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

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 facilitates quality review of documents and collection of information for reporting. All DOT&PF projects with an active CGP NOI must upload their storm water documents to eDocs until the project has filed their NOT and uploaded their Final SWPPP to eDocs.

The eDocs system has two interfaces:
1. The check-in page, for uploading SWPPP documents; and
2. The search page, used to locate and view uploaded documents.

This document provides guidance on how to upload documents into the eDocs system including:
1. File naming conventions;
2. Which documents to upload;
3. How often documents must be uploaded; and
4. How to use the eDocs Search page to locate documents for review.

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SECTION 1: eDocs Reporting Duration and Responsibility

Duration
- All DOT&PF projects with active coverage under the CGP are required to upload all of their SWPPP documents to eDocs until coverage under the CGP has been terminated and the signed DOT&PF NOT and Final SWPPP of record have been uploaded.

Responsibility
- 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.

SECTION 2: Accessing eDocs

DOT&PF Employee Access
- Contact the eDocs administrator (page 6) to be added to the eDocs user group.
- 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 (https://) web address: https://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 provide quality review of SWPPP documents will need access to the eDocs system.
- These individuals must first obtain a State LDAP Outlook account from DOT&PF OIT Staff. Contact the eDocs administrator (page 6) to have the account added to a special LDAP group called "DOT – SWPPP document contributors."

- Consultants will 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.

SECTION 3: How to create and name PDF files for eDocs
File creation
- Files must be in a PDF format.
- If documents are scanned to PDF, file sizes can be kept small by using black and white or grayscale settings with lower image quality (files must remain readable).
- Try to keep PDF file sizes under 20MB. If the file size is larger than 20MB (e.g. a large document like the Initial SWPPP), the document may need to be saved in parts so it can be uploaded.

File naming
- When saving a PDF file to your own computer to be uploaded to eDocs, always use the file naming convention described below; this will ensure the document ends up in the proper place in the DOT&PF database.
- The PDF name consists of three components, separated by an underscore: **project number_file letter code_date created**. See Table 1 for examples.
- The file letter code and the date created should be selected according to the conventions described in Table 2. The date should be formatted MM.DD.YY with a period separating the month, day, and year.
- Use only letters, numbers, underscores, and periods. Do not use symbols such as &, @, #, $, %, *, or forward or back slashes (even when entering the date created). These symbols cause problems when uploading to eDocs.

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

Acceptable	Not Acceptable
Z230040000_IniSWPPP1_03.06.22	Z230040000 Initial SWPPP Part 1 3/6/22
Z230040000_IniSWPPP2_03.06.22	Z230040000 Ini/SWPPP/2 March6-2022
SFHWY00100_WkRep_06.25.22	SFHWY00100_Bundle-2022-6-25
CFHWY01234_AmendPlan_07.26.22	reduced freq memo for CFHWY01234

Table 2. SWPPP Document uploading frequencies and naming conventions by category.

Subcategories of SWPPP documents	Uploading frequency	File letter code (for naming PDFs)	How to enter the 'Date Created' field
CGP Noncompliance Notification (25D-143)	7 days following submittal to DEC/with bundle	Noncomp	date the noncompliance was identified
Contractor Delegation of Signature Authority (25D-108)	7 days following signature	ConSig	date signed
Corrective Action Log (25D-112)	7 days following changes/with bundle	CorActLog	most recent date on the log
Correspondence with DEC, includes NOIs and NOTs	7 days following correspondence/with bundle	LetDEC	date on the DEC document or the NOI/NOT signature date
Correspondence with EPA	7 days following correspondence/with bundle	LetEPA	date on the EPA document
Daily Record of Rainfall (25D-115)	7 days following changes/with bundle	RainLog	most recent date on the log
Delayed Action Item Report (25D-113)	7 days following report/with bundle	DAIR	date of inspection report that identified the corrective action was needed
DOT&PF Delegation of Signature Authority (25D-107)	7 days following signature	DOTSig	date signed
Final SWPPP	30 days after NOT signed	FinSWPPP	date of the DOT&PF NOT
Grading and Stabilization Log (25D-110)	7 days following changes/with bundle	GradeLog	most recent date on the log
Initial SWPPP	7 days following DOT&PF approval	IniSWPPP	date of the DOT&PF SWPPP certification
Inspection Report (25D-100)	7 days after certification/with bundle	Insp	date the inspection was conducted (not date certified)
Liquidated Damages Form 641-2 (125D-126H)	7 days after all signatures obtained/with bundle	LiqDam	invoice date
Photographs	7 days after taken/with bundle	Photo	date the photo was taken
Pre-Construction Site Visit (25D-106)	7 days after completed	SiteVis	date the visit was conducted
Project Staff Tracking Form (25D-127)	7 days following changes/with bundle	Staff	date of most recent staff change
Site Maps	7 days following changes/with bundle	SiteMaps	date the maps were produced or updated

