



Stormwater Database

Instructions and Guidance – May 10, 2016

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I. Acronyms

A full list of definitions and acronyms is available in Appendix U of the Stormwater Management Guidebook, available at doee.dc.gov/swguidebook. You can also access Appendix U from the Stormwater Database under the *Support* menu.

AWDZ	Anacostia Waterfront Development Zone
BMP	Best Management Practice
CDA	Contributing Drainage Area
CSS	Combined Sewer System
DOEE	Department of Energy & Environment
ESC	Erosion and Sediment Control
GAR	Green Area Ratio
ILF	In-Lieu Fee
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Sewer System
Offv	Off-Site Retention Volume
PROW	Public Right of Way
SDA	Site Drainage Area
SRC	Stormwater Retention Credit
SWMP	Stormwater Management Plan
SWRv	Stormwater Retention Volume
WQTV	Water Quality Treatment Volume



II. Create and Manage Your Account

You must have a registered account to use the Stormwater Database. All Stormwater Database users must have their own accounts.

1. The database is available at doee.dc.gov/swdb. Click *Log in or create an account* to open the database.
2. Click the link to register for a new account
3. You will always receive a personal account, but you may also request an account for a business or organization. If you make this selection, you will be able to access both accounts from the same login credentials. This may be beneficial if your organization has multiple staff members who will need to access sites in the database or if your organization owns a site in the District. You may add staff as agents of the organization to share access to Stormwater Database information.
4. Complete the form and click *Submit* to request your account
5. Within the next business day, the Department of Energy & Environment (DOEE) will grant you access to the database and notify you via email with log in instructions. This email, and many other notifications, will be sent to you from notify@quickbase.com. The subject line will be *QuickBase invite to the "Stormwater Database" app*.
6. After you receive an email from DOEE, follow the instructions in the email to create your password. Your username is your email address.
7. **Do not share your username and password with others.** These credentials allow you to submit plans to DOEE for review, to apply for certification of SRCs, to sign forms electronically, to authorize someone to act on your behalf, and take other actions. Your actions in the database could carry legal obligations for you including to maintain stormwater Best Management Practices (BMPs).
8. To return to the Stormwater Database, go to doee.dc.gov/swdb and log in with your email address and password.

When you request an account, the contact information you enter is saved in the database. This information will be used to fill out forms and application you submit within the database and will be used by DOEE to contact you. If you need to update your contact information, log in to the Stormwater Database, go to the *Support* menu, and click *Edit Account Information*. This will not change your username or password.

Add Agents or Clients

You can grant someone permission to act on your behalf in the Stormwater Database. This gives the other user access to your information including site information and SRC or RiverSmart Rewards applications. The owner or manager of a site controls who has access to site information.



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If you are submitting Stormwater Management Plan information for a client, the site owner or manager must have a Stormwater Database account and must confirm you as an agent. DOEE recommends that you enter the site information and then follow the steps below to request permission to act on behalf of the site owner or manager.

To request permission to act on behalf of another individual or organization, including clients:

1. From the home screen, click *Agents* and *I am an agent for someone*.
2. Fill out the contact information for the client.
3. If you have an organization account, you may want to select the organization account as the agent instead of your individual account.
4. You may select a specific site from a dropdown menu. If you have already added a site into the database that is owned or managed by this client, you should select the site from the drop down menu.
5. Click *Save*. The client will receive an email notification requesting confirmation of the agent relationship.

To grant another user permission to act on your behalf as an agent:

1. From the home screen, click *Agents* and *Add an Agent*.
2. Fill out the contact information for the agent.
3. If you have an organization account, you may want to select the organization as the account that has an agent instead of your individual account.
4. You may grant the agent permission to:
 - modify information for all of your sites, plans, Site Drainage Areas, and BMPs
 - modify information for a specific site, including plans, Site Drainage Areas, and BMPs
 - Enter information on applications to use SRCs or on ILF notifications
 - Enter information on applications to certify, transfer, or retire SRCs
5. Click *Save*. The agent will receive an email notification requesting confirmation of the agent relationship.

To confirm a request:

1. If you do not already have a Stormwater Database, create an account at <http://doee.dc.gov/swdb>.
2. From the home screen, click *Agents*.
3. Click *Confirm* on the record for your agent or client.
4. If you have an organization account, you may want to select the organization as the account involved in the agent relationship.
5. If you are confirming that someone is your agent, you will be asked to determine the level of access the agent has to your information. You may grant the agent permission to:



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- modify information for all of your sites, plans, Site Drainage Areas, and BMPs
 - modify information for a specific site, including plans, Site Drainage Areas, and BMPs
 - Enter information on applications to use SRCs or on ILF notifications
 - Enter information on applications to certify, transfer, or retire SRCs
6. If you are confirming that someone is your agent, you may be asked to confirm that you are the site owner or manager. If you confirm, your name (or your organization's name) will automatically be listed as the site owner or manager

Notify DOEE of a Change in Site Ownership or Management

If you own or manage a site, and there is a change in site ownership or management, please notify DOEE of this change.

1. From the database home screen, click *Sites and Plans*.
2. Click *Notify DOEE of a Change in Site Ownership or Management*.
3. A report will display all of the sites you own or manage. On the record for the site, click *Notify DOEE of a change in site ownership or management*.
4. Enter information for the new site owner and the date of settlement. Save the form to submit it to DOEE. DOEE will record the transfer of site ownership and you will no longer be listed as the site owner or manager.

Notify DOEE of BMP Removal

If a BMP is removed, please notify DOEE of BMP removal.

1. From the database home screen, click *BMPs*.
2. Click *Notify DOEE of BMP Removal*.
3. A report will display all of the BMPs that you have the ability to view or modify. On the record for the BMP that will be removed, click *Remove this BMP*.
4. Identify if the BMP is being removed temporarily or permanently, the date of removal, and the reason for removal. If the BMP has been included in the SRC and/or RiverSmart Rewards programs, this may affect your status in these programs.
5. Save the form to submit it to DOEE.



III. Apply for RiverSmart Rewards

Apply for RiverSmart Rewards to receive discounts on your DC Water bill. Discounts are calculated based on the installation of green infrastructure practices that retain stormwater. These are also called stormwater retention Best Management Practices, or BMPs.

