2 Weeks (dropdown menu)
- Project Rep:** Jeffrey Foreman (dropdown menu)
- Yellow Card:** 11-375
- Exp. Date:** 07/21/2020
- ESC Manager:** Shelby Kuh (dropdown menu)
- Yellow Card:** 17-177
- Exp. Date:** 04/03/2020
- Superintendent:** Matthew Skeen (dropdown menu)
- Yellow Card:** 16-212
- Exp. Date:** 05/12/2019

At the bottom of the form is a navigation bar with tabs: 'QA Incentives', 'Milestones', 'Sheets/Plates', 'Documents', 'Stakeholders', 'Permits', 'Resources', 'Inspections', 'Mods', 'QA Concurrence', and 'SWM'.

The user will see the project information. Data fields that are shaded may not be edited although some of the information under the available sub-tabs may.



## SWM Sub-Tab

The **SWM** sub-tab shows details about existing submittals and status. There are several buttons to select from depending on the desired action.

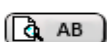
QA Incentives	Milestones	Sheets/Plates	Documents	Stakeholders	Permits	Resources	QA Inspections	Mods	QA Concurrence	<b>SWM</b>
<b>Existing SWM Requests</b>										
To submit a new SWM AS-Built, click the "New Submittal" button at the lower right of the page. To comment on an existing active submittal, click the "Respond" button to the right of the specific submittal from within the grid.										
<div> <div>Ryan Grissinger 8/16/2017 3:24 PM</div> <div> <b>Review Status: <span style="color: red;">HHD - Under Review;</span></b>            Facilities in package: WA2495176 SWM As-Built Plans  <a href="#">Click here to view 5 response(s)/comment(s)</a> </div> <div> </div> </div>										
<div> <div>1</div> <div> </div> </div>										

The user will see the project information. Data fields that are shaded may not be edited although the information under the available sub-tabs may.

The **SWM** sub-tab shows details about existing As-Built submittals and status. There are several buttons to select from depending on the desired action.



The Respond button is utilized to post new comments, questions or responses to a request.



The AB button will open the As-Built input form that can be edited by contractor representative. This form remains editable throughout the review process so that additional information may be uploaded as needed.



The New Submittal button is utilized to create a new As-Built submittal. This button should not be used to respond to an existing request.

Clicking on **# Responses** will expand the information to include all the comments and responses related to the specific As-Built submittal.

<b>Existing SWM Requests</b>		
To submit a new SWM AS-Built, click the "New Submittal" button at the lower right of the page. To comment on an existing active submittal, click the "Respond" button to the right of the specific submittal from within the grid.		
<div> <div>Ryan Dom 9/15/2017 1:34 PM</div> <div> <b>Review Status: <span style="color: red;">HHD - Under Review;</span></b>            Facilities in package: BMP 010516  <a href="#">Click here to view 7 response(s)/comment(s)</a> </div> <div> </div> </div>		
Brandon, Scott 11/3/2017 11:43 AM	PRD has reviewed the As-built package for BMP 010516 and finds it structurally acceptable. We will follow up with an Acceptance letter to HHD.	
Chunca, Bittinger 11/3/2017 7:49 AM	The last I can see in the SWM As-Built's & Documents section was request from HHD to PRD for review on 10/10/17. Is there any update from PRD?	
Joe, Bartell 10/10/2017 8:39 AM	Jason Ferner and Brandon Scott,  HHD finds the As Built Acceptable. Please Review for conditional approval.  Joe	
Chunca, Bittinger 9/28/2017 2:16 PM	The plans are located in the Documents tab, and are dated 09/26/17.	
Joe, Bartell 9/28/2017 2:00 PM	Where exactly are the latest plans? Please send a link to where plans can be found.  Joe	
Chunca, Bittinger 9/28/2017 8:42 AM	Re-Submission of SWM As Built Green Lines dated 09/26/17 have been reviewed by District Six and comments have been addressed. Original Report with photos and new submittal is reviewed by D6 MDOT SHA and is ready for HHD review.	
Chunca, Bittinger 9/21/2017 1:58 PM	SWM As Built Submittal needs to be Green Line on the Original Contract Drawings. There are three sheets included in the Contract Drawings with the elevations that need verified, SW-1 through SW-3 (sheets 21, 22, 22A of 35 drawings). Please include the in	