SWPPP Amendments and Amendment Log (25D-114)	7 days following changes/with bundle	AmendLog	most recent date on the log
SWPPP Reports (Bundle)	7 days after certification	WkRep	date of inspection
Training Log (25D-125)	7 days after training/with bundle	TrainLog	date of training

Uploading Frequency

All new projects must upload their Initial SWPPP to eDocs in its entirety **no more than seven days** after the SWPPP certification forms have been signed and approved by the Department. The Initial SWPPP may need to be uploaded in sections due to large file size.

The project documents listed below should be uploaded to eDocs **within seven days** of being completed and certified by both the Contractor's Superintendent and DOT&PF's Project Engineer.
- Inspection Report
- Daily Record of Rainfall
- Staff Training Log (monthly during construction)
- Corrective Action Log*
- Grading and Stabilization Log*
- SWPPP Amendments and Amendment Log*

Use the eDocs cover sheet (located on the Construction Forms webpage: https://dot.alaska.gov/stwddes/dcsconst/index.shtml) to indicate which documents are included with each upload. The preferred option is for the project's documents to be uploaded together in the SWPPP Reports (Bundle) subcategory, but they may uploaded separately using the individual subcategories described in Table 2.

Refer to Table 2 for uploading frequencies of all SWPPP documents. Many of the logs and SWPPP documents marked with an asterisk (*) above can be left out of the weekly or monthly upload if no additional entries have been made since the last upload. If a log is not included in the weekly or monthly upload, the date of the log's most recent upload must be noted on the eDocs cover sheet.

If the project is on a reduced inspection frequency period (monthly inspections), inspection reports and other required documents should still be uploaded to eDocs within 7 days of certification. If inspections are waived during winter shutdown, so are the required eDocs uploads. Whenever a project's inspection frequency is changed, be sure that all related SWPPP amendments are uploaded to eDocs so reviewers are aware of the change.

All projects that have filed NOTs must upload their Final SWPPP in its entirety **no later than one month** after the NOT signature date. The Final SWPPP may need to be uploaded in sections due to large file size.

Uploading Tips

File Size: To reduce file sizes for files that are being scanned to PDF, pages may be scanned in black and white or grayscale (instead of color) and the image quality may be set at a lower level so long as the pages remain readable). Depending on your Adobe software, you may be able to save the PDF file as a reduced PDF file.

Inspection Reports: Do not upload an Inspection Report until it has been certified by both the Contractor's Superintendent and the DOT&PF Project Engineer. The eDocs uploads are used for reviewing project compliance, and documents must be correctly certified to be in compliance with the CGP.