1. Start a RiverSmart Rewards Application

1. Click *My RiverSmart Rewards* and then click *New Riversmart Rewards Application*.
2. Identify if the BMPs in this application are part of a Stormwater Management Plan (SWMP). For more information, refer to [Section VI: Submit a Stormwater Management Plan](#).
3. If there is a SWMP, click *Apply for RiverSmart Rewards* to begin a RiverSmart Rewards application with the SWMP information.
4. If there is no SWMP, click *Apply for RiverSmart Rewards* for an address that is listed, or click *New Site*. Enter the address and the *Site Owner/Manager*. If you are acting on the behalf of the site owner or manager, refer to [Section II: Create and Manage Your Account](#).
5. Identify whether you are submitting a Simple Application or a Standard Application:
 - **Simple Application:** BMPs manage 2,000 square feet of impervious surface or less.
 - **Standard Application:** BMPs manage more than 2,000 square feet of impervious surface.
6. Identify yourself as the applicant and select whether you are the owner, tenant, or agent.
7. Click *Save*.

2. Add DC Water Accounts

1. Click *Add DC Water Accounts*. Select the DC Water account from the list and click *Select Account*. If the account does not appear in the list, click *New DC Water Account*. A new form will open for you to enter the DC Water account information. Then, click *Return to application*.
2. Enter all DC Water Accounts that will receive a discount with this application. For condominium associations or homeowner associations where individual units are billed by DC Water separately, there may be many DC Water accounts.
3. Click *I'm done adding DC Water Accounts* to continue to the next section.

3. Enter BMP Information

Enter information for each BMP (also called green infrastructure practices). If your RiverSmart Rewards application is for BMPs that are part of a SWMP, skip this section.

1. From the application, click *New BMP* to add BMPs.



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2. Enter the BMP installation date.
3. Identify the BMP group and BMP type. For assistance in determining the BMP group or type, you may contact DOEE at riversmart.rewards@dc.gov or (202) 715-7644 or consult the [Stormwater Management Guidebook](#).
 - **Green Roof**
 - **Rainwater Harvesting:** Includes rain barrels, cisterns, and similar practices
 - **Impervious Surface Disconnection:** Includes downspouts that drain into a landscaped or pervious area. If the application includes an impervious surface disconnection, please attach site diagram to the application.
 - **Permeable Pavement**
 - **Bioretention:** Includes rain gardens
 - **Infiltration**
 - **Open Channel Systems**
 - **Ponds**
 - **Wetlands**
 - **Proprietary Practices**
 - **Tree Planting:** Trees must be planted after May 1, 2009 to qualify. Enter the tree species as the *BMP Name*. Enter each tree species as a separate BMP, but multiple trees of the same species can be entered as a single BMP. DOEE will verify that each tree species has an average mature spread of at least 35 feet.
4. Enter the contributing drainage area (CDA) for the BMP. This is the area that drains to the BMP.
5. For Standard Applications, complete the *BMP Retention and Treatment Achieved* section. Use the BMP spreadsheet found at doee.dc.gov/riversmartrewards to determine BMP storage volumes, or contact DOEE at riversmart.rewards@dc.gov or (202) 715-7644 for assistance.
6. Click *I'm done adding BMPs* to continue to the next section.

4. Add Attachments, Complete Application, and Submit

6. Attach any necessary documents to the application, including photos of each BMP. Photos or documents may also be sent to riversmart.rewards@dc.gov.
7. Click *Review, Sign, and Submit*
8. Review the application information and click *Sign and Submit Application*. Type your name, enter the date, and click *Submit Application*.



IV. Using the Stormwater Database during Permit Review

In order for DOEE to review your Stormwater Management Plan, Soil Erosion and Sediment Control Plan, and/or Green Area Ratio Plan as part of your building permit application, you must submit compliance information in the Stormwater Database. Projects that have a Stormwater Management Plan are required to submit more detailed information, and should follow the steps in [Section VI: Submit a Stormwater Management Plan](#). These projects have a project area of at least 5,000 square feet, or are voluntarily installing green infrastructure practices. All other projects should follow the steps in [Section V: Submit a Soil Erosion and Sediment Control or Green Area Ratio Plan](#).

1. Streamline Your Review Process

1. Submit one plan per project:

Only submit one plan in the Stormwater Database for the project. This may represent the SWMP, ESC plan, and GAR plan all under a single plan number. Do not submit plan information separately in the Stormwater Database for each component of DOEE's review, as this will only delay DOEE's review process. Verify that a person familiar with the project is responsible for entering and updating information in the Stormwater Database. DOEE strongly recommends that this person is the engineer, architect, or other designer for the project.

2. Coordinate with the site Owner (SWMPs only):

For Stormwater Management Plans, DOEE requires that the site owner/manager have a Stormwater Database account. The individual (such as the project engineer) who submits information on the site owner's behalf must request to be an *Agent* for the site owner/manager.

3. Pay filing fees promptly

DOEE will not review Stormwater Management Plans that have not paid filing fees (typically, non-SWMPs may pay all fees at the end of DOEE's review). If you do not pay filing fees, review of your plan will be placed "On hold" and you will be notified via email.

4. Upload all relevant documents

Many documents are useful for DOEE's review, such as reports, meeting minutes, certifications, etc. You may attach these to the plan information in order to keep them easily available to DOEE's reviewer.



V. Submit a Soil Erosion and Sediment Control or Green Area Ratio Plan

These instructions apply to plans that are submitted only for Soil Erosion and Sediment Control (ESC) and/or Green Area Ratio (GAR) requirements. If the plan has a stormwater management requirement, please refer to Section VI: Submit a Stormwater Management Plan, which also includes all steps necessary for ESC and GAR plans, and do not continue to follow this section.

1. Enter Site Information

To create an ESC or GAR plan, you must first enter site information by creating a site record. Site information is stored separately from plan information. If there is more than one plan at a site, you only need to enter the site information one time and it can be used for all plans as necessary.

