State of Alaska Department of Transportation & Public Facilities
Statewide Design & Engineering Services

**eDocs Storm Water Document Storage System
INSTRUCTIONS AND GUIDANCE**

The purpose of eDocs is to provide a centralized data storage system for construction storm water documents. Hard copies of these documents are stored in field offices and are not readily available at Regional and State Headquarters. Document storage on eDocs will facilitate quality review of documents and collection of information for reporting. All DOT&PF projects that have coverage under the CGP (e.g. have filed an NOI but have not filed an NOT) must upload their storm water documents to eDocs as described in this document.

The eDocs system has two interfaces: the check-in page, for uploading the SWPPP documents; and the search page, used to locate and view uploaded documents. These instructions will provide guidance on how to upload documents into the eDocs system including naming conventions as well as which documents to upload and how often. These instructions also cover how to use the eDocs Search page to locate project storm water documents for review.

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Project eDocs Reporting Duration and Responsibility

All DOT&PF projects that have active coverage under the CGP must utilize eDocs until coverage under the CGP has been terminated *and* the signed DOT&PF NOT and final SWPPP of record have been uploaded. DOT&PF Project Engineers and any consultant employees fulfilling this position are responsible for uploading documents to eDocs unless otherwise directed by their Region. Construction Contractors are not responsible for this task.

1. SCANNING STORM WATER DOCUMENTS

Creating and Naming the PDF File

First, you must convert your storm water document(s) into an electronic format (PDF) by scanning the document. You do not need a high-quality scanner because we are not using the character-recognition features to search within the text of the SWPPP documents. If you are scanning a large document (e.g. the initial SWPPP) adjust your scanner's settings so that it scans in black and white or grayscale (instead of color) and the image quality is on a lower level, though not so low that it renders the image unreadable.

Using the following naming convention for the PDF file makes it easier to put the file in the proper place in our database – especially if there is more than one person managing files. The PDF name consists of three components which may be separated by a space or underscore:

Project Number_File Letter Code_Date Created (in month-day-year format)

Do not use symbols such as &, @, #, $, %, or * to name files where you are saving scanned files. This will create a problem when uploading the document. When naming the PDF file, do not use forward or back-slashes even when entering the date created. Use only letters, numbers, underscores, and periods. See Section 3 if your project has multiple project numbers associated with it.

The file letter code and the date created should be selected according to the conventions described in Table 1. The date should be formatted MM.DD.YY with a period separating the month, day, and year. Here are some examples of file names that are and are not acceptable:

Table 1. Examples of file names that are and are not acceptable.

Acceptable	Not Acceptable
CFHWY00162_IniSWPPP1_3.6.17	CFHWY00162 Ini/SWPPP/1 3/6/17
CFHWY00162_IniSWPPP2_3.6.17	CFHWY00162 Ini/SWPPP/2 March6-2017
SSHWY00044_WkRep_3.16.17	SSHWY00044WeeklyReport-2017-3-16
Z550070000_RainLog_11.3.16	Z550070000/RainLog/11-3-16
69377_LetDEC_5.13.16	69377Letter 5132016
66446_AmendPlan_4.10.17	66446 AmendPlan 4/10/2017

Scanning and Uploading Frequency

Regardless of the inspection frequency, the project documents listed below should be scanned and uploaded to eDocs within seven days of being completed/certified by both the Contractor's Superintendent and DOT&PF's Project Engineer.

- Inspection Report
- Daily Record of Rainfall
- Corrective Action Log*
- Grading and Stabilization Log*
- SWPPP Amendments and Amendment Log*

The project's documents may be scanned together and entered into the subcategory of SWPPP Reports (Bundle), or scanned separately and entered into individual subcategories (see Table 2). Please utilize a cover sheet (located in Appendix A) to indicate which forms are included in the bundle. If not using the bundle option, the cover sheet should be uploaded with the Inspection Report.

Those Logs above marked with an asterisk (*) can be left out of the weekly or monthly upload if no additional entries have been made since the last upload. However, it should be noted on the cover sheet which Log(s) will not be uploaded and, if known, include the date of the last entry.