Select the magnifying glass to view the details of the comment

## Viewing a Submittal

### SWM As-Built Submittal Request Form

**Project**  
MD 51 At Virginia Avenue

**SWM facilities included in this package**

**Comment: (500 character limit)**

**Ensure the submittal includes the items as outlined in your contract documents: (examples include)**

- Photographs during specified construction phases (These phases are listed in the SP and will appear in the plan set)
- Written description of each phase (These descriptions may appear as captions on the photos)
- Completed tabulations and checklist (Located in the plain set)
- Completed certification forms (Located in the plain set)
- Green line revision plans for each facility

\* All work and files are to adhere to the CADD Standards established by the administration

**Documents**

Uploaded	Type	Description	Date
<b>Upload Request Document</b>			
Contr.			
Rec'd by			
Approved			
Save & Submit            CLOSE			

**Review Status:** Pre-Submittal

**Notify**

☐ Allera-Bohlen, Barbara - EPD Project Manager  
☐ Buettner, Bill - EPD Project Manager  
☐ Miller, Devin - Area Engineer  
☐ Walls, Nick - Reviewer  
☐ Knauer, Erin - EPD Project Manager  
☐ Bartell, Joe - HHD SWM reviewer  
☐ Helms, Glen - HHD Team Leader  
☐ Sharar-Salgado, Daniel - Permit Reviewer HHD  
☐ wingender, rachel - Developer  
☐ Ferreri, Paul - Division Chief - MDE Eastern Div.

When viewing a submittal, the user will see the SWM As-Built Submittal request form. The digital As-Built package should be attached to the submittal.

Select the download icon to download the associated document.

All files associated with an As-Built are to be added in the SWM As-Built Submittal request form

**Documents**

Uploaded	Type	Description	Date
<b>Upload Request Document</b>			
<b>Document Type</b> <span style="border: 1px solid gray; padding: 2px;">GPS/Waypoint</span>			
<b>Description</b> <span style="border: 1px solid gray; display: inline-block; width: 150px; height: 20px;"></span>			
<b>File</b> <span style="border: 1px solid gray; display: inline-block; width: 100px; height: 20px;"></span> <span style="border: 1px solid gray; padding: 2px 5px;">Browse...</span>			
<b>Date</b> <span style="border: 1px solid gray; display: inline-block; width: 50px; height: 20px;"></span>			
<span style="border: 1px solid gray; padding: 2px 10px;">Cancel</span> <span style="border: 1px solid gray; padding: 2px 10px;">Add</span>			

If there is a need to upload additional documents then clicking on **Upload Document** will provide a menu for uploading files to the As-Built form.

At the bottom of the form are three sections for signature to be completed by different stakeholders.



The contractor signs the submittal by clicking on this button.



The District Representative signs for acceptance by the District office to move the submittal to review with HHD/PRD by clicking this button.



Final Acceptance is signed by HHD when the review process is complete by clicking this button.



Click the Save & Submit button to ensure entered information is saved by the system.

Even though you have clicked the save and submit button, the form can still be edited and attachments can still be added until the package receives Final Approval.

When the submittal has been saved, the system will automatically send notification to the District representative for a cursory review. When the District representative has signed for the submittal, the system will automatically notify the necessary parties for a formal review. When a submittal has been sent to review comments can be added through the response system by anyone although any attachment should be added directly to the As-Built package itself on the by utilizing the AB button.

### Posting Comments, Questions and Responses

Existing SWM Requests	
To submit a new SWM AS-Built, click the "New Submittal" button at the lower right of the page. To comment on an existing active submittal, click the "Respond" button to the right of the specific submittal from within the grid.	
Ryan Grissinger 8/16/2017 3:24 PM	<b>Review Status: HHD - Under Review;</b> Facilities in package: WA2495176 SWM As-Built Plans <a href="#">Click here to view 5 response(s)/comment(s)</a>
	<div> </div>

A response or comment can be added in the SWM subtab.



Click the Respond button to post new comments, questions and responses.