1. Click Sites and Plans and then click *New Site*.
2. Click *Site with Soil Erosion and Sediment Control and/or Green Area Ratio Only*.
3. If necessary, change the *Address Format*.
4. Enter the address in the field *Input Address* and click *Get Address Details*. This will find information from the District's Master Address Repository (MAR) to include on the form. Please allow up to 10 seconds. If the address does not exist in the MAR, or if the *Address Format* is *Block* or *Intersection*, this function will not work.
5. Enter contact information for the Site owner or manager. This may be you or it may be a client of yours.
6. If the MAR could not find your address information, complete the *Location* section. You can click the buttons in this section find the sewer system, drainage basins, and other location-based information for the site.

2. Enter Plan Information

1. From the site record, click *Enter a new plan for this site*.
2. Select the plan type(s). The plan may be a Stormwater Management Plan (SWMP), ESC plan, and/or GAR plan. If the plan is a SWMP, please refer only to Section VI: Submit a Stormwater Management Plan, which also includes all steps necessary for ESC and GAR plans, and do not continue to follow this section. If the site is in a zone where the GAR is required, the plan will automatically be entered as a GAR plan, unless you indicate that there is an exemption or that the GAR does not apply to the site. If you are requesting an exemption, you must attach an Application for Exemption Status or an Application for Transition Exemption Status. These forms are available at doee.dc.gov/gar and can be attached in the *Plan Documents* section of the form (see step 9).



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3. Identify if there are trees with a circumference greater than 55 inches. Identify if these trees will be removed.
4. Update *Site and Location* information if necessary.
5. Enter the post- and pre-project land cover for the project area. The *Total area* must be equal for pre-project and post-project land cover.
 - **Natural:** Undisturbed area such as forest, meadow, or pasture.
 - **Compacted:** Includes landscaped planting beds, lawns, and managed turf.
 - **Impervious:** Roof, patio, deck, parking, sidewalk, driveway, etc.
 - **BMP:** The surface area of stormwater Best Management Practices (BMPs), also called Green Infrastructure.
6. Complete the *Project Description* section.
7. Click *Save*.
8. After saving, click *Edit construction information* and complete the form. This information may be modified even during DOEE's review.
9. Upload any relevant documents in the *Plan Documents* section. If you are submitting an Application for Exemption Status for the GAR requirement, attach it here.
10. Click *Submit*. The database will run an error check. If an error is triggered, you will be unable to submit the plan to DOEE. If there are no errors triggered, a submittal page will open.
11. Click *Submit* to submit the plan information to DOEE. You must complete your submission process by visiting the DCRA Permit Center, where DOEE will provide invoices for filing fees. Please scan and upload the receipt(s) for fee payment to the Stormwater Database in the *Plan Documents* section. DOEE will begin its review when submittal of all materials is complete. When DOEE begins its review, your access to the plan information will be read-only.
12. If the plan is approved, you must contact DOEE to schedule a preconstruction meeting at least 72 hours before beginning construction. The applicant must notify DOEE by phone at (202) 535-2977 at least 72 hours prior to construction of each on-site BMP to request on-site inspection and one week after completion of the project for final construction inspection. No change to the approved plan may be made without Departmental approval.



VI. Submit a Stormwater Management Plan

These instructions apply to plans that are submitted to meet stormwater management requirements or are submitted for certification of SRCs. These instructions also include all required information for sites that are also submitting Soil Erosion and Sediment Control (ESC) and Green Area Ratio (GAR) plans.

1. Enter Site Information

To create an SWMP, you must first create a site. Site information is stored separately from the SWMP information. If there is more than one SWMP at a site, you only need to enter the site information one time and it can be used for all plans as necessary.

1. Click the *Sites* button and then click *New Site*.
2. Select one of the following options:
 - **Site with a Stormwater Management Plan:** Includes major regulated activities and plans for certification of SRCs, except for projects that consist solely of reconstruction of the Public Right of way.
 - **Roadway reconstruction or similar project:** Includes all projects that consist solely of reconstruction of the Public Right of Way, such as roadway reconstruction projects.
3. If necessary, change the *Address Format*.
4. Enter the address in the field *Input Address (or place name)* and click *Get Address Details*. This will find information from the District's Master Address Repository (MAR) to include on the form. Please allow up to 10 seconds. If the address does not exist in the MAR, or if the *Address Format* is *Block* or *Intersection*, this function will not work. In addition to addresses the MAR lookup may function with common place names (for example, "White House" or "Wilson Building").
5. Select the *Site owner/manager*. The site owner is responsible for complying with the terms of plans approved by DOEE including maintenance of land cover, BMPs, and any off-site retention volume (Offv). The site owner listed in the database should be the person who owns the site or an agent of the site owner who will be responsible for long-term management of the site. Typically, the project engineer for a project would not be a long-term agent of the site and should not be listed here. If the site owner or manager is a client of yours, please set up an agent relationship in order to submit a plan for this site on your client's behalf. Refer to [Section II: Create and Manage Your Account](#) for instructions to act on the behalf of others.
6. If the MAR could not find your address information, complete the *Location* section. You can click the buttons in this section to find the sewer system, drainage basins, and other location-based information for the site.

2. Enter Plan Information



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1. Open the site record and click *Enter a new plan for this site*.
2. Identify the *Transition period vesting date*. Select the time period when the plan will first be submitted to DOEE for review. This determines the transition period requirements that apply to the plan, and you may change this field as necessary. If you are requesting to be vested under a transition period other than the current transition period, you must attach an Application for Vesting Status, which is available at doee.dc.gov/swguidebook. This can be attached in the *Plan Documents* section (see step 15). Guidance on transition periods is available at doee.dc.gov/swregs.
3. Select the plan type(s). The plan may be a Stormwater Management Plan (SWMP), Soil Erosion and Sediment control (ESC) plan, and/or a Green Area Ratio (GAR) plan. If there is no ESC plan, you will need to describe the exemption from ESC requirements. If the site is in a zone where the GAR is required, the plan will automatically be entered as a GAR plan, unless you indicate that there is an exemption or that the GAR does not apply to the site. If you are requesting an exemption, you must attach an Application for Exemption Status or an Application for Transition Exemption Status. These forms are available at doee.dc.gov/gar and can be attached in the *Plan Documents* section of the form (see step 15).
4. If the plan is submitted solely for reconstruction of existing Public Right of Way, click *Roadway Reconstruction or Similar Project*. This selection is not applicable when only a portion of the project consists of reconstruction of the Public Right of Way. Select the current design phase. When the project is in the 30%, 65%, or 90% design phase, enter the land cover for the regulated activity. The *Total area* must be equal post-project and pre-project.
 - **Natural:** Undisturbed area such as forest, meadow, or pasture. This does not include BMP surface area.
 - **Compacted:** Includes landscaped planting beds, lawns, and managed turf. This does not include BMP surface area.
 - **Impervious:** Roof, patio, deck, parking, sidewalk, driveway, etc. This does not include BMP surface area.
 - **BMP:** The surface area of stormwater Best Management Practices.
5. Select the type of activity the site is undergoing:
 - **Major Land Disturbing Activity:** Activity that disturbs, or is part of a common plan of development that disturbs, five thousand square feet (5,000 ft²) or greater of land area, except that multiple distinct areas that each disturb less than 5,000 ft² of land and that are in separate, non-adjacent sites do not constitute a major land-disturbing activity
 - **Major Substantial Improvement Activity:** Substantial improvement activity and associated land-disturbing activity, including such activities that are part of a common plan of development, for which the combined footprint of improved building and land-disturbing activity is five thousand square feet (5,000 ft²) or greater. A major substantial improvement activity may include a substantial improvement activity that is not associated with land disturbance