During winter, if the project switches to a reduced (monthly) inspection schedule, the Inspection Report and other required documents should still be uploaded to eDocs, but on a monthly basis. If Inspections are waived during winter, so are the required uploads. When waiving or reducing inspections, be sure that the change in the inspection frequency is clear in the paperwork so that reviewers can be aware of the correlating change with uploads to eDocs.

The SWPPP:
All new projects should scan and upload their initial, Department-approved SWPPP. The initial SWPPP must be scanned and uploaded to eDocs in its entirety no more than seven days after all the SWPPP certification forms have been signed and approved by the Department. All projects that have filed NOTs must upload their Final SWPPP in its entirety no later than one month following the NOT signature date. Again, this is important when reviewing the SWPPP for compliance. In uploading the SWPPP (initial or final), file size may become an issue as the eDocs limit is 20MB per upload.

Other documents:
All other SWPPP documents can be scanned and uploaded only as needed when changes occur. Most other SWPPP documents should not change often, so this should help minimize the amount of scanning and uploading.

A complete list of SWPPP documents and uploading frequency is provided in Table 2.

Scanning Instructions and Tips

The following instructions and tips will help you avoid common problems with uploading SWPPP documents. Following these instructions will also reduce the potential for having to re-upload a document and avoid unnecessary concerns by document reviewers.

Inspection Reports: Do not scan and upload the Inspection Report until *both* the Contractor's Superintendent and the DOT&PF Project Engineer have certified the document. Since the electronic copies are used for reviewing project compliance, the documents must be certified.

Logs: For any logs, your first scan and upload should include all of the log's records to date. Subsequent uploads of the logs should only capture data from the date of the previous scan to present day. This will help to reduce the volume of pages you scan each week. There will probably be some data overlap as pages are filled out and scanned, and that is okay. Take extra care when scanning the Grading and Stabilization log, as changes and additions to this log may not necessarily be as straight-forward as the other logs. When no updates have been made to the log since the last upload, the log does not have to be uploaded. However, please indicate on a cover sheet which logs will not be included as described on page 3.

The SWPPP: Do not scan and upload the initial, Department-approved SWPPP until all SWPPP certification forms have been signed. Do not scan and upload the final SWPPP until the DOT&PF NOT has been obtained. Again, this is important when reviewing the SWPPP for compliance. In uploading the SWPPP (initial or final), file size may become an issue as the eDocs limit is 20MB per upload. There are several methods to avoid problems with uploading large files. If there are problems with uploading the final SWPPP, another acceptable format will be an electronic copy on a USB drive, which should be mailed directly to Headquarters at the address below. Please note that this is acceptable for the final SWPPP only; initial SWPPPs will need to be uploaded to eDocs for timely review.

If you choose to mail a USB drive, please keep in mind the following:
1) The USB must include the title "Final SWPPP" along with the Project Name, Region, and DOT&PF NOI Tracking Number; and
2) HQ will need the copy within the month following the NOT signature date, as originally requested with the eDocs upload.

Please mail the USB to the following address:

Alaska Dept. of Transportation and Public Facilities
c/o Statewide Environmental Office Storm Water staff
3132 Channel Drive
P.O. Box 112500
Juneau, Alaska 99811-2500

First, when scanning the document, adjust your scanner's settings so that it scans in black and white or grayscale (instead of color) and the image quality is set at a lower level (note: the image must be readable). If necessary, the SWPPP can also be scanned and uploaded in sections to further reduce the individual file size. The file name for the PDF and in eDocs can be modified to indicate which part of the SWPPP is included in the file (e.g. project number_IniSWPPPAppA_Date, for Initial SWPPP Appendix A) or can simply number each section (e.g. project number_IniSWPPP1_Date, for the first section of the initial SWPPP). Once scanned into a PDF, depending on your Adobe software, you might be able to save the PDF file as a reduced PDF file, which reduces the file size. If none of these options resolves the difficulty in uploading the initial SWPPP, please notify an eDocs administrator, listed in Section 6.