Logs: A project's first eDocs upload should include a complete version of the records to date for each log. Subsequent uploads of each log should only capture data from the date of the previous upload to present day. This will help to reduce the volume of pages you upload each week. There will probably be some data overlap as pages are filled out and uploaded - that is okay. Take extra care when uploading the Grading and Stabilization log, as changes and additions to this log may not be as straightforward as the other logs. When no updates have been made to a log since the last upload, the log does not have to be uploaded, but note the date of the log's most recent upload on that week or month's eDocs cover sheet.
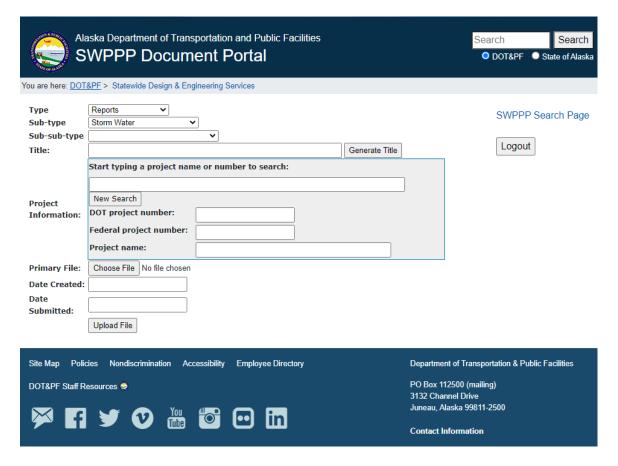
The SWPPP: Do not upload the initial Department-approved SWPPP until all SWPPP certification forms have been signed. The Final SWPPP must include the DOT&PF NOT. It is common for Initial and Final SWPPP files to be too large to upload to eDocs as a single document; it may be necessary to upload the SWPPP in sections. If the SWPPP is uploaded in sections to reduce file sizes, the file name for the PDF and in eDocs may 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 simply numbered by section (e.g. project number_IniSWPPP1_Date, for the first section of the initial SWPPP. If none of these options resolve a problem in uploading the SWPPP, please notify the eDocs administrator (page 6).

Letters of Delegation/Project Staff Tracking Form: Letters delegating signatory authority must use 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 uploaded are the 11X17 plan sheets in the SWPPP. If a PDF file must be created from a paper scan, and a large page 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.

SECTION 4: Checking a SWPPP Document into eDocs

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

Uploading a Document

Complete the fields according to the instructions as follows:

1. The Type (Reports) and Sub-type (Storm Water) categories should not be changed.
2. Sub-sub-type category: select the appropriate subcategory from drop-down menu for the document you are uploading to eDocs. See Table 2 for a list of subcategories.
3. Title: skip this field for now. The title field will fill in automatically after the project information field has been completed and you have clicked on the "Generate Title" button. The title will be in the format: Project Number Full Subcategory Title Date Created. This title can be changed manually before submitting the document if necessary.
4. Project Information:
   a. Start typing a project name or number to search: enter the project number here first (instead of the DOT project number field; that will be auto-populated after you have completed this section). 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 staff to determine which project number will be used for eDocs. If the project numbers

are associated with different DOT&PF NOI numbers, they are considered separate projects for the purposes of eDocs reporting and documents must be filed under both project numbers.

  b. DOT Project Number: this field will auto-populate.

  c. Federal Project Number: this field will auto-populate.

  d. Project Name: this field will auto-populate. 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 backlog of documents that require uploading. After uploading the document, provide the missing project's project number and name to the 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.

  e. Click on the 'Generate Title' button above to auto-populate the Title field.

5. Primary File: skip this section and complete steps 6 (Date Created) and 7 (Date Submitted) below. After steps 6 and 7 are complete, click the 'Choose File' browse button to select the document in your computer's files to be uploaded to eDocs. This works exactly like attaching a file to an email. This is a good time to make sure the file name saved to your computer matches the eDocs file naming conventions; correct file names will be needed to search for documents in eDocs in the future.

6. Date Created: enter the date as described in Table 2.

7. Date Submitted: enter the date that the document is checked into eDocs.

8. Upload File: click on the 'Upload File' button to complete your document upload.

Common Uploading Errors

The following instructions will help you troubleshoot common uploading errors in eDocs. If these instructions do not resolve the problem you are experiencing, contact an eDocs administrator.
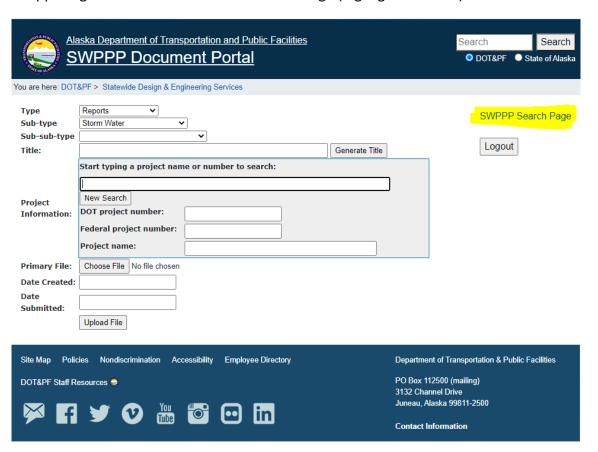
<u>Field Entry Mistakes</u>: If you make a mistake during the uploading process (e.g. incorrectly naming, dating or categorizing a document) please send the mistake and the suggested correction to an eDocs administrator. Most corrections can be made within the eDocs system by an eDocs administrator, so re-uploading the document will not be necessary. If needed, eDocs administrators can delete documents as well.