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- **Unregulated:** Activity that is not a Major Land Disturbing Activity or Major Substantial Improvement Activity. This includes SWMPs that are submitted solely for SRC certification.
 - **More than one type of activity:** The type of activity is not consistent for the entire plan. You will be asked to identify the type of activity each Site Drainage Area (SDA) is undergoing.
6. Identify if the site is an Anacostia Waterfront Development Zone (AWDZ) site. This is only applicable to major regulated projects triggering the 2013 Stormwater Rule. If the site is within the boundaries of the AWDZ but is not an AWDZ site, you must attach an AWDZ claim form, available at doee.dc.gov/swregs. This can be attached in the *Plan Documents* section (see step 15).
 7. Identify if the site is exempt from detention requirements for the 2-year storm. Projects are exempt from 2-year post-development peak discharge requirements when three conditions can be established:
 - 1) Site discharges flow directly to, or through the separate sewer system, into the main stem of the tidal Potomac or Anacostia Rivers, the Washington Channel, or the Chesapeake and Ohio Canal
 - 2) Site discharges do not flow into or through a tributary to those waterbodies that runs above ground or that DOEE expects to be daylighted to run above ground
 - 3) Site discharges will not cause erosion of land or transport of sediment
 8. Identify if there are trees with a circumference greater than 55 inches. Identify if these trees will be removed.
 9. Update *Site and Location* information if necessary (for example, if only a portion of the site drains to the specified *Major Drainage Area*, you may change the selection to *More than one Major Drainage Area*).
 10. Complete the *Project Description* section. Some information in this section, like the *Total cost of construction* may be left blank for the purposes of saving the form, but must be entered prior to submitting the plan for review.
 11. Click *Save*.
 12. After saving, click *Generate SWMP Number* to receive a Stormwater Management Plan number.
 13. If BMPs are being removed, click *Notify DOEE of removal of BMPs from pre-existing plans*. For all previous SWMPs that are being superseded, all BMPs are considered “removed” even if they will be present in the new plan. The BMP must be added as part of the new plan.
 14. Click *Edit construction information* and complete the form. This information may be modified even during DOEE’s review.
 15. Upload any relevant documents in the *Plan Documents* section.
 16. If the plan is a parcel-based project, proceed to add Site Drainage Areas and BMPs. If the project solely involves reconstruction of existing PROW and is in the 30%, 65%, or 90% design phase, do not add Site Drainage Areas or BMPs, and proceed to [Step 5: Submit the SWMP to DOEE](#). For PROW reconstruction projects at the Final design phase, you may either proceed to add Site



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Drainage Areas and BMPs as instructed below, or you may contact DOEE for additional guidance entering this information.

3. Enter Site Drainage Area Information

1. Open the plan record and click *Add Site Drainage Area*. The database will generate an ID number for the Site Drainage Area (SDA) based on the SWMP number and the SDA number in the format SWMP-SDA (1111-1, 1111-2, etc.). SDAs may also be added by opening an existing SDA and clicking *Add another Site Drainage Area to this Plan*.
2. If the SDA is in the public right-of-way (PROW), check *Public Right-of-Way*. If the maximum extent practicable (MEP) process has been used, you can also check *MEP Process Used*.
3. In the *Site Drainage Area Information* section, enter any additional information as necessary. If any information is not consistent for the SWMP as a whole (such as the type of activity or the storm sewer system), you will be asked to provide this information for each SDA.
4. Enter the land cover of the SDA. For regulated SWMPs, only include the area within the limits of disturbance. *Total area* must be equal for post-project and pre-project land cover. These values will be used to calculate regulatory obligations and will be summed for the SWMP as a whole. For unregulated SWMPs submitted for SRC certification, enter all areas that are included in the BMP contributing drainage areas.
 - **Natural:** Undisturbed area such as forest, meadow, or pasture. This does not include BMP surface area.
 - **Compacted:** Includes landscaped planting beds, lawns, and managed turf. This does not include BMP surface area.
 - **Impervious:** Roof, patio, deck, parking, sidewalk, driveway, etc. This does not include BMP surface area.
 - **BMP:** The surface area of stormwater Best Management Practices.
 - **Vehicular Access Area (VAA):** For SDAs that are not in the combined sewer system, you must identify the portion of land cover that is vehicular access area, such as driveways or parking lots. This is a subset of impervious land cover and all vehicular access areas must also be entered as impervious or BMP land cover.
5. Click *Save*. If the SDA is part of a regulated activity, the page will show the retention and treatment obligations that apply. The *Drainage Area Compliance* section displays compliance status for regulated SWMPs. This section identifies if the minimum retention and treatment requirements for the SDA have been met, and for SDAs in the PROW, it will show if the MEP process has been used and approved by DOEE. For unregulated SDAs, the *Net SRCs for Unregulated Site Drainage Areas* section will show the SRC eligibility for the SDA.
6. The *BMPs* section allows you to add BMPs to the SWMP that are part of the SDA. The *BMPs* section also shows the total retention and treatment achieved by the BMPs.