Letters of Delegation/Project Staff Tracking Form: Letters delegating signatory authority must use the DOT&PF Forms 25D-107 (DOT&PF's Project Engineer) and 25D-108 (Contractor's Superintendent). These Forms should be uploaded to eDocs with the initial SWPPP. If the person in either of these positions changes, the Project Staff Tracking Form (25D-127) must be updated and uploaded to eDocs to show the personnel change along with the letter or memo stating whom will be fulfilling the position. Even if the change is temporary, the period in which the individual will be "acting" in the position should be noted in both the letter and on the Project Staff Tracking Form. This helps reviewers track personnel who are responsible for certifying reports.

Large Pages or Maps: The largest pages to be scanned and uploaded are the 11X17 plan sheets in the SWPPP, which can be handled by most scanners. However, if you do end up needing to scan a large page that cannot be accommodated by the scanner, you can either scan only the area of the page that contains pertinent information or scan the page in sections.

TABLE 2. Conventions for naming electronic files: subcategories of SWPPP documents, file letter codes, and date created

Subcategories of SWPPP documents	Scanning and Uploading Frequency	File Letter Code (for naming pdf files)	How to Enter the "Date Created" Field
Comments by Quality Reviewer	7 days following review	Qual plus item code: QualInsp	Date of the review
Contractor Deleg of Sign Auth	7 days following signature	ConSig	Date that the person delegating signed
Corrective Action Log	Weekly/Monthly	CorActLog	Most recent date on the log
Correspondence with ADEC Includes NOIs and NOTs	7 days following correspondence	LetADEC	Date on the DEC document or the NOI/NOT signature date
Correspondence with EPA	7 days following correspondence	LetEPA	Date on the EPA document
DOT&PF Deleg of Sign Auth	7 days following signature	DOTSig	Date that the person delegating signed

Daily Record of Rainfall	Weekly/Monthly	RainLog	Most recent date on the log
Delayed Action Item Report	7 days following report	DelAct	Date of Inspection Report that identified the Corrective Action was needed
Final SWPPP	30 days after NOT signed	FinSWPPP	Date of the DOT&PF NOT
Grading and Stabilization Log	Weekly	GradeLog	Most recent date on the log
Initial SWPPP	7 days following Dept. approval	IniSWPPP	Date of the DOT&PF SWPPP Certification
Inspection Reports	Weekly/Monthly	Insp	Date the inspection was conducted (not date certified)
Liquidated Damages Form 641-2	7 days after all signatures obtained	LiqDam	Invoice Date
Photographs	7 days after taken	Photo	Date the photo was taken
Pre-Construction Site Visit	7 days after completed	SiteVis	Date the visit was conducted
Project Staff Tracking Form	7 days following any staff changes	Staff	Date of most recent staff change
Site Maps	7 days following changes	SiteMaps	Date the maps were produced or updated
SWPPP Amendments and Amendment Log	Weekly/Monthly	Amndlog	Most recent date on the log
SWPPP Noncompliance Notification Form	5 days or following DEC submission	Noncomp	Date submitted to DEC
SWPPP Reports (Bundle)	Weekly/Monthly	WkRep	By date of inspection

2. ACCESSING EDOCS

DOT&PF Employee Access

DOT&PF employees accessing eDocs while connected to the State network can use the following link: http://dot.state.ak.us/swpppdocs/

The eDocs system can also be reached from outside of the State network (i.e. at a remote location) by using a secure (http**s**://) web address: http://dot.state.ak.us/swpppdocs/

The eDocs systems works the same inside or outside the State network. Use your State ID and email username (without SOA\ in front) and email password to login. When you change your email password, your eDocs password will be changed to your new password automatically.

Consultant Access

Consultants who are Project Engineers or providing quality review of SWPPP documents will need access to the eDocs system. These individuals must first obtain a State LDAP account (Outlook account) and then have their account added to a special LDAP group called "DOT – SWPPP document contributors." Regional IT Staff should be able to assist you with providing your consultants with an LDAP account. If there is a problem gaining access for a consultant, contact an eDocs administrator.

