

## **How to submit an Annual Stormwater BMP Inspection electronically:**

- 1) Using a tablet or phone with data package, go to: <https://arcg.is/1T4fnS>
- 2) Once the Inspection survey opens, click the Next button in the lower left hand corner.
- 3) Find the Location of the BMP by using the Find my location function on the left or typing in the location address in the search bar. Manually place the blue pointer to the bmp location to best accurately reflect placement on the parcel.
- 4) On the BMP Type Inspected option, please select the type of BMP you will be inspecting.
- 5) On the Unique ID for BMP option, please enter the Unique ID. You can find this on the second page of the letter sent to you under Facility List, or on the third page, which is the BMP Map.
- 6) On the Location Address option, please enter address where the BMP is located. This can also be found on page two of the letter sent to you prompting owner inspections.
- 7) On the Owner(s) of Location option, please enter the owner of the parcel. This can be found on page one of the letter under the date or can be found on the Boone County Parcel Viewer.
- 8) On the legal option, please enter the legal description of the parcel the BMP is located on. This can be found on the Boone County Parcel Viewer.
- 9) On the Apparent Problems option, please select Apparent problems or No Problems..
- 10) On the Design Flaws option, please select Design Flaws or No Flaws.
- 11) On the Modifications option, please select Unauthorized Modifications or No Modifications.
- 12) On the Destroyed BMP, please select BMP Removed or Destroyed or the BMP Present option.
- 13) On the Trash & Debris, please select whether trash present or No trash.
- 14) On the Pollutants option, please select Contaminated or Not Contaminated.
- 15) On the Odors Present option, please select Odors Present or No Odors.
- 16) Click Next button to continue.

Note: Each BMP will then have a specific set of questions based on which BMP that was selected on question 3 above. Continue to answer questions for that specific BMP.

- 17) Last Questions: Is Maintenance Needed At This Time? Please select Yes or No.
- 18) Are Mosquitos or Mosquito Larvae Present? Please select Yes or No.
- 19) In the Maintenance Items Needed/Completed option, please type in any maintenance items that are needed or completed.
- 20) Name of Inspector: Please type in your name whom is performing this inspection.
- 21) Signature of Inspector: Please sign your name with your finger on the touchscreen. If you need to erase and start over, please use upper right hand trash icon to erase and try again.
- 22) E-mail Address: Please type in the inspectors e-mail address.
- 23) Phone #: Please enter the inspector's phone number.
- 24) Date/Time of Inspection: This field should have populated by itself, but if needed you can manually enter date/time.



- 25) Photo Documentation: Please upload current photo for BMP using a photo saved on your device or you can add a photo while you are out in the field by selecting the camera icon and snapping a photo of the BMP by selecting the green camera icon on bottom.
- 26) Maintenance Log: Please upload the Maintenance Log Sheet from a saved document on your device or you can also Take a Photo of a paper copy by selecting the Press here to choose file and select Take Photo. Maintenance Logs can also be emailed to: [stormwaterbmp@como.gov](mailto:stormwaterbmp@como.gov)
- 27) Additional Comments & Notes: Please type in any additional comments or notes you may have regarding this inspection.
- 28) Once the BMP Inspection Survey is filled out, please double check all items are filled out in its entirety, and select the Submit button on the bottom of the page. Once it is submitted, it should tell you, "Great! Your data was sent successfully. Thanks." Press [here](#) to submit another survey.