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7. If there are more SDAs that are part of this plan, click *Add another Site Drainage Area to this Plan* at the top of the form. SDAs may also be added later.
8. To add BMPs, click *Add a BMP*.
9. If the SDA is part of an unregulated activity and SRCs will be generated from a land cover change, click *Add land cover change BMP*.

4. Enter BMP Information

Note: if your SWMP has a shared BMP within another SWMP, contact DOEE for additional instructions.

1. Open the SDA record and click *Add a BMP*. BMPs may also be added by opening an existing BMP record and clicking *Create another BMP in the same Site Drainage Area* or by opening an existing BMP record and clicking *Add Downstream BMP*. The database will generate an ID number for the BMP based on the SWMP number, SDA number, and BMP number in the format SWMP-SDA-BMP (1111-1-1, 1111-1-2, 1111-1-3, 1111-2-1, 1111-2-2, etc.).
2. Select the BMP Group. These options refer to the BMP groups in the Stormwater Management Guidebook.
3. Select the specific type of BMP and BMP sub-type. Some BMP Groups may only have one option.
4. Enter the *X and Y coordinates* for the BMP. These are not required in order to save the form, but must be entered to submit a SWMP. The database will prompt you to enter this information before submitting the SWMP. The X and Y coordinates must be entered in MD State Plan (Meters). To convert latitude and longitude to X and Y Coordinates, you may visit www.earthpoint.us/stateplane.aspx. Select zone 1900, input the latitude and longitude, and select the coordinates from the State Plan X Y (Meters) line.
5. Indicate if DOEE provided funding for the BMP.
6. Enter the contributing drainage area (CDA) for this BMP. This is the area that drains to the BMP. *Total area* must be equal for post-project and pre-project land cover. The pre-project CDA is the land cover in the area that will drain to the practices after construction. To determine the pre-project CDA, superimpose the boundaries of the CDA over the pre-project land cover.
7. For regulated projects (excluding PROW reconstruction projects or PROW drainage areas on parcel-based projects), the SWRv can only be met with stormwater retained from within the lot(s) associated with the project. If the BMP's contributing drainage area includes additional area(s) from neighboring lots or from the PROW, the volume retained may be eligible for SRC certification. To perform these calculations, check the box *CDA includes area outside the authority of the site owner*. Enter the area in the CDA that is not from within the lot(s) associated with the project. The Stormwater Database will calculate the total volume retained and the portion of the volume that is from outside the authority of the site owner.
8. Complete the *BMP Retention and Treatment Achieved* section to calculate the volume applied to retention and treatment obligations. Refer to the Stormwater Management Guidebook for more information.



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9. Click *Save*. The database will automatically generate the *BMP ID Number* based on the plan number, SDA Number, and individual BMP number. The individual BMP number will increment starting with 1 for each SDA.
10. If there are more BMPs in the same SDA, click *Create another BMP in the same Site Drainage Area*, or if they are part of a treatment train, refer to [Treatment Trains](#) in this section.
11. If there are more SDAs to add to the plan, refer to [Section 3: Enter Site Drainage Area Information](#).

Treatment Trains

BMPs may form treatment trains. In a treatment train, the overflow from a BMP is conveyed to a downstream BMP. For BMPs that are part of a treatment train, you can select a downstream BMP from a dropdown menu. Each BMP must be created in the database before it can be selected. In most instances, a BMP may only have one downstream BMP. If your BMP has more than one downstream BMP, contact DOEE for additional instructions.

1. Open the form and click *Add downstream BMP* to enter information for the downstream BMP. Complete this form and click *Save*.
2. After saving, you will be returned to the upstream BMP. Select the new BMP from the *Downstream BMP ID number* dropdown menu.
3. It may be necessary to “Refresh” the treatment train information periodically. This may happen if some of the retention or treatment information for one of the BMPs in a treatment train changes and will affect the retention or treatment information in an upstream or downstream practice. You will be prompted to refresh this information if necessary. If a BMP’s information does not appear correct, it may simply need to be refreshed.

5. Submit the SWMP to DOEE

1. On the plan information form, click *Identify Errors* to determine if all requirements have been met. Note: while most errors must be addressed in order to submit the plan, some errors need only be addressed prior to approval by DOEE. If an error is triggered, you must fix it.
2. Once the plan is complete, the person responsible for maintenance must sign the *Maintenance Responsibility Stamp* (available in the *BMPs* section). If plan information changes after the stamp is signed, the person responsible for maintenance must re-sign it. The signed *Maintenance Responsibility Stamp* should be incorporated on the plan set via the *Required Plan Compliance Sheet*.
3. On the plan information form, click *Required Plan Compliance Sheet*. **Every page of this report must be included on the plan set, including timestamps, page numbers, and signature information. Then attach a PDF copy of the SWMP in the *Plan Documents* section.**
4. Click *Submit*. The Stormwater Database will not allow you to submit a plan with errors. **Once you complete the online submission of plan compliance information, you must complete your submission process by visiting the DCRA Permit Center, where DOEE will provide invoices for**



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filing fees. Please scan and upload the receipt(s) for fee payment to the Stormwater Database in the *Plan Documents* section and enter the building permit number by clicking *Edit Construction Information*. DOEE will begin its review when submittal of all materials is complete. When DOEE begins its review, your access to the plan information will be read-only.

5. Once DOEE begins its review, you will no longer be able to make any changes to the SWMP unless a DOEE reviewer returns it to you for changes. You will still be able to update construction information, such as the building permit number and contact information, until DOEE begins its inspection process. If you need to make changes to your plan, contact your reviewer and request for the plan to be returned.
6. Make all necessary changes and re-submit the plan online in the Stormwater Database.
7. When the plan is approved, you must contact DOEE to schedule a preconstruction meeting at least 72 hours before beginning construction. The applicant must notify DOEE by phone at (202) 535-2977 at least 72 hours prior to construction of each on-site BMP to request on-site inspection and one week after completion of the project for final construction inspection. No change to the approved plan may be made without Departmental approval.

Incomplete or Inaccurate Plans

If the SWMP is missing information or does not meet minimum requirements, you will not be able to submit. In this case, after clicking *Submit*, you will be redirected to a page that displays any requirements not met. You will need to address the error messages that appear. Then, click *Submit* again to submit the plan to DOEE.

