Commonwealth of Pennsylvania

pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Bureau of Watershed Restoration and Nonpoint Source Management

Practice Keeper – Growing Greener Project Module

Internal User Guide[1]

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

Version History

Date	Version	Description	Author

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

Table of Contents

Getting Started 4
Section A: Growing Greener Project Module 6
Section B: General Tab 7
Section C: Partners Tab 8
Section D: Project Types Tab 9
Section E: Sites Tab 12
Subsection 1: Site Details Tab 13
Subsection 2: Map Tab 14
Subsection 3: Implementation - AMD Treatment/AML Practices/Oil and Gas Tab 19
Subsection 4: Related BMPs Tab 20
a. Planned BMPs (Design-Only Projects) 24
b. Implemented BMPs (Construction Projects) 26
Subsection 5: Load Reductions Tab (Construction Projects) 33
Section F: Report/Transfer Tab 34
Section G: Attachments Tab 35
Section H: Multi-County Projects 36
APPENDIX A: BMP Implementation Categories 38
APPENDIX B: Receipt and Approval of Non-Conservation District BMPs 42

Getting Started

Before initiating the entry of grant project data into the PK database, Growing Greener grantee users should ensure that they have:

- ✓ A user account in PK https://prod.practicekeeper.com (steps 1 – 6 below)
- ✓ A specific list of assigned roles (step 5 below).
- ✓ An assigned license (steps 7 and 8 below).

If one or more of the above items is not possessed by the user, the following instructions explain how to obtain those items.

PK Administrator Instructions for Creating a New User Account

1. Visit https://prod.practicekeeper.com. Click the  icon in the upper-right corner of the page and select "Admin" from the sub-menu.
2. On the Users tab, enter the new user's email address into the "search" box and click the "New User" button. If the email address is pasted into the box, the "New User" button may not activate. If that occurs, enter a space in the email address then delete it. It should activate then. **Note: If the searched email address already exists in PK, the application will recall the user's existing account information. In this case, skip to step #4.*
3. Enter details about the user.
4. For standard users, leave "Administrator" as No. Leave "Restricted Data Access" as No, otherwise the user will only be able to see data they've created.
5. Roles determine what a user can view and edit. Assign the following roles:
    - 319 Project Editor
    - 319 Project Viewer
    - BMP Editor
    - BMP Viewer
    - Conservation Plan Editor
    - Conservation Plan Viewer
    - Growing Greener Project Editor
    - Growing Greener Project Viewer
    - History Viewer
    - Nutrient Management Plan Editor
    - Nutrient Management Plan Viewer
    - Partner BMP Instance Approver
    - Partner BMP Instance Editor
    - Partner BMP Instance Viewer

6. Once you have completed the form, click the "Save" button. The user account will be created, and the new user will receive an automated email to create a password.

7. Return to the "Users" tab and click the "Assign License" link for the new user account.

8. Click the radio button beside an available license and click the “Assign License” button.

9. The user will now be able to log into PK.

PK Administrator Instructions for Managing an Existing User Account Settings

1. Click the  icon in the upper-right corner of the page and select Admin from the sub-menu.
2. On the Users tab, select a user from the table.
3. Click the “Edit” button and make any desired changes.
4. Click the “Save” button.

Process

Beginning July 1, 2024, when a Growing Greener grantee, who is also a county conservation district, has completed their project, the Conservation District Watershed Specialist or other designee must follow this user guide to complete the entry of Growing Greener project accomplishments data and any applicable BMP data, generate an Accomplishments Report, and submit that report to their DEP Project Advisor via email, along with the final reimbursement request and final report package, as per the grant agreement.

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

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

Log in to view the Clean Water Academy course, which contains training modules specific to the conservation district user.

Section A: Growing Greener Project Module

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

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

Click "Grants," then click "Growing Greener Project."

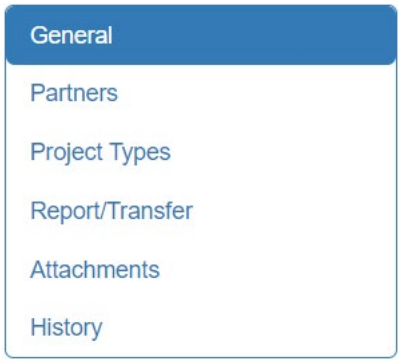


A table listing of any existing Growing Greener Projects created under (or transferred to) the user's tenant (i.e. conservation district) will be shown. To edit one of those projects, the user would click on it.

To create a new project, click the 

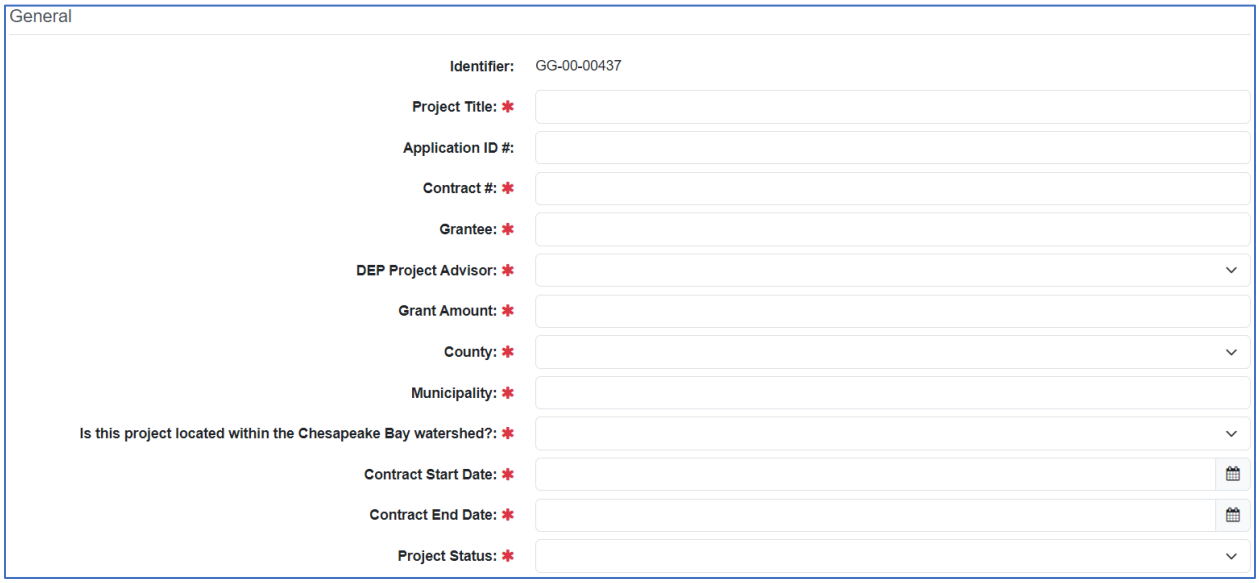
button.

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



Section B: General Tab

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



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

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

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

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

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

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

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

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

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

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

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

Click the Save button.

Section C: Partners Tab

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

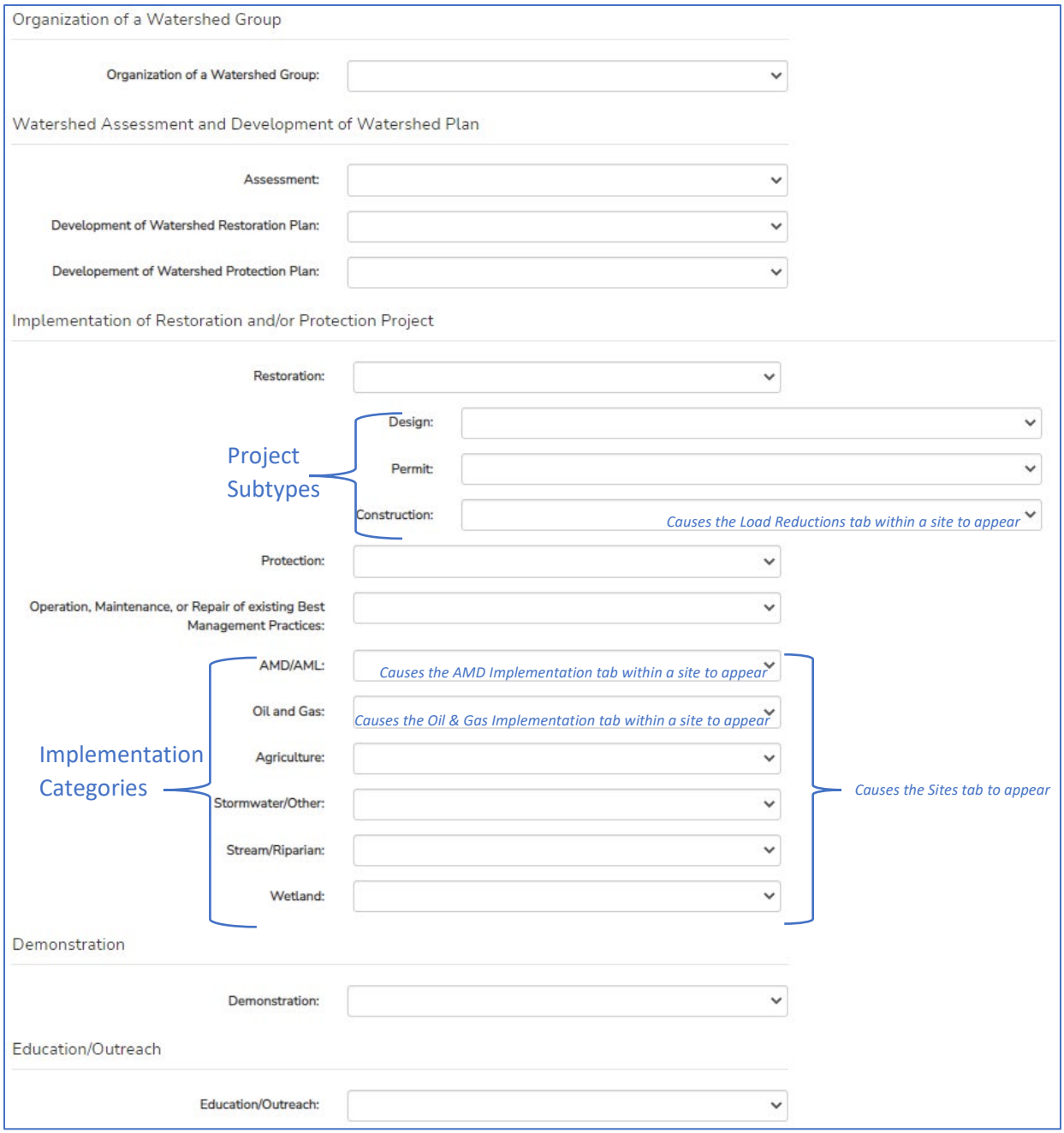


Click the Save button after the entry of each partner's details. The partner table will display the entered data.

Section D: Project Types Tab

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

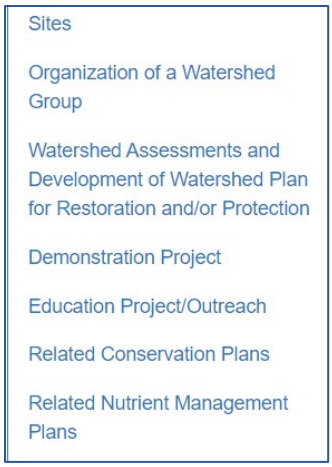
Most types are self-explanatory; however, the Implementation of Restoration and/or Protection area must be clarified. If selecting the restoration project type, indicate if the grant is funding design, permitting, and/or construction. If selecting one of the three project types (restoration, protection,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



Click the Save button.

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

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



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

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

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



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

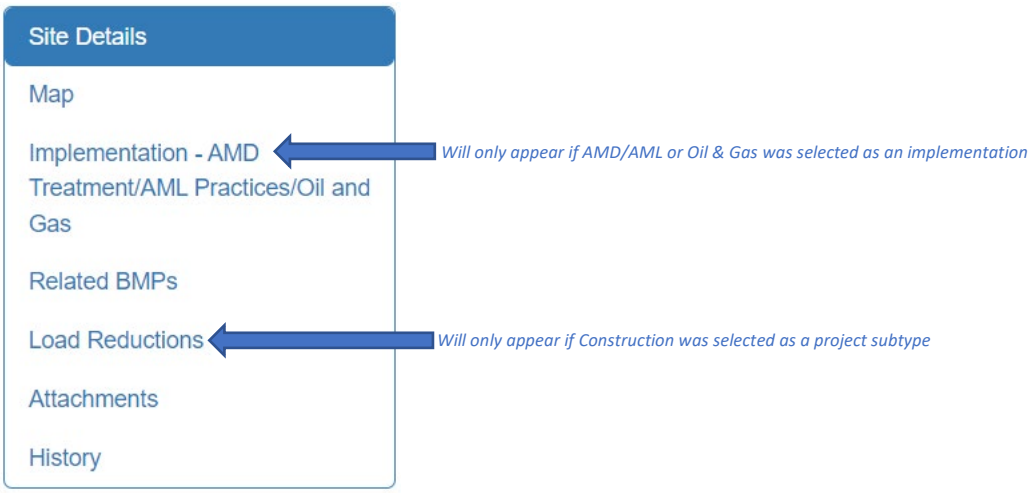
For implementation projects, the entry of data within the Sites tab requires explanation.