SWM As-Built Response Form	
Project: AL2915187 - MD 51 At Virginia Avenue	Review Status: HHD - Under Review
SWM Facilities included in this package: BMP 010516	Notify in addition to those listed above
Stakeholders who will be notified of this response: (Select additional if needed) Joe Bartell; Chunca Bittinger; Steve Buckley; Stephen Bucy; Ryan Dom; Jason Ferner; Devin Miller; Brandon Scott; Derick Winfield	<input type="checkbox"/> Allera-Bohlen, Barbara - EPD Project Manager <input type="checkbox"/> Anderson, Robert - HHD Reviewer <input type="checkbox"/> Ansalvish, Kate - Compliance Specialist - MDE <input type="checkbox"/> Baker, Michael - Environmental Construction Manager <input type="checkbox"/> Ballard, Clayton - Regional Environmental Coordinator (Senior) <input type="checkbox"/> Barben, Jake - EPD Project Manager <input checked="" type="checkbox"/> Bartell, Joe - HHD SWM reviewer <input checked="" type="checkbox"/> Bittinger, Chunca - Field Coordinator <input type="checkbox"/> Bogale, Tesfamichael - PRD Team Leader <input type="checkbox"/> Boone, Virginia (Ginnv) - Project Manager
SWM Response Text (500 character limit) <div></div>	
Any necessary documents should be uploaded on the As-Built Submission page	
<div> </div>	

The response page has multiple fields in a single view. The different fields may be edited depending on the users account settings. Any project stakeholder may post a response or comment at any time up until the submittal has final approved.

The upper right section shows the current Review status.

The left side of the screen is very similar to an email system. The stakeholders who are receiving emails in this response chain are listed near the top. Comments may be added in the SWM Response Text field.



When all the information has been added into the response click the Save and Submit button to ensure the information is added to the project record.




Notifications of a new response comment will be sent to those listed in the stakeholder field. If you wish to include additional stakeholders in the response chain select their name in the lower right section of the page. When a stakeholder has been added to the response chain they will receive email notification until the submittal is completed

When the response has been saved by the user it can no longer be edited or deleted. It is a permanent part of the project record.

Existing SWM Requests	
To submit a new SWM AS-Built, click the "New Submittal" button at the lower right of the page. To comment on an existing active submittal, click the "Respond" button to the right of the specific submittal from within the grid.	
Tom Linsenmeyer 1/11/2017 8:27 AM	<b>Review Status: <i>Final Approval;</i></b> Facilities in package: new <a href="#">Click here to view 2 response(s)/comment(s)</a>

When a submittal is complete and has Final Approval then responses may no longer be entered in to the system and the submittal may no longer be edited by any stakeholder.

### Signing a Submittal

 Contr.	<input type="text"/>
 Rec'd by	<input type="text"/>
 Approved	<input type="text"/>




Click on the appropriate button to electronically sign.

☐ 100 year floodplain outside stream channel  
☐ Stormwater

**Re-Authentication**  

**Login:**   
**Password:**

A window will appear to enter your login information. The system will compare this information with the users' role to ensure they are authorized to sign.

 Contr.	Ryan Dom
 Rec'd by	Chunca Bitinger
 Approved	<input type="text"/>

The users name will then appear in the Approved field.

**Final Approval** by the submittal reviewers, meaning all stages of acceptance have occurred should be documented with a response comment and then a signature on the SWM As-Built Submittal request form. The signature in the Approved section should be the last action for a submittal review as this will result in the submittal being locked and committed to the project record.



Click the Save & Submit button to ensure entered information is saved by the system.

Even though you have clicked the save and submit button the form can still be edited and attachments can still be added up until the final approval.

### **Proper Commenting**

When commenting on a submittal, remember to be clear and concise. It is important to understand that many individuals are utilizing this information and it is important to send a message that will not be misunderstood by others. If you are expecting a response to your comment then state that.

When the reviewer is accepting the SWM AS-Built Submittal at the differing levels then tht must be clearly stated in the comment. This is important as there a payment responsibilities tht need to be addressed by the District representatives.

Only after the Final acceptance will the reviewer sign the “Approved” section of the As Built Submittal Request form.