Below is a description of errors that may be triggered in the Stormwater Database:

- **There is no site owner or manager listed:** The site must have an owner or manager listed to submit a SWMP. Open the site record to add the owner or manager. If you are acting on behalf of the owner or manager, refer to [Section II: Create and Manage Your Account](#).
- **There is no SWMP number:** All SWMPs must have a SWMP number. Click *Fix the Error* to receive a SWMP number.
- **The plan is missing Site Drainage Areas:** SWMPs must have SDAs. Click *Add Site Drainage Area* to create an SDA. This will also provide land-cover information for the site.
- **The plan does not meet minimum retention requirements:** Plans must achieve 50 percent of the stormwater retention volume (SWRv) on-site, unless they are submitted during Transition Period 1 (by January 15, 2014), Transition Period 2A (January 16, 2014 – January 15, 2015 for Major Land Disturbing Activities), or Transition Period 2B (January 16, 2014 – July 14, 2015 for Major Substantial Improvement Activities). Plans may also request relief from extraordinarily difficult site conditions, though this must be approved by DOEE. Sites that meet the SWRv to the Maximum Extent Practicable (MEP) in the Public Right of Way (PROW) may not have to meet a portion of the SWRv.
- **One or more site drainage areas do not meet minimum requirements:** SDAs that do not drain to the combined sewer system (CSS) have minimum retention and/or treatment requirements.



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Each SDA must achieve retention or treatment of 50% of the SWRv and 50% of the SWRv from the entire vehicular access area (VAA) for each SDA. At least one SDA does not meet this requirement.

- **One or more BMPs are missing X and Y coordinates:** All BMPs must have X and Y coordinates (MD State Plane, North American Datum (NAD) 1983 in meters). Click *Fix the Error* to add X and Y coordinates to the BMPs. To convert latitude and longitude to X and Y Coordinates, you may visit www.earthpoint.us/stateplane.aspx. Select zone 1900, input the latitude and longitude, and select the coordinates from the State Plan X Y (Meters) line.
- **One or more BMPs in a treatment train need to be "refreshed" to ensure accurate retention and treatment volumes:** Some information in a treatment train is copied from one BMP to another. When storage, retention, and treatment information changes, it may be necessary to "refresh" some BMPs. When this is necessary, a report will show the BMP and a *Refresh* button. It may be the case that by refreshing one BMP, another BMP will also need to be refreshed.
- **Transition period vesting date is incorrect:** The *Transition period vesting date* is used to determine which transition period(s) and requirements apply to the SWMP. When the SWMP is created, the date will default based on the expected date of first submittal. If the plan is vested under a different transition period, attach an Application for Vesting Status. Otherwise, update the *Transition period vesting date*. Guidance on transition periods is available doee.dc.gov/swregs.
- **BMP ID numbers are duplicated or skipped:** BMPs are assigned a BMP ID number with the format SWMP number-SDA number-BMP number. The BMP numbers are automatically assigned when the BMP is created. Deleting a BMP may produce a gap in BMP ID numbers. Click "Fix the Error" to identify the Site Drainage Areas in which BMP ID numbers are duplicated or skipped. Update the BMP ID numbers so that there are no duplicate or skipped values.
- **Site Drainage Area ID numbers are repeated or skipped:** SDAs are assigned an ID number with the format SWMP number-SDA number. This is also used as a component of BMP ID numbers. The SDA number is automatically assigned when the SDA is created but it may be modified. Deleting a SDA may produce a gap in SDA ID Numbers. If there is a duplicate SDA ID Number or a gap in the SDA ID Numbers, click *Fix the Error* to open an editable report.
- **There is no construction information:** Click *Edit construction information* to enter construction information.
- **Plan required GAR Application for Exemption Status or Application for Transition Exemption Status:** The plan includes an exemption from the Green Area Ratio. Attach a GAR Application for Exemption Status or Application for Transition Exemption Status. Forms are available at <http://doee.dc.gov/gar>.
- **BMP X and Y coordinates are inaccurate:** The X and Y coordinates must be entered in MD State Plan (Meters). Errors may include reversing X and Y coordinates, entering latitude or longitude, or entering coordinates that are outside the District. To convert latitude and longitude to X and Y Coordinates, you may visit www.earthpoint.us/stateplane.aspx. Select zone 1900, input the latitude and longitude, and select the coordinates from the State Plan X Y (Meters) line.
- **There is no building permit number:** Click *Fix the Error* to enter the building permit number.



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- **Plan requires AWDZ claim form:** The site is located within the boundaries of the AWDZ, but is not an AWDZ site. Attach an AWDZ Claim Form, available at <http://doee.dc.gov/swregs>. **Select whether to list expected SRC eligibility in the SRC Registry.** When plans are approved, the expected SRC eligibility will be listed in the SRC Registry. You may list contact information in the SRC registry next to the SRC eligibility for this plan. Click *Fix the Error* to open a form to either enter contact information or specify that you do not want to list contact information.
- **Plan is missing the water quality treatment volume.** Click *Fix the Error* to indicate the water quality treatment requirement (in gallons) for the plan.
- **The plan information is missing the total cost of construction:** Click *Fix the Error* to enter the total cost of construction, which may be found on the building permit application.
- **Land cover is incorrectly entered as Major Land Disturbing activity:** You have entered less than 5,000 square feet of Major Land Disturbing Activity. For projects that trigger Major Substantial Improvement requirements, and land disturbance less than 5,000 square feet should be included as part of the Major Substantial Improvement activity and not as a Major Land Disturbing activity.
- **You must select a submission type:** Each plan has a submission type. Click *Fix the Error* to enter this information.
- **You must indicate if the plan has an EISF requirement:** Complete an Environmental Intake Form to determine if the plan has an EISF requirement: <http://dcra.dc.gov/service/permits-environmental-review>
- **The plan requires a signed Offv Statement:** Prior to plan approval, the person responsible for achieving Offv must log in to the Stormwater Database to sign the Offv Statement. Persons responsible for achieving Offv must have their own Stormwater Database accounts. If the person responsible for achieving Offv has already signed the Offv Statement and the Offv for the plan has changed, a new statement is required.
- **The plan is missing a floodproofing certificate:** Please attach the floodproofing certificate available at http://www.fema.gov/media-library-data/1406304445858-0888f8ef5a3bd55ff1815962caa9a12c/F-056_Floodproofing_NonRes_Jul12.pdf
- **The plan is missing an elevation certificate:** Please attach the floodproofing certificate available at http://www.fema.gov/media-library-data/20130726-1437-20490-0725/f_053_elevcertif_30nov12_fillable.pdf
- **You must identify if there are elevated structures:** Click *Fix the Error* to identify if there are elevated structures.
- **You must identify if there are any non-residential structures which will not be elevated:** Click *Fix the Error* to identify if there are any non-residential structures which will not be elevated.
- **The person responsible for maintenance must sign the Maintenance Responsibility Stamp:** Prior to plan approval, the person responsible for maintenance must log in to the Stormwater Database and sign the maintenance responsibility stamp. This stamp must be incorporated on the plan set via the Required Plan Compliance Sheet. If the compliance data changes, this will require a new maintenance responsibility stamp.