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

Section E: Sites Tab

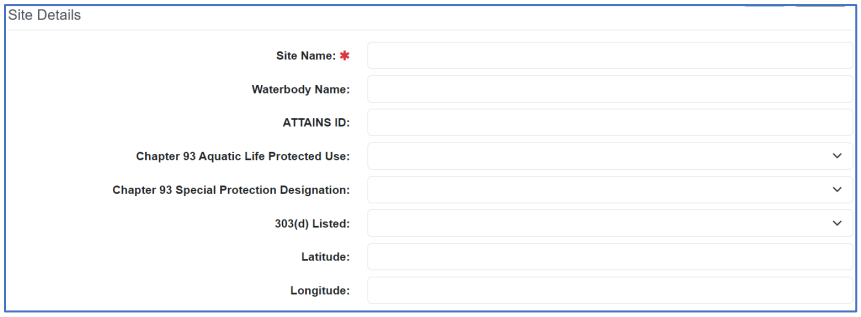
In the **Sites** tab, data is to be entered for each site that is a component of the grant project. Each site will have its own row in the Sites table. Click the Add button. The following list of tabs will appear.



Follow the instructions in the subsections below to enter data one site at a time.

Subsection 1: Site Details Tab

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

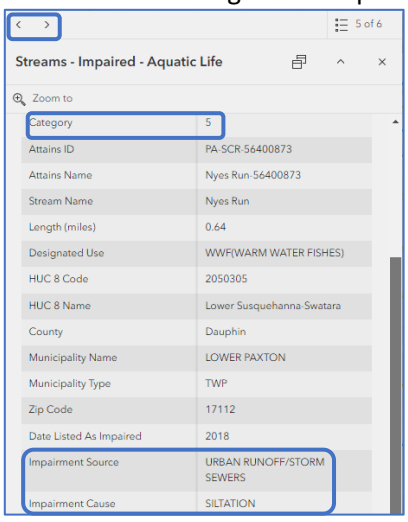


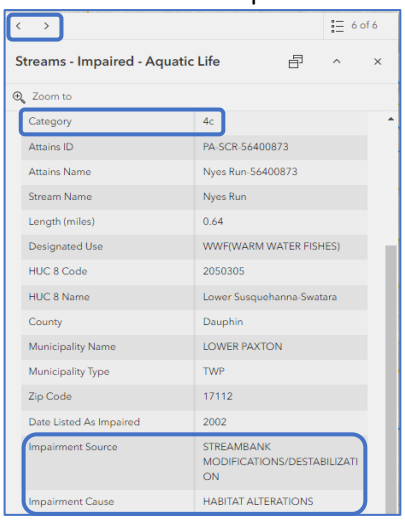
Site Name: Provide the name of the individual project site such as an AMD discharge name/number, or other logical, user-determined name.

Waterbody Name, ATTAINS ID, Chapter 93 Aquatic Life Protected Use, and Chapter 93 Special Protection Designation: (link to document) Obtain data for the waterbody directly affected by the project by visiting the most recent DEP Integrated Report Mapping Application. Navigate to the project site, select (click on) the stream segment or waterbody adjacent to the project site and, in the resulting table, find the waterbody (stream/lake) name, ATTAINS ID, and designated use (which may or may not include an HQ or EV special protection designation).

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

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

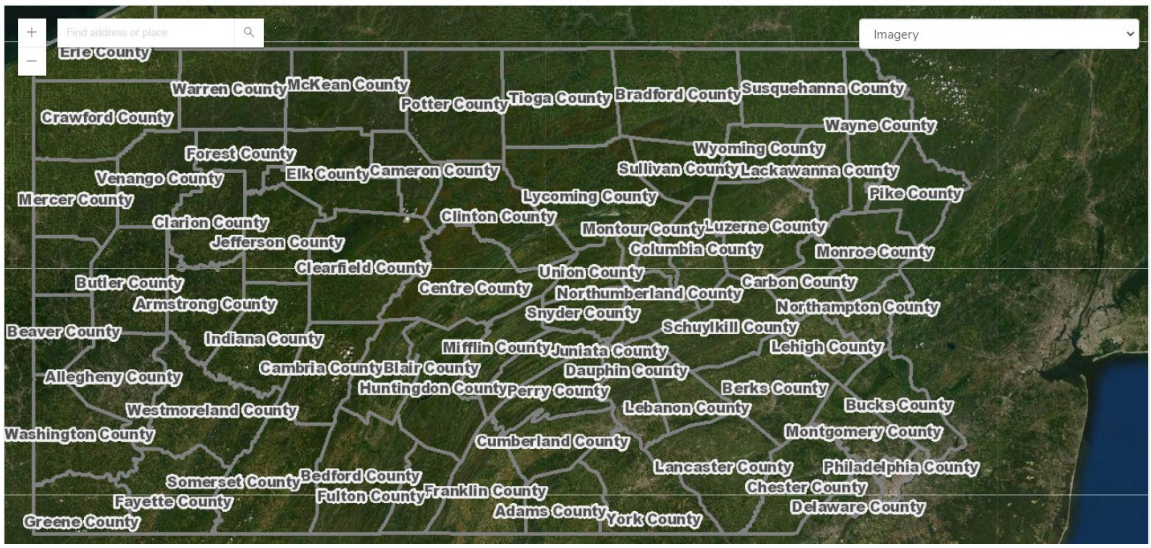




GPS Coordinates (Latitude and Longitude): Provide the latitude and longitude in decimal degrees for the project site center point. Be sure to provide a negative value for longitude.

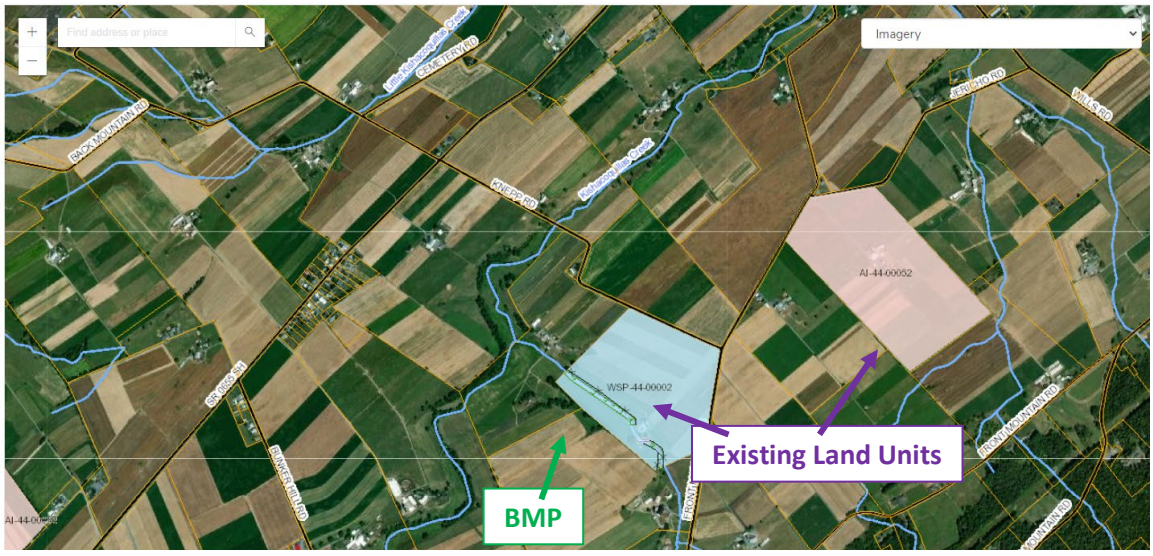
Subsection 2: Map Tab

When clicking on the **Map** tab, the user will be directed to a map of Pennsylvania. It is here that the user will define the project site(s). The project site is synonymous with the term “Land Unit” in PK and will be provided on a parcel basis, or may be hand-drawn.



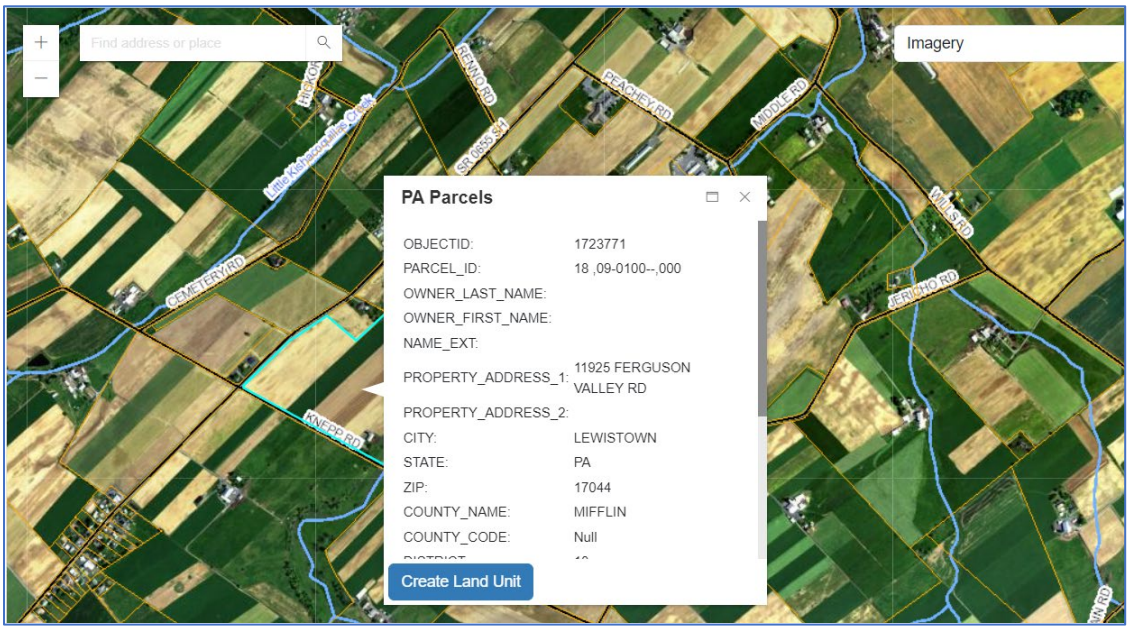
First, either search by entering the municipal name or address into the data field in the upper-left corner of the map, or zoom into the project county and area using the mouse to pan and scroll. If the user prefers, the base map may be changed from imagery to something more useful using the drop-down menu in the upper-right corner of the map.

Once zoomed in, existing Land Units may appear, along with their related BMPs.



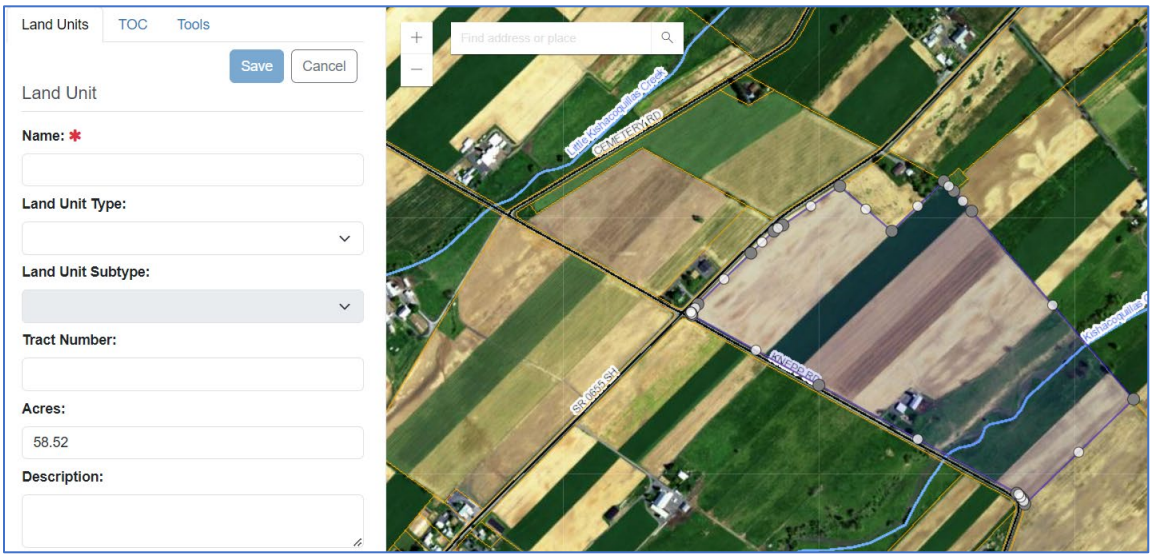
The property parcels are outlined in yellow. Click on the parcel which contains the project site. And click the Create Land Unit button.