Consultants will, however, need to access eDocs through an external copy of the eDocs site via the following link: www.dot.state.ak.us/swpppdocs. The external copy is a security measure that prevents non-State employees from accessing the State's intranet via eDocs. The eDocs system as accessed through this link works the same as that accessed by DOT&PF employees.

A VPN account is not required for eDocs.

Common Access Errors

If you receive an error message that you are not a part of the SWPPP user group, or that your log-in information is no longer valid, please contact an eDocs administrator.

3. CHECKING A SWPPP DOCUMENT INTO THE EDOCS SYSTEM

After logging into the eDocs, you should see the following screen:

Uploading a document

Complete the fields according to the instructions as follows:

Type*: Reports

Sub-Type *: Storm Water

*These categories should not be changed.

Sub-sub-Type Subcategory: Select appropriate subcategory from drop-down menu for the document you are uploading to eDocs. See Table 2 for a list of subcategories.

DOT Project Number: Enter the (IRIS) DOT project number into the "start typing a project name or number search. See astric (*) in above screen shot.

> ➢ In some cases, there may be multiple project numbers associated with a project. If these are covered under a single DOT&PF NOI number they are considered one project for the purposes of eDocs (you do not have to upload documentation to both project numbers). Coordinate with your Regional Storm Water Compliance staff to identify which project number will be used for documentation. However, if each project number is associated with different DOT&PF NOI numbers, they are considered separate projects for the purposes of reporting and documents must be filed under both project numbers.

After entering the project number, the project name will appear in the in the dropdown list. Select the name shown and the Project Name field will fill in automatically.

➢ If a project name does not appear upon entering the project number, simply type in the project name and continue uploading the document as instructed. This does not affect the ability of eDocs to store the document and will prevent creating a back-log of documents that require uploading. After uploading the document, provide the missing project's project number and name to an eDocs administrator in order to get the project added. Any documents that are uploaded while the correction is made will still be available after the project is added to the menu.

Date Created: Enter the date as described in Table 2 (page 6)
Date Submitted: Enter the date that the document is checked into eDocs.

Document Title: The title field will fill in automatically after all information is entered and you click on the "Generate Title" button. The title will be in the format: project # Full Subcategory Title Date Created. However, this title is not set in stone and can be changed before submitting the document if necessary.

After filling out all the fields, search for your document with the "Primary File" browse button. Once you have chosen the file, upload it to eDocs. This works exactly like attaching a file to an email. It is important to upload files correctly or you will not be able to find them in a search.

Common Uploading Errors

The following instructions will help you troubleshoot through common uploading errors in eDocs. If these instructions do not resolve the problem you are experiencing, contact an eDocs administrator.

Field Entry Mistakes: If you make a mistake during the uploading process (i.e. incorrectly naming, dating or categorizing a document) please send the mistake and the suggested correction to an eDocs administrator. Most corrections can be made within the eDocs system by an eDocs administrator, so re-uploading the document will not be necessary. If needed, eDocs administrators can delete documents as well.

Error message "500 null": This error results for one of two reasons: 1) attempting to upload a file that is larger than 20MB (which is the eDoc size limit for each upload) or 2) the uploading process timing out due to a slow internet connection. To resolve this problem, first check your document size to see if it exceeds the capacity. If it does, you can either upload the document in sections or, if your Adobe software allows, you can save the file in a reduced size. If the document size is not a problem, and you continue to have internet connection problems, please notify an eDocs administrator.

Error message "[Document Name] was not successfully checked in. A content title must be specified": This error results when a title is not entered in the "Title" field of the Check-in page. To resolve the error, simply click on the "Generate Title" button or type in a file name in the field, and then upload the document.

Error message "[Document Name] was not successfully checked in. Invalid Metadata for [Document Name]. Item with [Document Name] already exists in folder '/Projects/SWPPP Documents/"": This error results when attempting to upload a PDF document that has the same name as a previously uploaded PDF. To resolve this error, check that the document has not been uploaded to eDocs by going to the Search page and searching for your project, which will bring up all the documents that you have previously uploaded. If the document is there, then you have previously uploaded the document and do not need to upload it again.