<u>Error message "500 null"</u>: This error results for one of two reasons: 1) attempting to upload a file that is larger than 20MB 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.<u>Error message "[Document Name] was not successfully checked in. A content title must be specified"</u>: This error results when a title is not entered in the "Title" field of the Check-in page. To resolve the error, click on the "Generate Title" button or type in a file name in the field, and then upload the document.
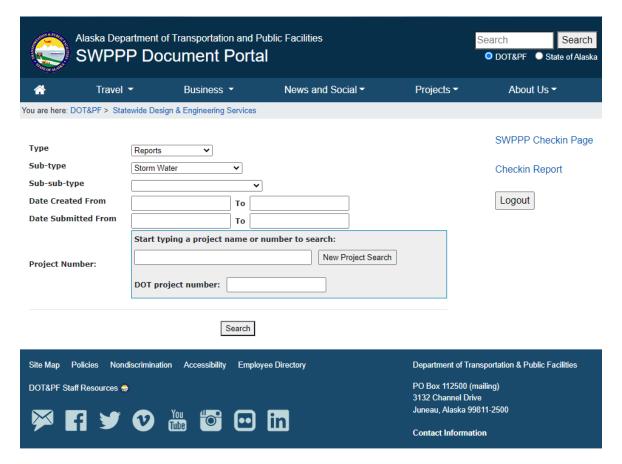
Error message "[Document Name] was not successfully checked in. Invalid Metadata for [Document Name]. Item with [Document Name] already exists in folder '/Projects/SWPPP Documents/'": This error results when attempting to upload a PDF document that has the same name as a previously uploaded PDF. To resolve 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.

SECTION 5: Searching for a SWPPP document in eDocs

After logging into the eDocs system, access the search screen by selecting the "SWPPP Search Page" link in the upper right corner of the SWPPP Check-in Page (highlighted below).

eDocs Instructions and Guidance   updated April 2022
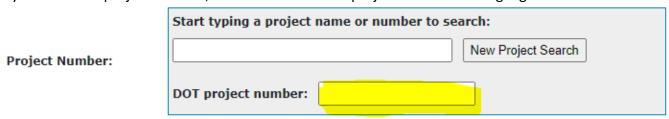
This opens the eDocs Search Page:

Searching for a document

Select or complete fields as described below:

1. The Type (Reports) and Sub-type (Storm Water) categories should not be changed.
2. Project Number: A search by DOT project number alone will bring up a list of all documents submitted for that project, with the most recently submitted document at the top.
   If you know the project number, enter it into the DOT project number box highlighted below.

3. If you know what kind of document you are looking for, you can narrow your search by selecting the document Sub-sub-type in the drop-down menu. If you are unsure of a category, it is better to leave this search function blank.
4. You can also narrow the search using date ranges in the Date Created and Date Submitted fields. Enter the from and to date for a range, or enter the from date without a to date and it will search from that date to the present. While useful, if you search too narrow of a range of dates you may miss files you are interested in.

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5. Search results will appear below the search criteria after you click the 'Search' button. If no search criteria have been selected, the results will show all storm water documents that have been uploaded to eDocs, with the most recent appearing first.

SECTION 6: Training and contacts

Training

Training on the eDocs system is available. For training, please contact an eDocs administrator.

eDocs Administrators

For general questions, comments, concerns:

Erik Norberg, Storm Water Manager at erik.norberg@alaska.gov or 907-465-6964.

Jess Parks, Storm Water Specialist at jess.parks@alaska.gov.

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 907-465-8413.