**Note: If your county does not have parcel data in PK, or if you would prefer to use a non-parcel-based Land Unit, you may hand-draw site boundaries by clicking the New button and following the directions provided in PK.*

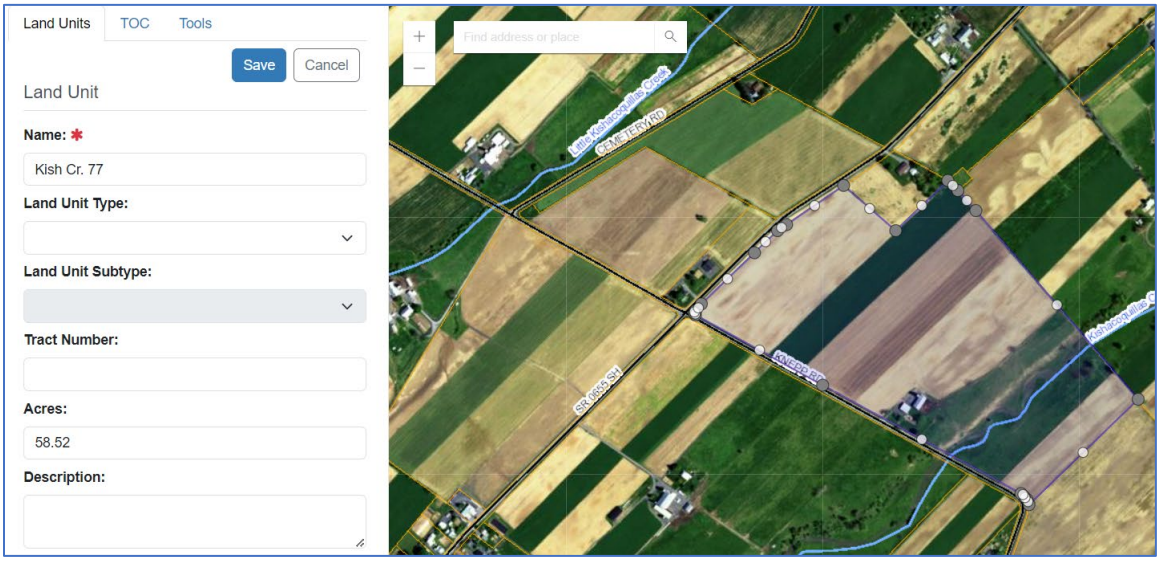


The parcel will be shaded and bordered by many dots, or vertices. Zoom in to ensure your project area is included within this parcel.

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



Enter the site name to match the previously provided site name, and click Save.

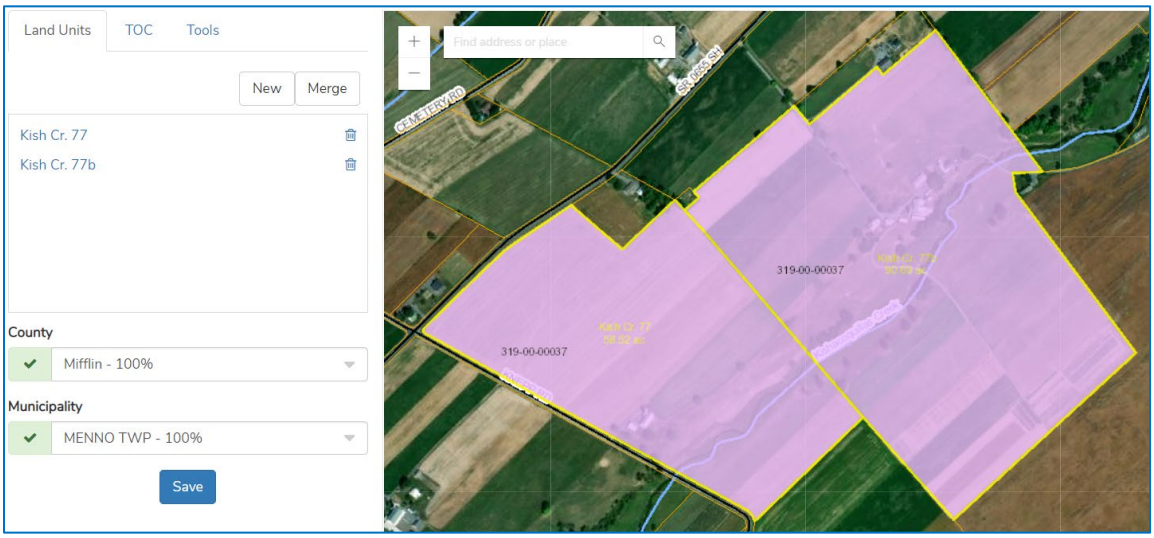


Your site will be saved as a Land Unit and given a name. If you need to delete and reselect a different parcel, click the 🗑. If you are done selecting Land Units for your project, click Save.

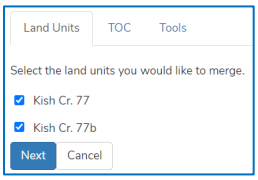


If finished with drawing the project site (Land Unit), click Back and proceed to Subsection 3.

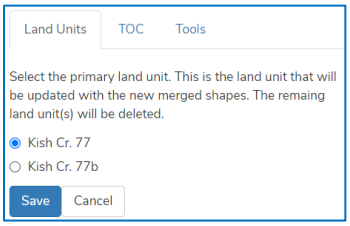
However, as mentioned above, if a project site extends to an adjacent parcel, create an additional Land Unit for that parcel. Give it a temporary name, as in "Kish Cr. 77b" and Save. As shown below, both Land Units will be mapped and listed. Click the Merge button.



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

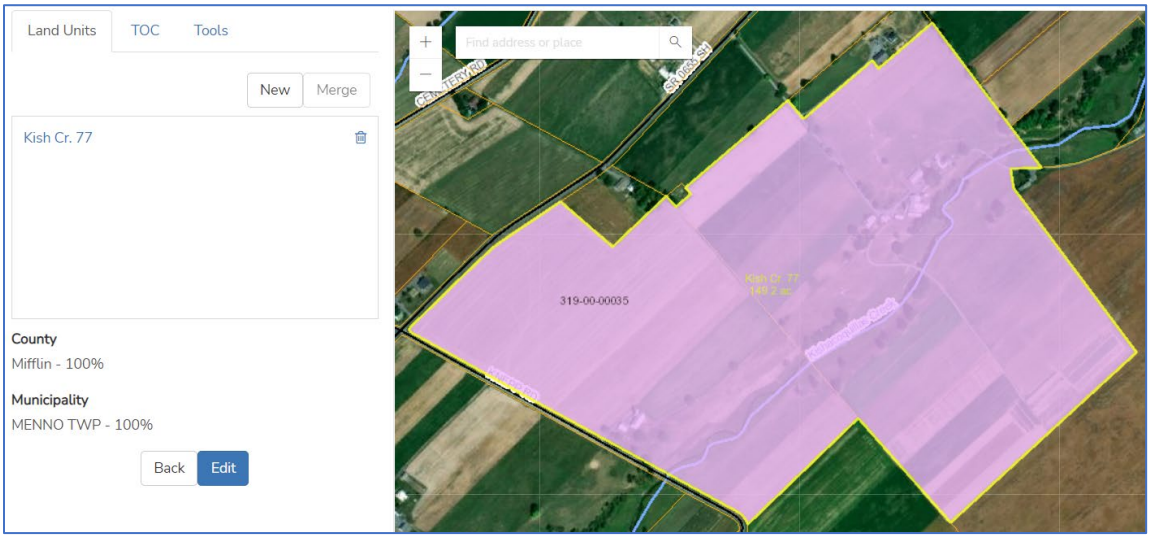


Select the name of the primary Land Unit, and click Save. This name will be used for the merged Land Unit.



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

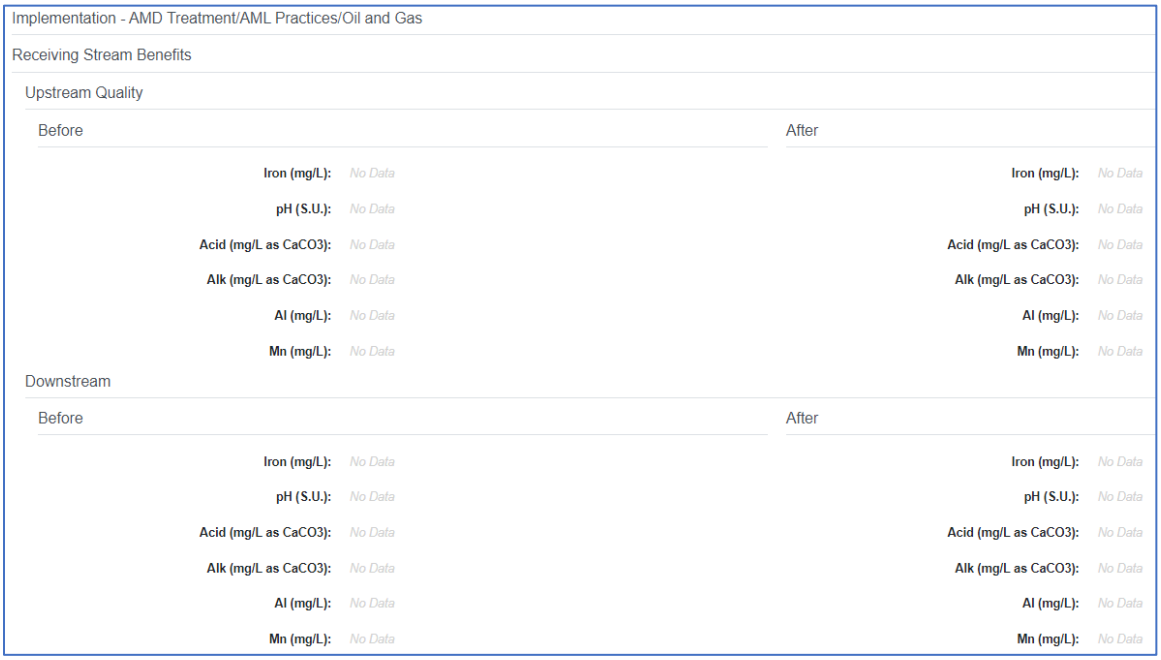


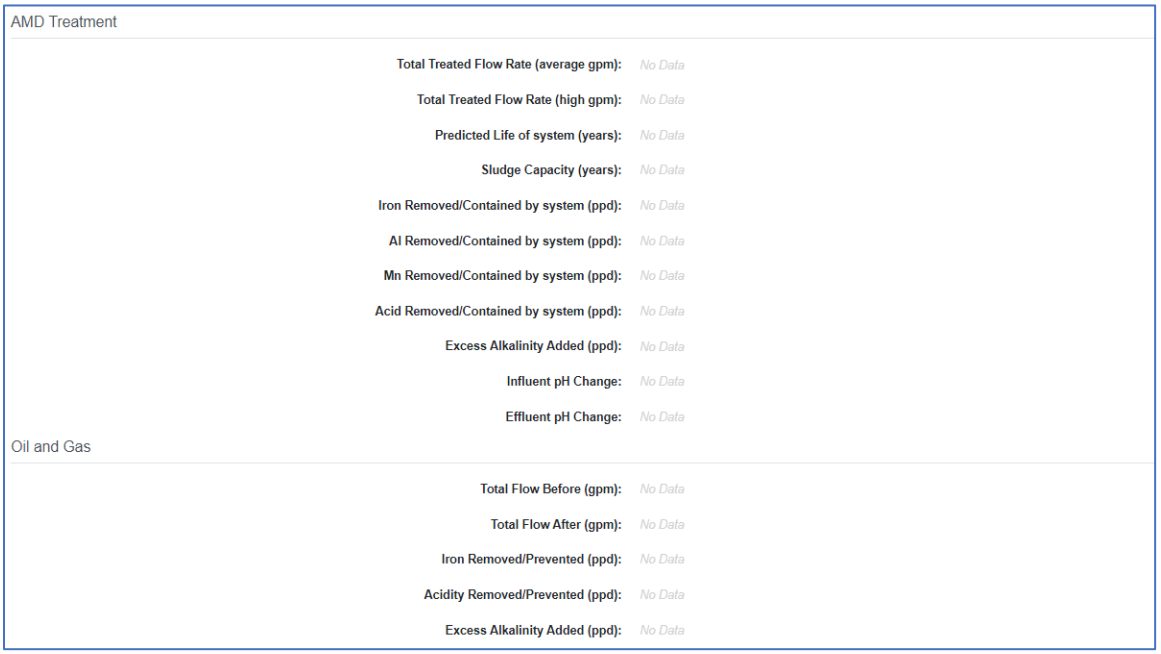


When finished with drawing the project site (Land Unit), click Back.