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- **The site is marked as only requiring soil erosion and sediment control or Green Area Ratio:** Upon entering the plan, the applicant may incorrectly mark the site as only having ESC or GAR plans. Click *Fix the Error* to remove this marking from the Site information form.
- **You must enter landscape expert information for GAR:** Click "Fix the Error" to return to the plan information form. In the Green Area Ratio (GAR) section, please enter then name and email address for the landscape expert.



VII. Participate in Stormwater Retention Credit (SRC) Trading

View the SRC Registry and Dashboard

From the home screen, click *SRC Registry* to view the SRC Registry. The Registry is comprised of six reports:

- **SRCs for Sale:** Publicly-listed SRCs; includes seller contact information, watershed where the SRCs are generated, asking price per SRC, and quantity of SRCs for sale.
- **Final SRC Sales Prices:** Shows information on final SRC trades, including the watershed where the SRCs were generated, the quantity sold, and the price per SRC; if an SRC is sold multiple times, each sale will be listed separately.
- **Expected SRCs:** This report shows potential SRCs based on approved SWMPs. When a project finishes construction, the expected SRCs are removed from the report. After certification, the SRCs may be listed in the *SRCs for Sale* report if the owner applies for SRC certification and chooses to list them in the registry.
- **Current Offv:** This report lists the projects that are currently using SRCs or have paid in-lieu fee to meet their Offv obligation. Offv is an annual obligation that must be met with SRCs or payment of in-lieu fee.
- **Expected Offv:** This report lists sites that have an Offv obligation on their approved, initial Stormwater Management Plans. Offv is an annual obligation that must be met with SRCs or payment of in-lieu fee. Sites must meet their Offv upon final inspection. When a project finishes construction, the expected Offv is removed from the report
- **Interested Buyers List:** This report lists people who want to buy SRCs; you may list yourself as an interested buyer by clicking *I want to buy SRCs*.

From the home screen, click *My SRC Dashboard* to view the SRCs that you own, as well as those that you have transferred, used, and retired. You may list or remove your SRCs from the SRC Registry or change the asking price by clicking on the range and then clicking *Edit*.

Off-Site Retention Volume (Offv)

Offv is an annual commitment that may be met through the use of SRCs, payment of the In-Lieu Fee (ILF), or a combination of SRC use and ILF payment. One SRC satisfies one gallon of Offv for one year. One gallon of ILF payment also satisfies one gallon of Offv for one year. If an Anacostia Waterfront Development Zone (AWDZ) site uses SRCs that are generated outside the Anacostia watershed, 1.25 SRCs must be used for each gallon of Offv. This requirement will be automatically calculated. The *Plans* form identifies the Offv requirement and whether the site is an AWDZ site.

Offv must be met annually beginning with the date of the Final Construction Inspection. Regulated sites are responsible for their Offv on an ongoing basis. Site owners or managers can apply for SRC use or pay



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ILF to meet the Offv requirement for several years at a time. If DOEE does not receive an application to use SRCs or an ILF payment and a lapse in Offv compliance occurs, DOEE will automatically charge the ILF with a 10 percent late fee. If in the future a regulated site increases its on-site retention, Offv can be reduced.

A report called *SRCs for Sale* is available in the SRC Registry, as is a list of expected SRCs (the SRC eligibility for SWMPs that have been approved by DOEE but have not yet had a Final Construction Inspection).

Certify SRCs

1. On the Stormwater Database home screen, click *My SRCs and Offv* and then click *Certify SRCs*.
2. Select the SWMP number for the site that will be generating SRCs. Identify the period for which SRCs are requested (one year, two years, or three years), the asking price, and if the SRCs should be listed for sale in the SRC Registry.
3. Select the Proposed SRC Owner. If DOEE approves the application, the Proposed SRC Owner will become the original owner of the SRCs, will be responsible for BMP maintenance, and will be able to transfer, use, or retire the SRCs. You may also identify the owner of the retention capacity or an agent for the Proposed SRC Owner.
4. Click *Select BMPs to generate SRCs* to see a list of BMPs that are able to generate SRCs. If prompted, save the form. The screen will redirect to a report showing the BMPs that may be included on the application.
5. Click *Use this BMP to certify SRCs* for the first BMP you want to include in the application.
6. Enter the number of SRCs the BMP should generate and click *Save* to return to the application. The form will display the maximum number of SRCs the BMP can generate. The maximum is based on the retention volume of the BMP, the SRC eligibility for the SWMP, and the SRC eligibility for the Site Drainage Area (if applicable). The form also displays the *Unallocated SRC eligibility* which is the maximum eligibility for the BMP minus any SRCs already allocated to another BMP.
7. Identify all BMPs that should generate SRCs by repeating steps 4-6. If you want to change the number of SRCs a BMP should generate, you can do so by changing the values in the BMP report on the application. The application must be in the "edit" mode. If you request more than the SRC eligibility for the SWMP or BMP, the *Unallocated SRC Eligibility* column will display negative numbers.
8. Attach a maintenance contract for the period for which you are requesting SRC certification.
9. Click *Sign and Submit* application. Read the signature statement and enter your name in the *Signature* field. Click *Submit*.
10. After you submit the application, you may be prompted to apply for RiverSmart Rewards to receive a discount on stormwater fees. Please refer to [Section III: Apply for RiverSmart Rewards](#).