Some aexample of proper commenting follow:

- **When a package is Accepted by the district and sent for review by HHD**
  - “SWM AS-Built has been reviewed by the District. The Submittal is ready for HHD review.”
- **Structural Acceptance**
  - The AS-Built package for ..... and finds it structurally acceptable. We will follow up with an Acceptance letter to HHD.
- **Package Deficiencies.**
  - The Turfgrass Establishment (Section 705) Acceptance does not address the Meadow Establishment (Section 707) specified for the Bioswale. Please verify that the swale does have the proper vegetation.

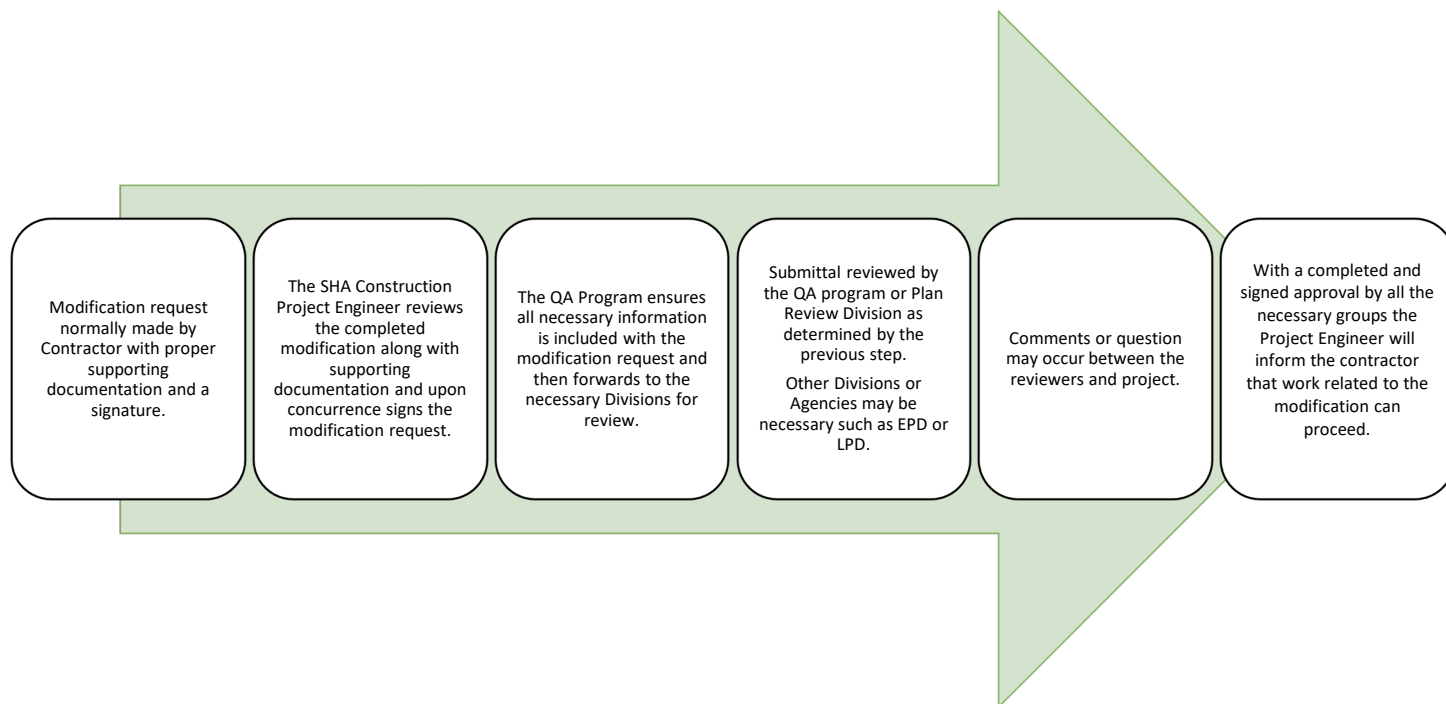




## Appendix A

### Modification Process Flowchart

The below Flow Chart is designed help understand the modification request process. It is important to be familiar with the overall process to ensure each individual provides the necessary information and /or response in a timely manner



## Storm Water Management As-Built Process Flowchart

The below Flow Chart is designed help understand the SWM AS-Built approval process. It is important to be familiar with the overall process to ensure each individual provides the necessary information and /or response in a timely manner.