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

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

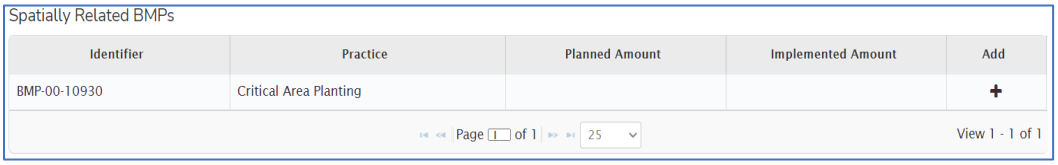




Subsection 4: Related BMPs Tab

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

In the Spatially Related BMPs table, there may be a BMP listed which is located within the bounds of the project site (Land Unit). If a stand-alone BMP is to be added to the project (perhaps it was entered previously for another purpose but the construction is now being funded by the Growing Greener grant), click the Add "+" sign.



Select your Land Unit.



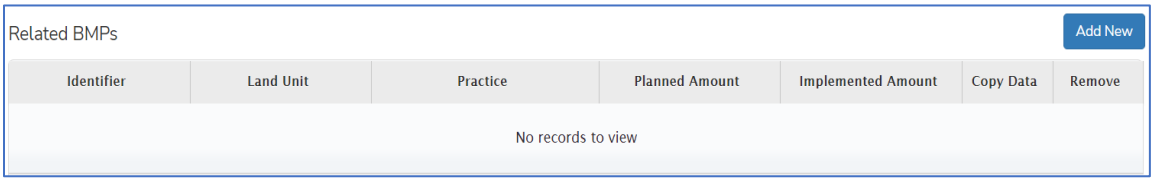
Click the Save button. Then, click Back To BMP. Update any of the BMP information as described in Section E, Subsection 4, a. & b.



After making any necessary updates to the BMP data, navigate back to the Related BMPs tab, and the BMP will now display in the Related BMPs table.



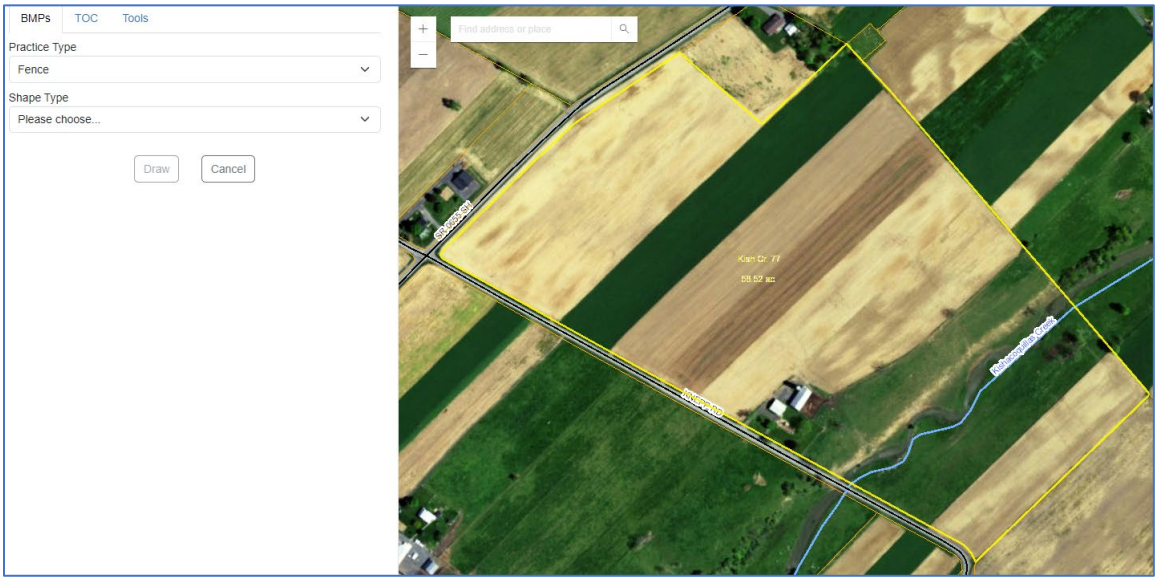
In most cases, there will be no Spatially Related BMPs. To add a new BMP to the project, click Add New.



The map will zoom in to the Land Unit(s) previously created for this project. The user is technically now outside of the Growing Greener Project module and in the BMP module to create what is called a BMP Instance; however, the new BMP will relate to the project through the selected Land Unit. For greater detail on the use of the BMP module, reference "PracticeKeeper – Best Management Practice (BMP) Module SOP No. BWRNSM-DATA-003."

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

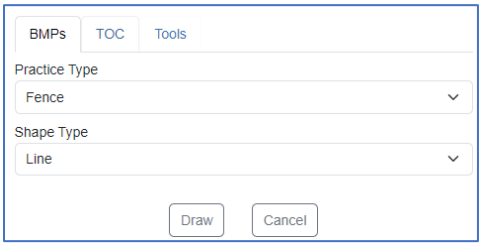
Select a Practice Type from the drop-down menu. Click Draw. Then, select the Shape Type.



**Note: For the Shape Type, the available shape(s) varies for each BMP.* For Growing Greener grant projects:

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

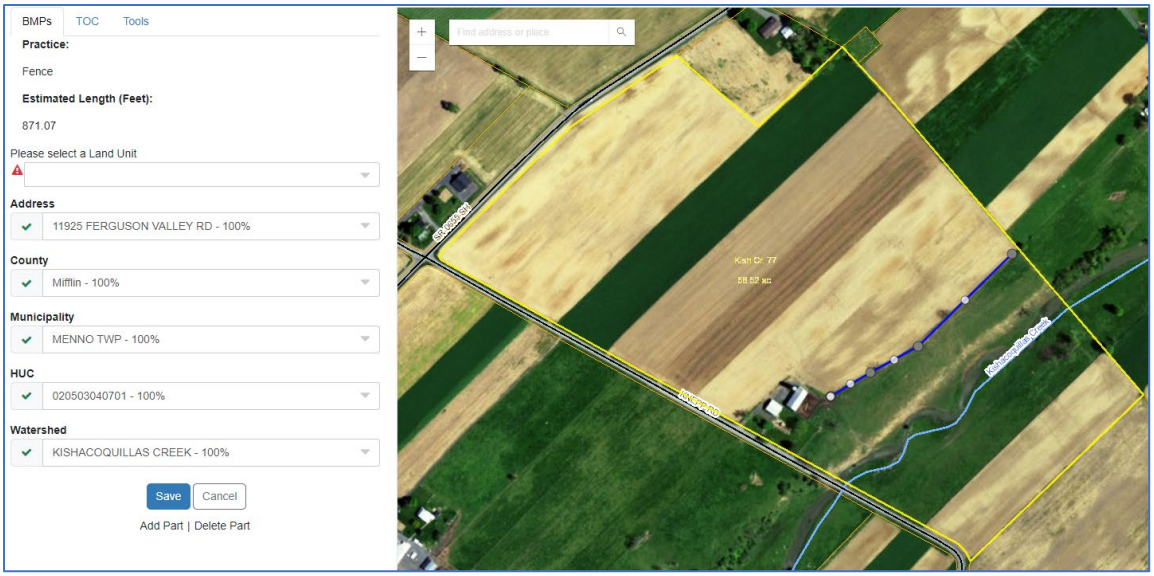
Click Draw again.



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

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

Select the Land Unit name that this project is related to, and click Save.



The map will zoom to the BMP. If there are no further edits, click Back To BMP .



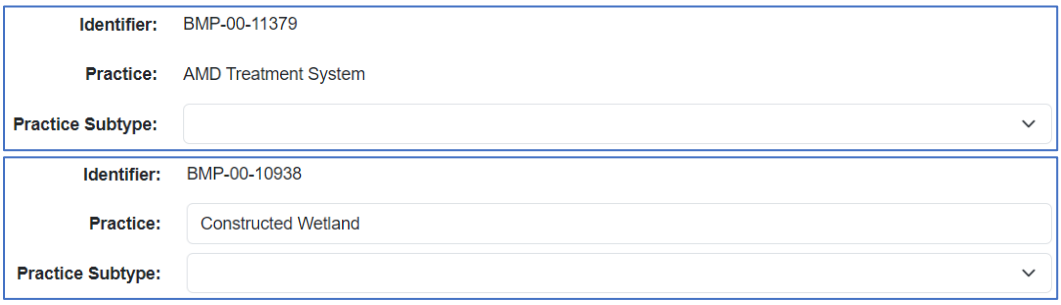
The user will be brought to the BMP Instance, General tab. For Growing Greener grants, only certain tabs will be used, depending on the phase (design vs. construction) of the project:

a. Planned BMPs (Design-Only Projects)

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

In the General tab, click Edit.

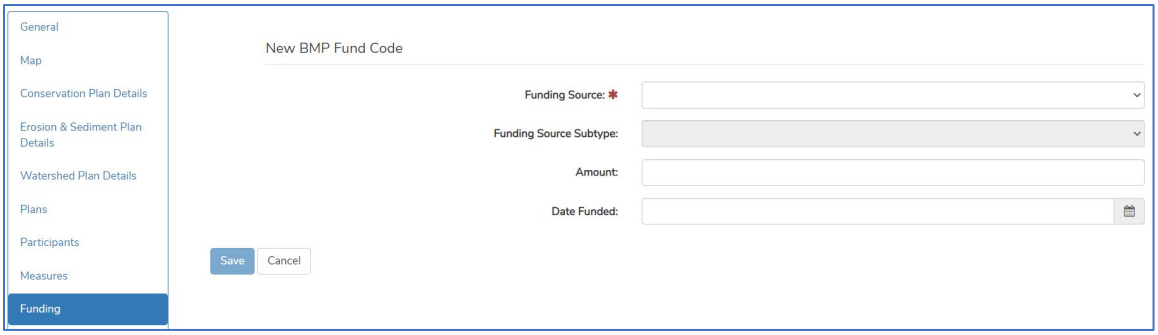
If the BMP is **AMD Treatment System** or **Constructed wetland**, a practice subtype is required. Select the subtype from the drop-down menu.



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



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

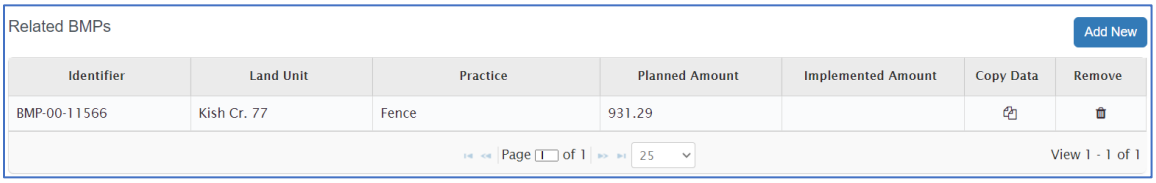


Click Save. A funding source table will display the entered data.

The Planned BMP entry is complete.