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DOEE will review the application. You will be notified by email if DOEE approves, approves in part, or disapproves your application. If your application is approved, the SRCs will appear in your account and in the SRC Registry (if requested), and you will be able to use, transfer, or retire them.

Transfer SRCs

1. On the Stormwater Database home screen, click *My SRCs and Offv* and then click *Transfer SRCs*.
2. Enter the application date.
3. Select the *Current SRC Owner* and enter the contact information for the new SRC owner.
4. Click *Select SRCs to Transfer*. You will be prompted to save and then redirected to a report showing all of the SRCs that may be transferred with this application. These are the *Current SRC Owner's* SRCs that have not been used or retired and are not included on another application.
5. Click *Transfer SRCs from this range* to select the range from which you will be transferring SRCs. You will be redirected to another page.
6. Enter the number of SRCs to transfer and the transfer price. If you decide you do not want to transfer any SRCs from this SRC range, uncheck the box *Transfer*. When complete, click *Return to application*. You will be prompted to save.
7. Click *Transfer SRCs from this range* if you want to transfer more SRCs.
8. Change the number of SRCs or transfer price as necessary. You can do this by clicking *Edit* and changing the values. If you do not want to transfer SRCs from the SRC range, uncheck the box *Transfer*.
9. Click *Sign and Submit* application. Read the signature statement and enter your name in the *Signature* field. Click *Submit*.

DOEE will review the application. You will be notified by email if DOEE approves, approves in part, or disapproves your application. If DOEE approves your application, the SRCs will be transferred to the new owner, and you will no longer be able to transfer, use, or retire these SRCs. If you are responsible for maintaining the BMPs that generated these SRCs, you must still maintain these BMPs.

Use SRCs

1. On the Stormwater Database home screen, click *My SRCs and Offv* and then click *Use SRCs*.
2. Enter the application date.
3. Select the *SWMP number* for the Site at which you are using SRCs.
4. Identify the number of gallons of Offv per year you want to meet with SRCs.
5. If you are also paying ILF for some of the Offv, enter the number of gallons of Offv you will meet per year with ILF payment (do not enter the ILF price).
6. Identify the number of years of Offv that will be met with this application.



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7. Select the *Current SRC Owner*.
8. Click *Select SRCs to Use*. You will be prompted to save and then redirected to a report showing all of the SRCs that may be used with this application. These are the *Current SRC Owner's* SRCs that have not been used or retired and are not included on another application.
9. Click *Use SRCs from this range* to select the range from which you will be transferring SRCs. You will be redirected to another page
10. Enter the number of SRCs to use. If you decide you do not want to use any SRCs from this SRC range, uncheck the box *Use*. When complete, click *Return to application*. You will be prompted to save.
11. Click *Use SRCs from this range* if you want to transfer more SRCs.
12. Change the number of SRCs as necessary. You can do this by clicking *Edit* and changing the values. If you do not want to use SRCs from the SRC range, uncheck the box *Use*.
13. If you have specific instructions for how these SRCs will be used, list them on the application. Otherwise, DOEE will determine which SRCs to apply to which year of Offv. For the first year of Offv, DOEE will determine the starting date to meet Offv based on the date of the Final Construction Inspection. Offv is an annual ongoing commitment, and DOEE will apply SRCs or ILF annually.
14. Click *Sign and Submit* application. Read the signature statement and enter your name in the *Signature* field. Click *Submit*.

DOEE will review the application. You will be notified by email if DOEE approves, approves in part, or disapproves your application. If DOEE approves your application, the SRCs will be applied to meet the Offv for your site. These SRCs will no longer be able to be transferred, used, or retired.

Notify DOEE of In-Lieu Fee Payment

1. On the Stormwater Database home screen, click *My SRCs and Offv* and then click *ILF Notification*.
2. Enter the notification date.
3. Select the SWMP number for the site at which you are paying the ILF.
4. Enter the number of gallons of Offv you will meet per year with ILF payment (do not enter the ILF price).
5. If you are also using SRCs, enter the number of gallons of Offv per year you want to meet with SRCs.
6. Identify the number of years of Offv that will be met with this application. The application will calculate the ILF payment that is required. This is a notification of payment, and you must still pay the ILF.
7. Click *Sign and Submit* application. Read the signature statement and enter your name in the *Signature* field. Click *Submit*.



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8. Submit ILF payment. ILF payments can be made at the Department of Consumer and Regulatory Affairs or can be sent to DOEE as a check made out to the District Treasurer. Payments sent to DOEE should be sent to:

Matthew Espie
Stormwater Management Division
Department of Energy and Environment
1200 First Street NE, 5th Floor
Washington, DC 20002

DOEE will review the notification. You will be notified by email if DOEE receives the ILF payment in full or in part. When the ILF payment is received, DOEE will apply it to meet the Offv for your site.

Retire SRCs

1. On the Stormwater Database home screen, click *My SRCs and Offv* and then click *Retire SRCs*.
2. Enter the application date.
3. Select the current SRC owner.
4. Click *Select SRCs to Retire*. You will be prompted to save and then redirected to a report showing all of the SRCs that may be retired with this application. These are the *Current SRC Owner's* SRCs that have not been used or retired and are not included on another application.
5. Click *Retire SRCs from this range* to select the range from which you will be retiring SRCs. You will be redirected to another page
6. Enter the number of SRCs to retire. If you decide you do not want to retire any SRCs from this SRC range, uncheck the box *Retire*. When complete, click *Return to application*. You will be prompted to save.
7. Click *Retire SRCs from this range* if you want to retire more SRCs.
8. Change the number of SRCs as necessary. You can do this by opening the application in the "edit" mode. If you do not want to retire SRCs from the SRC range, uncheck the box *Retire*.
9. Click *Sign and Submit* application. Read the signature statement and enter your name in the *Signature* field. Click *Submit*.

DOEE will review the application. You will be notified by email if DOEE approves, approves in part, or disapproves your application. If DOEE approves your application, the SRCs will be retired. These SRCs will no longer be able to be transferred, used, or retired.