If the document is not listed, then check the PDF file's name, and the folder's name the file is saved in to ensure that there are no symbols or slashes included in the name (see page 2). If this and other scanned documents have similar names with the unique characters following a symbol, or are placed in a folder that include a symbol, the eDocs system will only read to the symbol and, therefore, assume that the documents have the same name. To resolve this problem, rename the file or the folder to exclude the symbol and then try uploading again.

4. SEARCHING FOR A SWPPP DOCUMENT IN EDOCS SYSTEM

After logging into the eDocs system, select the "SWPPP Search Page" link in the upper right corner of the SWPPP Check-in Page to access the search screen:

Searching for a document

Complete the fields according to the instructions as follows:

Type*: Reports
Sub-type*: Storm Water
These categories should not be changed.

Project Number: When conducting your initial search, you may find it easiest to enter the project number. Searching by project number alone will bring up a list of all documents submitted for that project, with the most recently submitted document at the top.

You can narrow down the information by selecting a Document Type Subcategory by the drop-down menu if you know what kind of document you are looking for.

You can also narrow the search using date ranges in the Date Created and Date Submitted fields. While useful, these fields can be overly restrictive. When using dates, you can enter a "from" and "to" date for a range. You can also enter the "from" date without a "to" date and it will search from that date to the present.

Be careful that you don't search in too narrow a range and miss files you are interested in. If you are unsure of a category it is better to leave that search function blank.

Search results will appear below the search criteria after you hit the "Search" button.

5. PROJECT REPORT

The eDocs system has a feature that will generate a report, organized by week, of all the documents uploaded for any project through the date the report is generated. The report will allow you to review your uploads in a more readable format to determine if you missed uploading an Inspection or other document for any particular week. To view the report, click on the link "Check-in Report" (which is located by the Check-in/Search page links), and enter your project number.

6. TRAINING & CONTACTS

Training

Training on the eDocs system is available. If you would like to receive training in using the eDocs system, please contact an individual under "eDoc Administrators" below.

Security

The current eDocs system has two levels of security that are implemented by assigning users to a group. One level is read only, which is the clearance most eDocs users will be assigned. The other is read, add or delete documents, which only the administrators will have.

eDoc Administrators

The following individuals have administrative capabilities for the Storm Water eDocs System. If you require assistance regarding the eDocs, please contact these individuals as directed:

For general questions, comments, concerns:
Erik Norberg, Storm Water Manager at erik.norberg@alaska.gov or 907-465-6964.
Jess Parks, Storm Water Project Specialist at jess.parks@alaska.gov or 907-465-6326.

For technical assistance with LDAPs or becoming a part of the eDocs user group:
Andrew Keeffe, Programmer at andrew.keeffe@alaska.gov or 907-465-4364.

If you have not received a response from the above individuals within a few days, you may also contact the Statewide Environmental Program Manager at 907-464-6961.

Appendix A

eDocs Storm Water Document Storage System

ALASKA DEPARTMENT OF
TRANSPORTATION & PUBLIC FACILITIES

SWPPP eDOCs Bundle Coversheet

Project Name: _____
Project Number: _____
Date _____

☐ Initial Review   ☐ Final Review

The following forms are included in this bundle:

☐ Inspection Report dated: _____

☐ Daily Record of Rainfall

☐ Corrective Action Log*
    ☐ No actions since _____

☐ Grading and Stabilization Log*
    ☐ No changes since _____

☐ SWPPP Amendment Log & Amendments*
    ☐ No amendments since _____

☐ SWPPP Training Log (upload at least monthly)

☐ SWPPP Project Staff Tracking (upload when changes occur)

☐ Site Map (upload when changes occur)

☐ Other: _____

*These Logs must be included with the Inspection Report or if there are no changes, check the appropriate box and provide the date of the last upload.