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

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

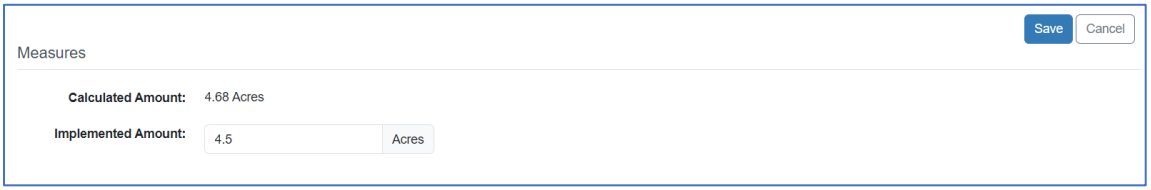


b. Implemented BMPs (Construction Projects)

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

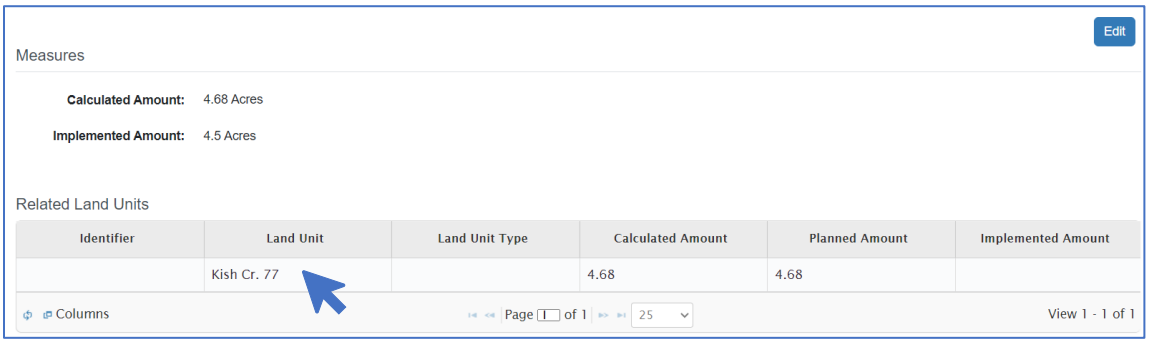
In the Measures tab, the top table includes the mapped BMP's calculated amount and a zero for the implemented amount, both with a fixed unit of measure. Click Edit and enter the actual implemented amount.

Click Save.

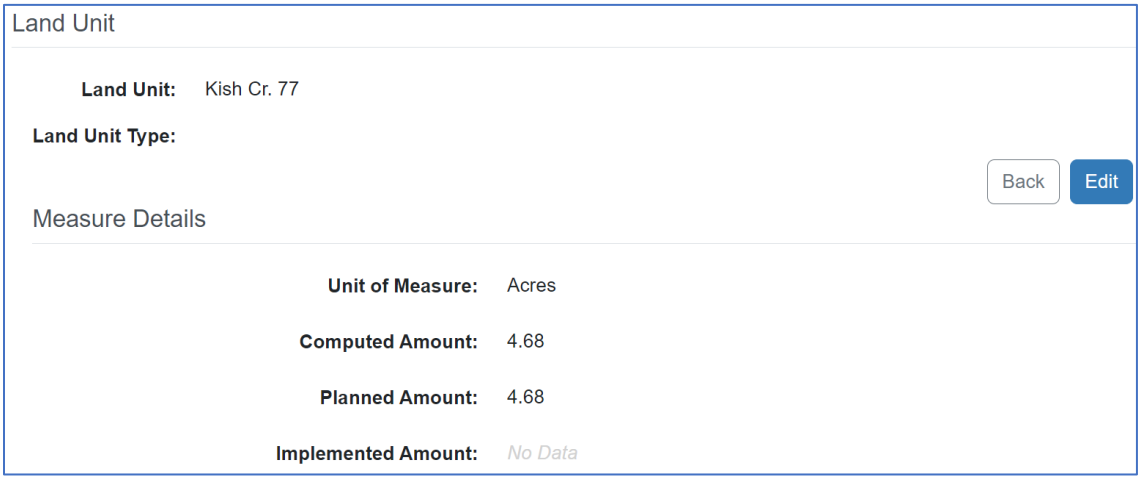


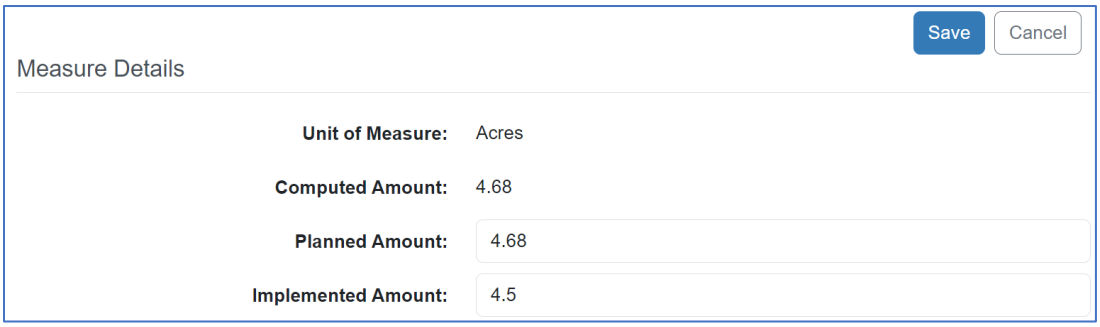
So far, the implemented amount is tied to the BMP only and not to the Land Unit or project.

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

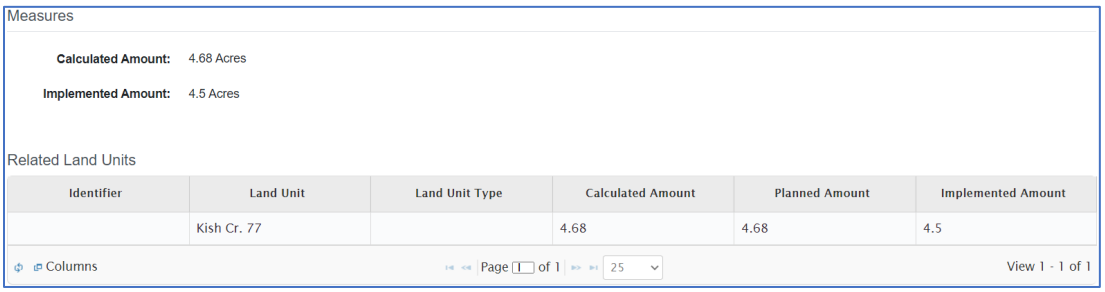


In the Measure Details section, click Edit and enter the implemented amount. Click Save.

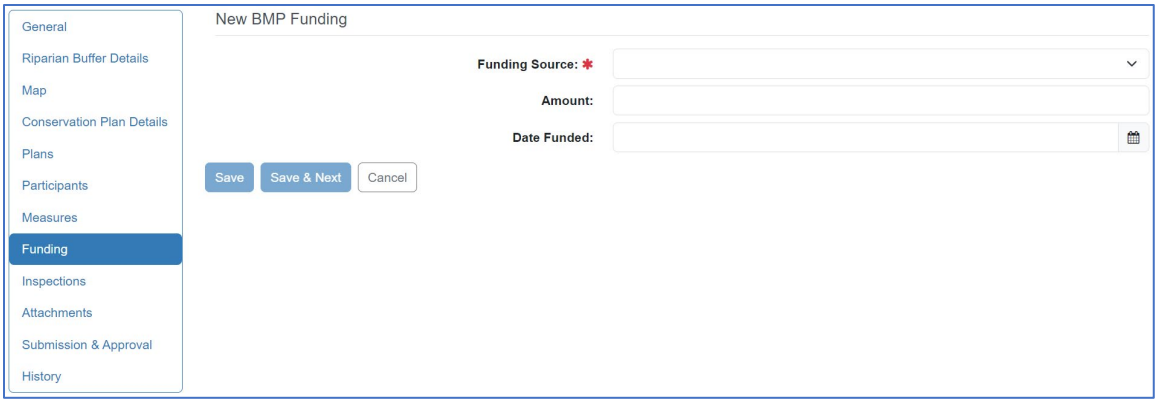




The completed Related Land Units table will display.

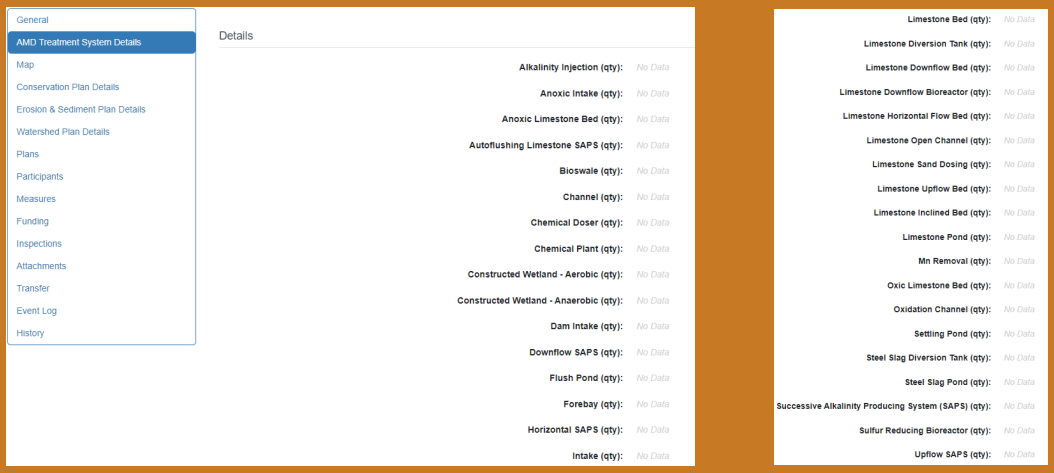


In the Funding tab, click the Add button to add each funding source. Be sure to include "Growing Greener Grant" as a funding source. The amounts and dates are not required, as Growing Greener grant funding is reported on a project basis, not by individual BMP.



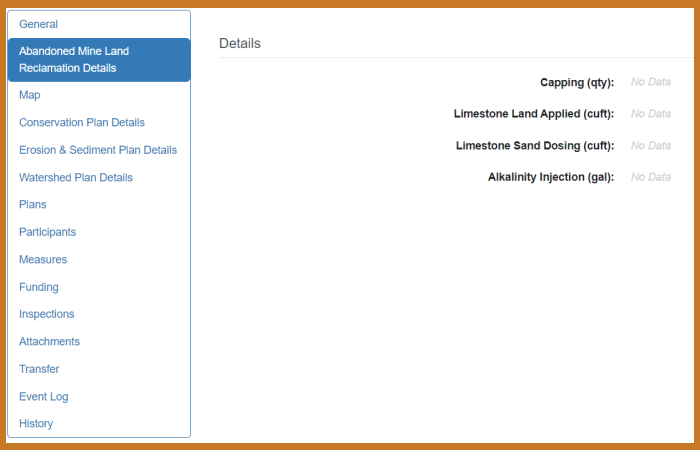
Click the Save button. The funding source table will display the entered data.

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



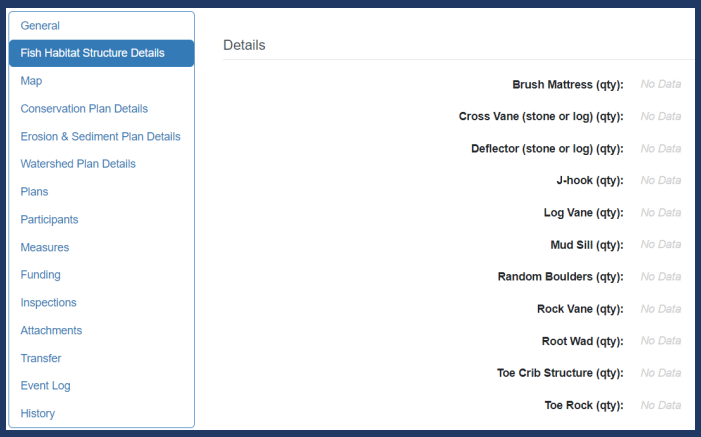
Click Save.

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



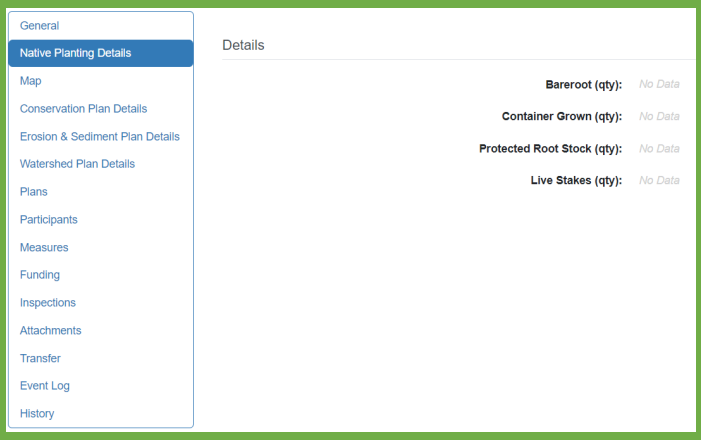
Click Save.

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



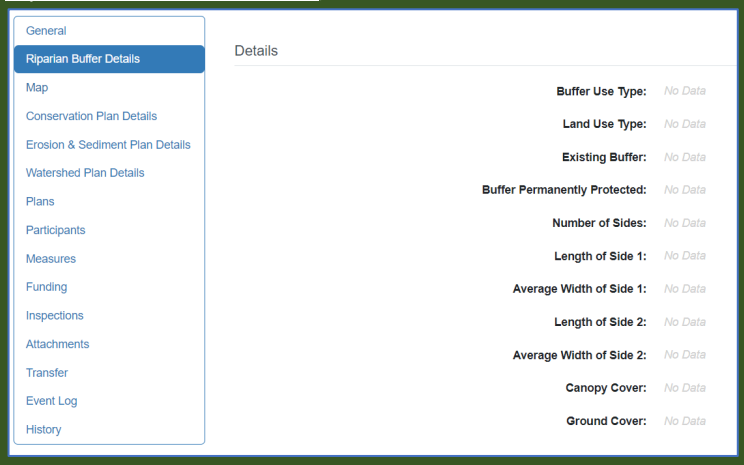
Click Save.

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



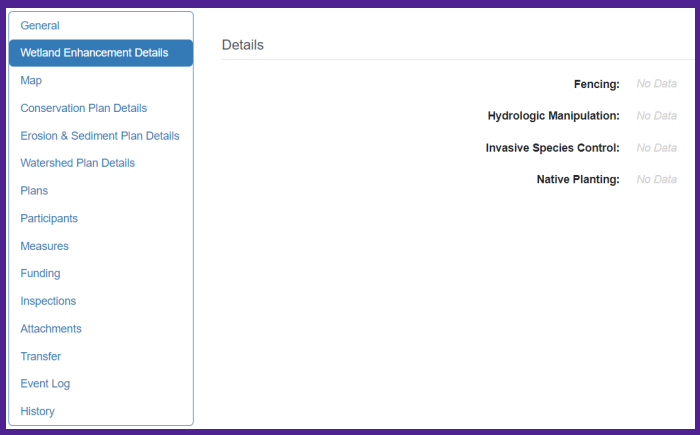
Click Save.

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



Click Save.

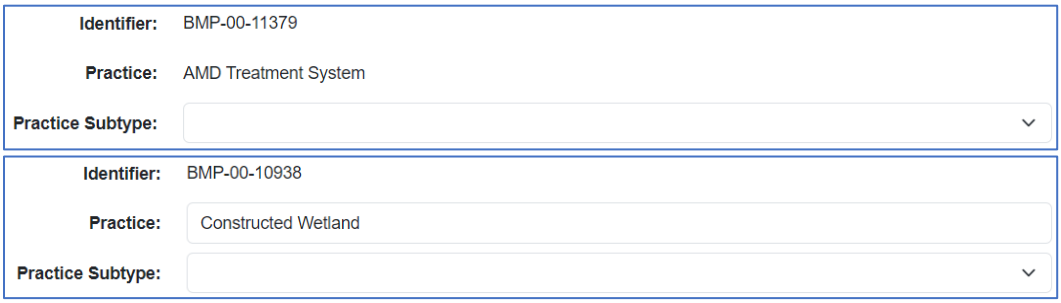
If the BMP is **Wetland Enhancement**, in the Wetland Enhancement Details tab, click Edit and select 'Yes' for the applicable attributes.



Click Save.

In the General tab, click Edit.

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



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



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

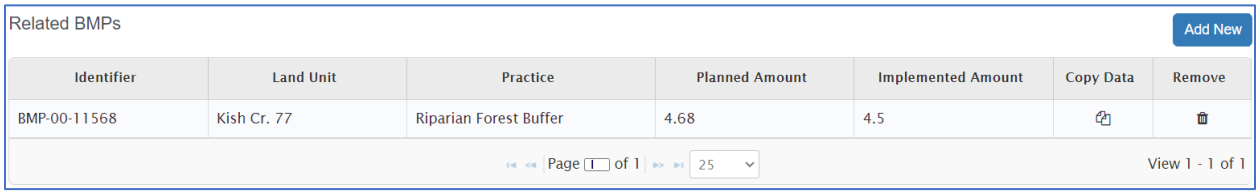


Once the user clicks save, the Implemented Amount box disappears. The status will automatically switch from “Planned” to “Implemented.” If there is a need to modify the Implemented Amount, that adjustment can be performed in the Measures tab.

The implemented BMP entry is complete.

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

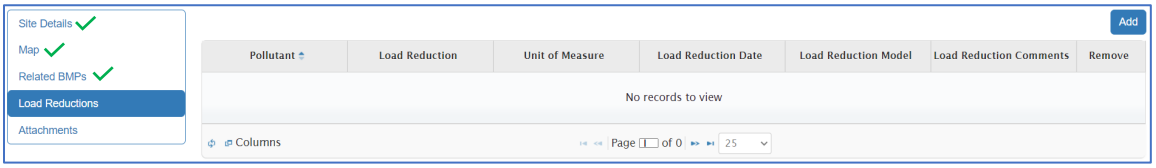
If additional BMPs need to be added to the project site, go through the entry process for each one by clicking on Add New.



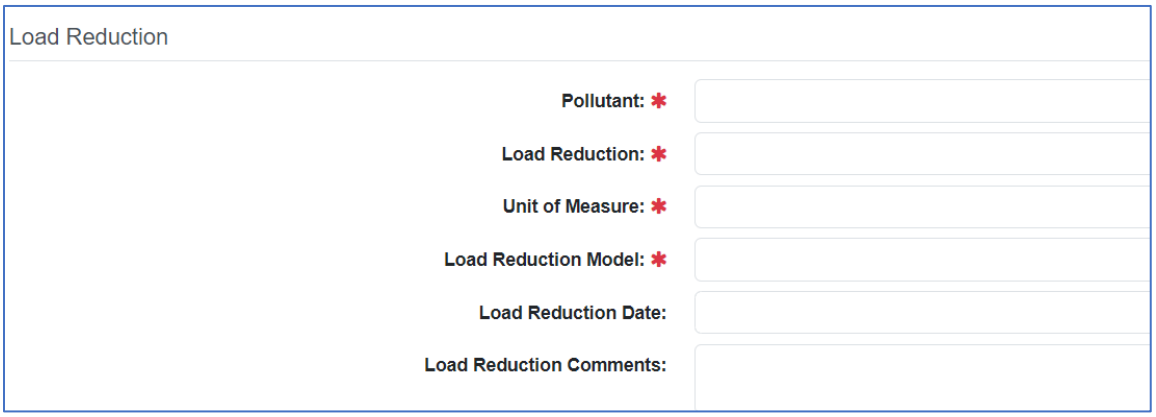
Subsection 5: Load Reductions Tab (Construction Projects)

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

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



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

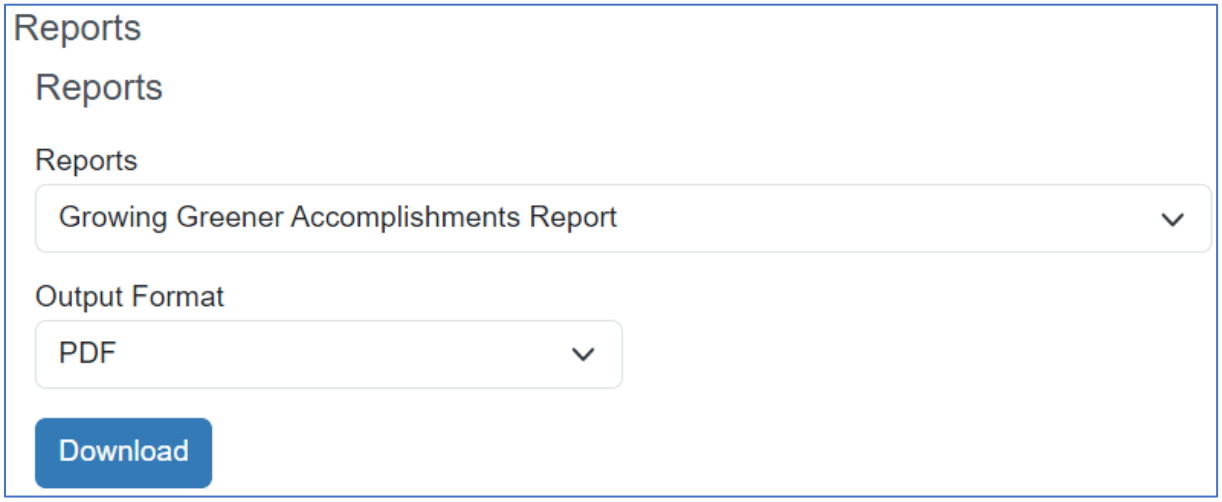


Click the Save button after each pollutant entry. The pollutants table will display the entered data. When finished, click Back.

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

Section F: Report/Transfer Tab

In the **Report/Transfer** tab, select Growing Greener Accomplishments Report from the first drop-down menu, then select the PDF output format from the second drop-down menu. Click Download.



Review the downloaded PDF version of the Accomplishments Report to ensure that each section is completed as applicable to the project. If there is missing or incorrect data, return to the appropriate tab to make the corrections, then generate a new report.

Once satisfied with the Accomplishments Report, save it locally in the same location as the final report documents because it will need to be emailed to your DEP Project Advisor along with your final reimbursement request.

Once the DEP Project Advisor provides notification that the final report documentation, including Accomplishments Report, are sufficient and the requested reimbursement is being recommended for final payment processing, then proceed to Section G.

Section G: Attachments Tab

Lastly, in the **Attachments** tab, click 

to upload the Accomplishments Report and Final Report. Additionally, it would be helpful to upload any location maps, aerial photos, site maps, or O&M Plans that might be available to further describe the location and components of an implementation project.

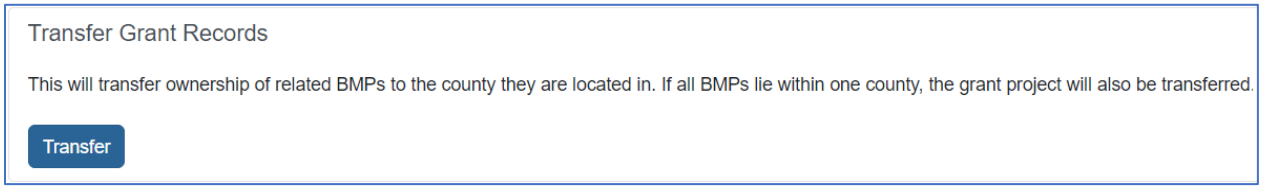
Data entry is complete for projects located in a single county and for projects spanning multiple counties that involve planning, monitoring, education & outreach. However, projects involving planned (designed) BMPs or implemented (constructed) BMPs for which those planned or implemented BMPs are located in more than one county, must have their out-of-county BMP(s) transferred to the appropriate county(ies) as described in Section H.

Section H: Multi-County Projects

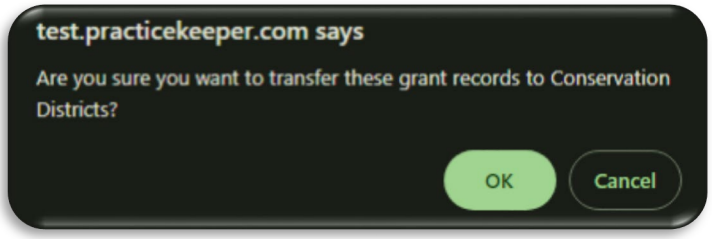
Users entering data for grant projects spanning multiple counties in which BMPs were planned or implemented must transfer the out-of-county BMPs to their appropriate conservation district tenants while the grant project data and in-county BMPs remain on the grantee's tenant.

While transfers of individual BMPs may be completed within the Practice module, in order to eliminate errors in transfer of BMPs to incorrect counties and to allow for email notification, an automated process is available within this GG Project module.

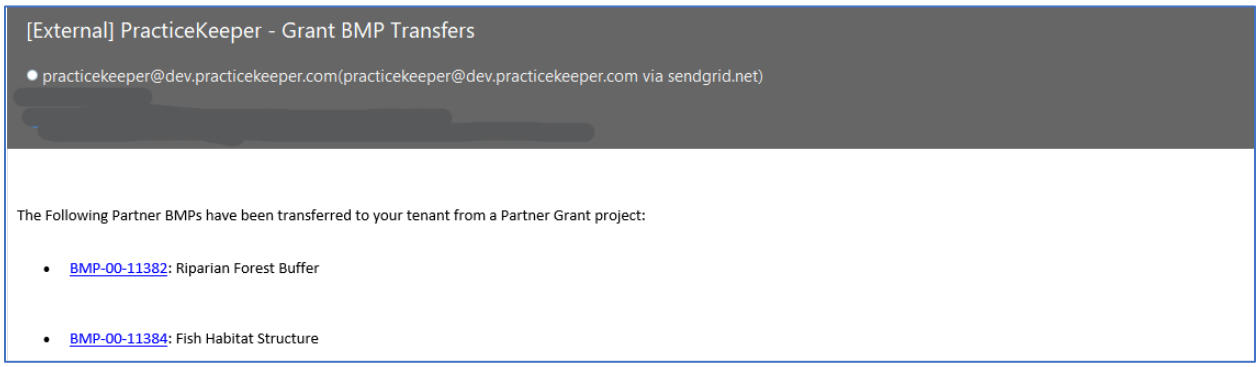
In the **Report/Transfer** tab, Click Transfer.



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



An automated email notification will be sent to those users on the other conservation district tenant(s) who have been assigned a "partner BMP instance approver" role.



The new owner (receiving Conservation District Watershed Specialist) of the BMP(s) can click on the link(s) to access each transferred BMP. The receiving Watershed Specialist will review the transferred BMPs for duplicates and accuracy and may make any necessary edits. There is no need to "approve" the transfer. Both the grant project and any in-county BMPs will reside on the grantee/CD tenant. The other BMPs will reside on their county's tenant and will be shown as historical records on the originating tenant and will no longer be editable on the originating tenant.

Bmp Instance: BMP-00-11382 (Historical Record)

Bmp Instance: BMP-00-11384 (Historical Record)

Tip: The two middle digits of the BMP Instance identifier represent the originating tenant's county number, with 00 representing the DEP central office tenant.

APPENDIX A: BMP Implementation Categories

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

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

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

☐ Mn removal	quantity
☐ oxic limestone bed	quantity
☐ oxidation channel	quantity
☐ settling pond	quantity
☐ steel slag diversion tank	quantity
☐ steel slag pond	quantity
☐ successive alkalinity producing system (SAPS)	quantity
☐ sulfur reducing bioreactor	quantity
☐ upflow SAPS	quantity
abandoned mine land reclamation	**acres**
☐ alkalinity injection	gallons
☐ capping	quantity
☐ limestone land applied	cubic feet
☐ limestone sand dosing	cubic feet
Oil and Gas	**Unit of Measure**
wells plugged	quantity
wildlife habitat planting	acres
Agricultural Practices (NRCS Codes refer to Field Office Technical Guide Practice Standards)	**Unit of Measure**
access road (NRCS 560)	feet
comprehensive nutrient management plan – written (NRCS 102)	acres
comprehensive nutrient management plan – applied (NRCS 103)	acres
cover crop (NRCS 340)	acres
critical area planting (NRCS 342)	acres
diversion (NRCS 362)	feet
fence (NRCS 382)	feet
heavy use area protection (NRCS 561)	square feet
improve the plant diversity & structure of non-cropped areas for wildlife food and habitat	acres
integrated pest management (NRCS 595)	acres
lined waterway or outlet (NRCS 468)	feet
nutrient management (NRCS 590)	acres
prescribed grazing (NRCS 528)	acres
residue and tillage management, no-till/strip till/direct seed (NRCS 329)	acres
roof runoff structure (NRCS 558)	feet
roofs and covers (NRCS 367)	square feet
stormwater runoff control (NRCS 570)	quantity
stream crossing (NRCS 578)	quantity
terrace (NRCS 600)	feet
trails and walkways (NRCS 575)	feet
underground outlet (NRCS 620)	feet
waste storage facility (NRCS 313)	quantity
watering facility (NRCS 614)	quantity

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

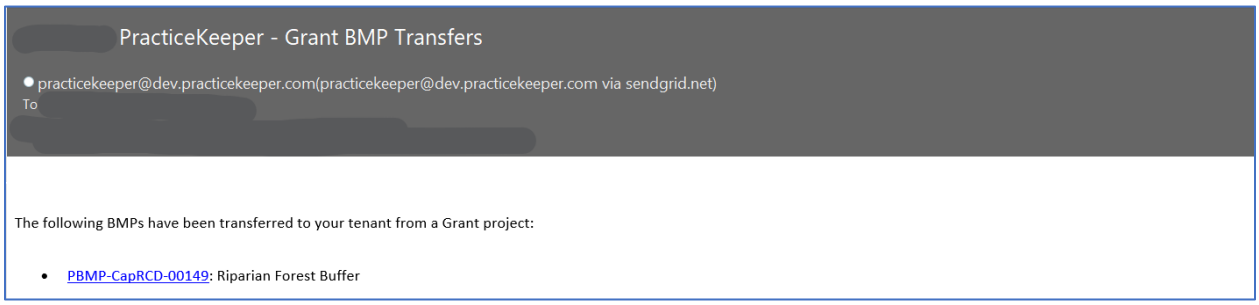
☐ root wad	quantity
☐ toe crib structure	quantity
☐ toe rock	quantity
floodplain restoration	acres
herbaceous weed control (NRCS 315)	acres
invasive species removal	square feet
lake aeration	acres
native planting (subtype):	acres
☐ bareroot	quantity
☐ container grown	quantity
☐ live stakes	quantity
☐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

APPENDIX B: Receipt and Approval of Non-Conservation District BMPs

In this scenario, a Growing Greener grantee who is not a conservation district submits grant project and any related BMP data to PK's partner modules upon project completion. The DEP Project Advisor for the grant reviews the submission for completeness and accuracy. Once the DEP Project Advisor is satisfied with the submission, they will accept the submission, generate an Accomplishments Report, and transfer the BMPs to the conservation district for the county in which they are located. If all BMPs are located within a single county, the grant project submission will also be transferred.

Users on the receiving conservation district tenant who have been assigned the "Partner BMP Instance Approver, Editor, and Viewer" roles by their PK Administrator will receive an email notification that BMPs have been transferred to their tenant from a grant project. At this point, the transferred BMP is still considered a "partner" BMP.

From the email notification, the Watershed Specialist, or other conservation district designee, must click on the link to the partner BMP instance in order to review the data prior to approving the BMP to reside on their conservation district tenant in PK.



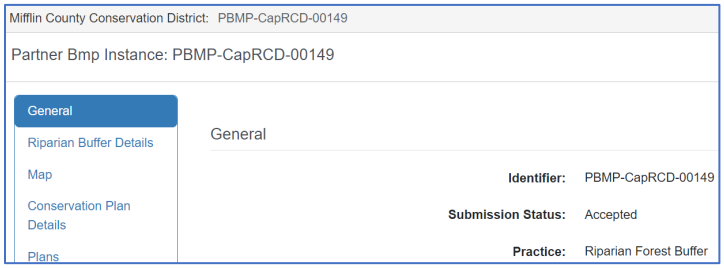
There is no expectation that the Watershed Specialist will physically confirm or "ground-truth" the BMP. The review of the transferred partner BMP entails both of the following:

- Identifying and resolving any duplicates with the same or similar practice type.
- Addressing any known inaccuracies in the location of the BMP or associated data.

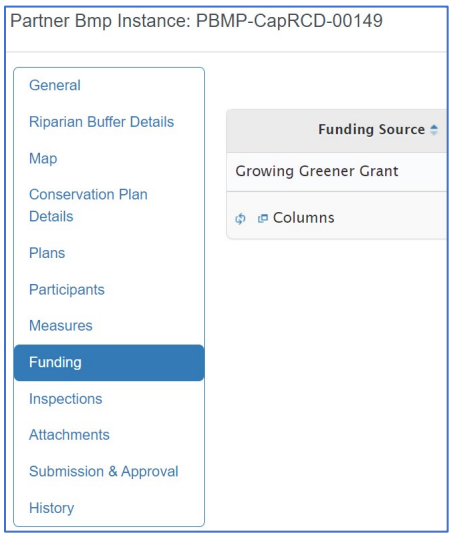
Note: In order to maintain the integrity of the data residing on the conservation district tenant, users need to ensure that their dataset is as accurate as possible. If either duplicates or inaccuracies are present, feel free to reach out to the DEP Project Advisor and/or the grantee, if you have a working relationship, to reconcile the duplicate or inaccuracy. In order to obtain the DEP Project Advisor name or grantee name, look to the **General tab of the grant project. Providing the PK project identifier, contract number, and any PK BMP identifiers to the DEP Project Advisor when reaching out will help to expedite the response and resolution.*

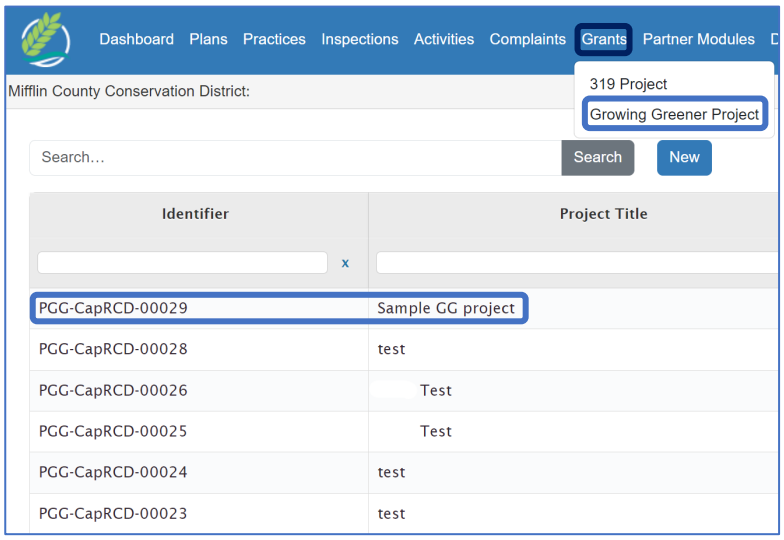
The review is conducted through the following steps:

1. From the email notification link to the transferred Partner BMP Instance, notice in the **General** Tab that the Submission Status is set to "Accepted," because the BMP has been accepted by DEP as a partner BMP but is awaiting the conservation district approval as a standard BMP on the conservation district's tenant.



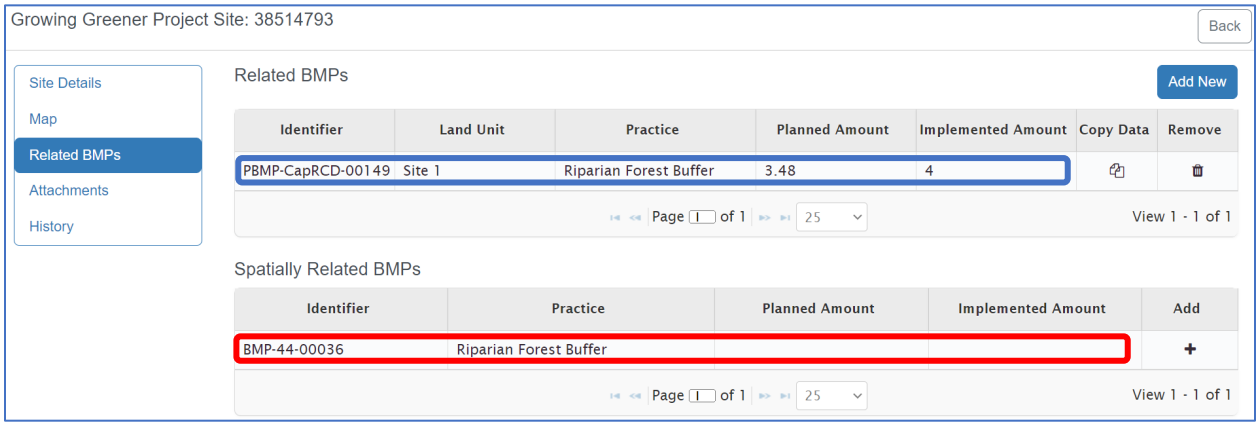
2. Although the grant project data will also have been transferred (if all BMPs are located within a single county), a link to the project submission will not be provided in the email. Therefore, the user must confirm the "Growing Greener Grant" funding source in the **Funding** tab, then navigate to the Growing Greener Project module and find the newly transferred project at the top of the list. Click on the top listed project.





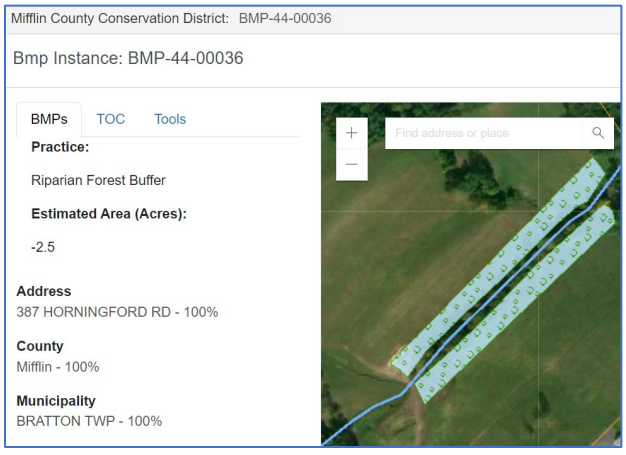
3. Navigate to the **Sites** tab, then open each site and view the **Related BMPs** tab.
   Confirm that the BMP identifier provided in the email link is listed in the Related BMPs table for one of the sites. If there are any BMPs listed in the Spatially Related BMPs table, consider if any of them may be a potential duplicate, either by an exact or similar match in practice type. In this scenario, there is a potential duplicate of a Riparian Forest Buffer. If no potential duplicates are displayed, skip to step 8.

4. Right-click and select Open In New Tab on both the partner buffer and the previously-entered, planned buffer to allow for comparison between the two BMPs.



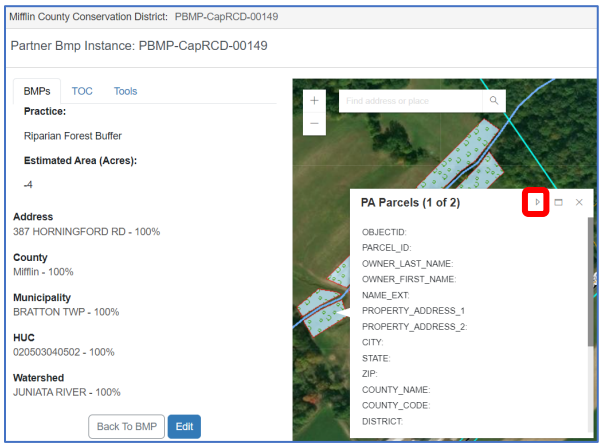
5. In the **Map** tab for the previously-entered BMP, the partner BMP will not be displayed, which will allow the dimensions of the existing BMP to be clearly visible. In comparison, the **Map** tab for the partner BMP displays all BMPs located on the site, if they are not concealed by another BMP, as is the case with this riparian forest buffer.

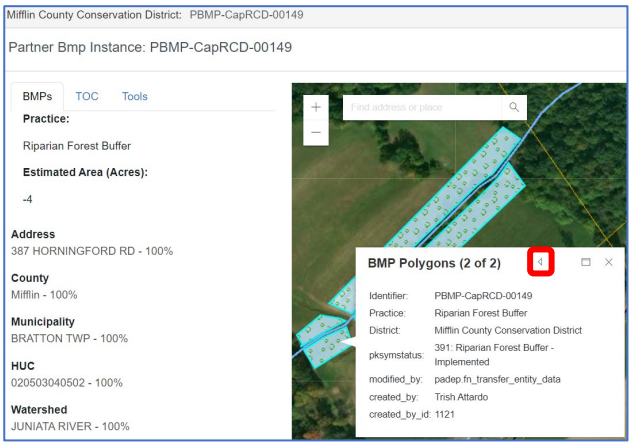
   In this example, the previously-entered (planned) riparian forest buffer is two and a half acres and is located on one side of the farm road, while the partner-submitted buffer is four acres and located on both sides of the farm road. The larger buffer is concealing the smaller buffer.





6. Another way to check for duplicates is to click on the map to display the details window which will identify any items from various layers (BMP, parcel, stream) intersecting that point. Clicking the arrows will toggle through each item revealing its attributes. In this example, the buffer intersects with the parcel layer. However, the duplicate buffer is not revealing itself because it is located on the opposite side of the farm road from the click point. Therefore, it is important to check duplicates from the Spatially Related BMPs table in the project module rather than relying solely on the map.

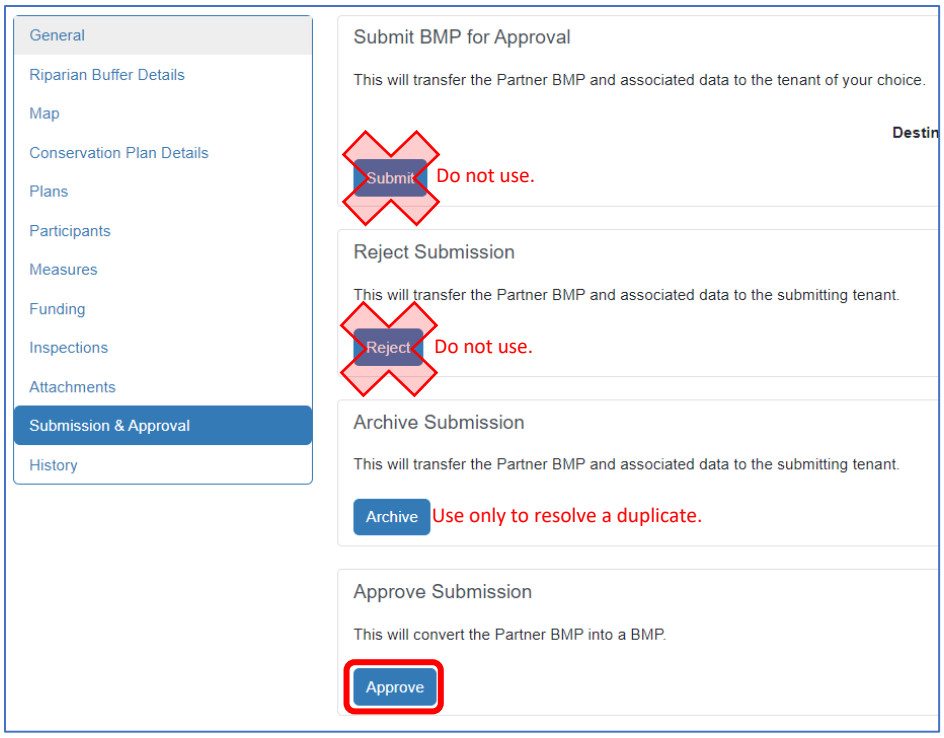




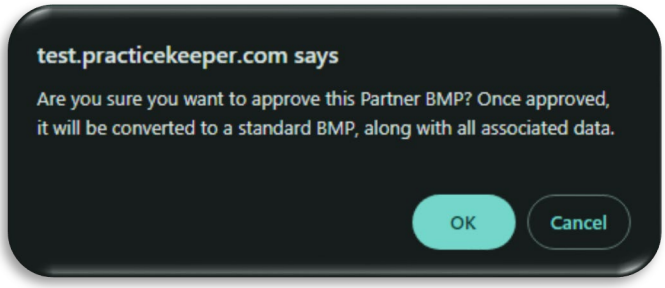
7. The resolution of a duplicate will involve allowing the <u>previously-entered</u> BMP to stand unduplicated while archiving the partner BMP by following these steps:
   a. Update the previously-entered BMP with new information obtained from the transferred BMP. Ensure that the **General** tab, **Map** tab, **Measures** tab, and **Funding Sources** tab contain accurate data. Reference the corresponding sections of this User Guide during that review and update.
   b. On the transferred BMP's **Map** tab click Back To BMP to return to the transferred BMP's **General** tab.
   c. Navigate to the **Submission & Approval** tab, click Archive.
   d. A pop-up window will appear to ensure that the archive is intended. Click OK.
   e. This resolution completes the handling of the transferred BMP.

8. For any transferred BMP that is about to be approved, first correct any known inaccuracies in the **General** tab, **Map** tab, **Measures** tab, and **Funding Sources** tab data. Reference the corresponding sections of this User Guide during that review and update.

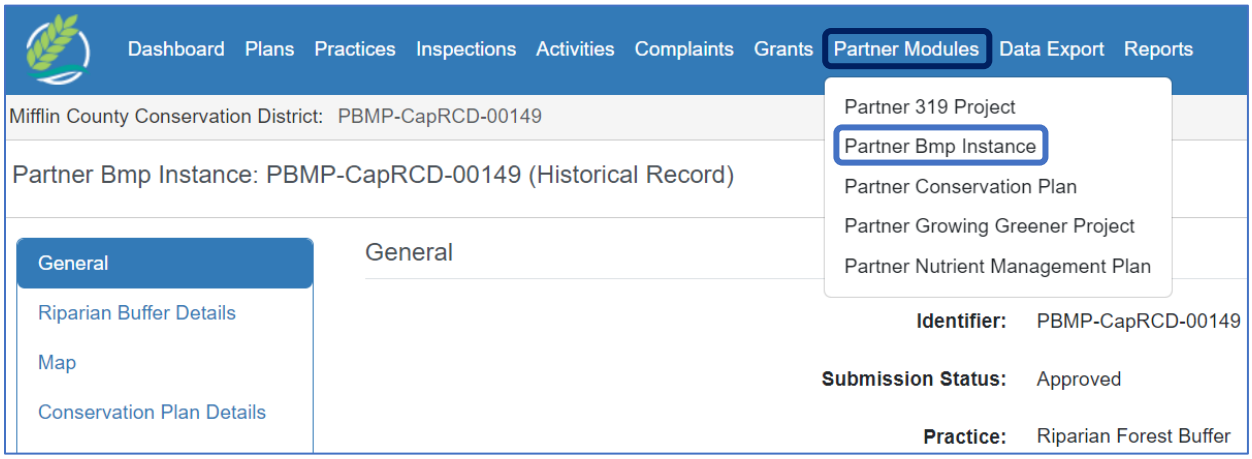
9. Once the transferred partner BMP is ready to be approved to reside on the conservation district tenant, in the **Submission & Approval** tab, click Approve.



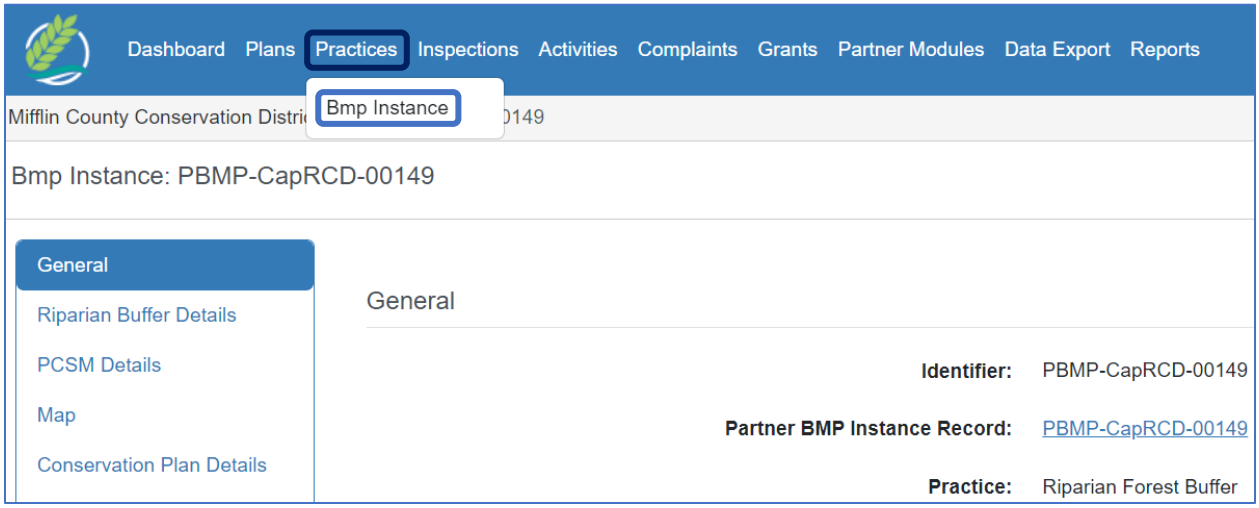
A pop-up window will appear to ensure that the approval is intended. Click OK.



The partner BMP will now exist in the Partner BMP Instance Module as a Historical Record and with a Submission Status of “Approved” on the **General** tab.



The regular BMP Instance module, will now contain this newly approved BMP.



The BMP will now appear in data exports necessary for annual reporting to the EPA Section 319 Nonpoint Source Program and the EPA Chesapeake Bay Program, if applicable.