

# Storm Drain Marking – Tech Support Doc

## Summary

This document is intended to provide directions for how to use the Web Application for the Storm Drain Marking Program. It includes information on how to use this application to perform inspections on Storm Drains as well as how to report an illicit discharge.

- I. [Getting Started](#)
- II. [Inspecting Storm Drain Features](#)
- III. [Reporting Unmapped Storm Drain Features](#)
- IV. [Reporting Illicit Discharge Features](#)

*NOTE: Try to use data, instead of Wi-Fi, especially when reporting Illicit Discharges. Using data will improve GPS accuracy for capturing your location.*

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## Process

- I. **Getting Started** (NOTE: Be sure you can sign in before going onto campus to survey storm drains)
  - a. Navigate to the Storm Drain Marking Program App
    - i. <https://ugisportal.uky.edu/arcgis/apps/experiencebuilder/experience/?id=22bf9bca3ab94bdabbb071a778922427>



Scan QR code to view application on your mobile device

- b. Sign into Facilities Management – ArcGIS Enterprise
      - i. Linkblue Login
        - 1. Select the blue 'University of Kentucky' button
        - 2. This will take you to the UK Single Sign On portal, enter your linkblue and password as normal
        - 3. You will be prompted with the Duo account authentication, proceed with 'Push' or 'Passcode' to authenticate your account
        - 4. If you have issues contact [geospatial.requests@uky.edu](mailto:geospatial.requests@uky.edu)
      - ii. ArcGIS Login
        - 1. If you have been provided a username that is appended with '\_UKYFM', select 'ArcGIS login' button
        - 2. Enter your provided username and password you set up
        - 3. If you have issues, contact [geospatial.requests@uky.edu](mailto:geospatial.requests@uky.edu)
  - II. **Inspecting Storm Drain Features**
    - a. Go to your designated zone and locate a storm drain to begin
      - i. Drains are symbolized by their marker status - focus on **red** (No – Marker Install Required), **orange** (Yes – Marker Needs Repair), and **yellow** (To Be Determined)

- |                                |                                   |
|--------------------------------|-----------------------------------|
| ● No - Marker Install Required | ● Yes - Permanently Cast/Lettered |
| ● Yes - Marker Needs Repair    | ● No - Marker Not Required        |
| ● Yes - Temporary Marker       | ● To Be Determined                |

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- b. Open the “Survey” tab on the side panel and select the desired feature on the map. Before proceeding confirm the Structure ID in the pop up and ‘Survey’ panel match and that the Structure ID, Global ID, and Date/Time have auto populated.

University of Kentucky  
EQM Storm Drain Marking Survey

Structure ID  
STTBR00866

Global ID  
[6E8D1A47-6815-4253-8277-2F268B0F8319]

Inspector Name\*  
Please input your First and Last name

Inspection Date & Time  
Sep 5, 2024 at 11:28 AM

Is the structure a storm drain?

About Layers Survey Recent

Storm Drain Marking Program

REPORT

Storm Drain STTBR00866

Structure Type	Catchbasin
Feature Type	
Label	CI
Owner	University of Kentucky
Maintenance Date	5/9/2022, 6:15 AM
Drain Marker	No - Marker Install Required

- c. Fill out the following fields:
- Inspector Name
  - Is the structure a storm drain?
    - If No, continue to Area Photo section
    - If Yes, fill out the following fields and submit
      - Location Description
      - Is the structure marked as a storm drain? – If the drain was marked or replaced during the survey select “Yes – Temporary Marker”, if you identify a marker that needs repair but are unable to fix at time of survey select “Yes – Marker Needs Repair”
      - Condition – select all that apply
      - Drain Photo, ex:



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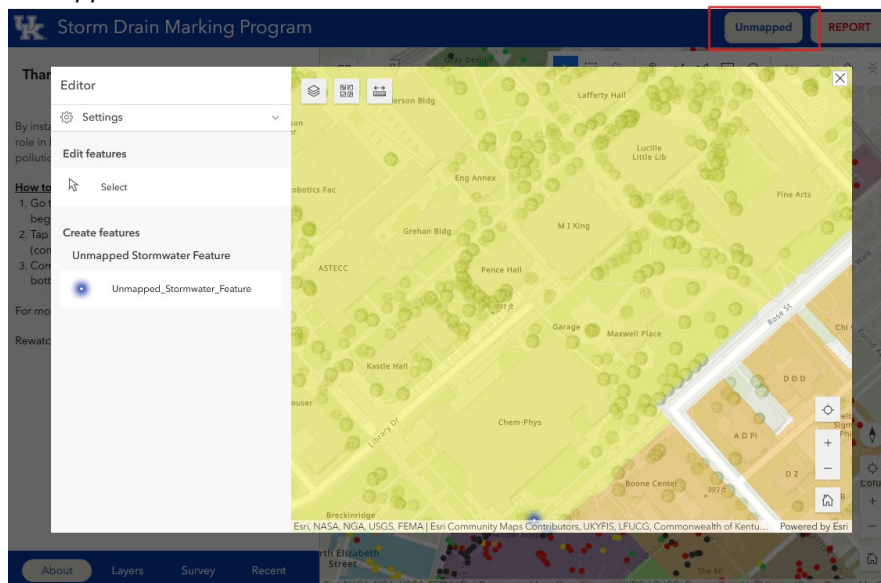
e. Area Photo, ex:



- d. Tap the “Submit” button at the bottom of the survey
  - i. Once the survey has been submitted, another blank survey form will load. Move to the next drain and repeat process. Always be sure the form has the same ‘Structure ID’ as the selected drain on the map.
  - ii. Go to the “Recent” tab if you want to review your submissions from the current day. May need to refresh browser to see recent entries. *Note: if the drain marked field is updated in the form, this change will not reflect on the map until the next day.*

### III. Reporting Unmapped Storm Drains

- a. Tap on the button in the upper right corner of the screen that says “Unmapped”- if you are on a small mobile device, in the lower left corner select the “+” button to add an unmapped drain



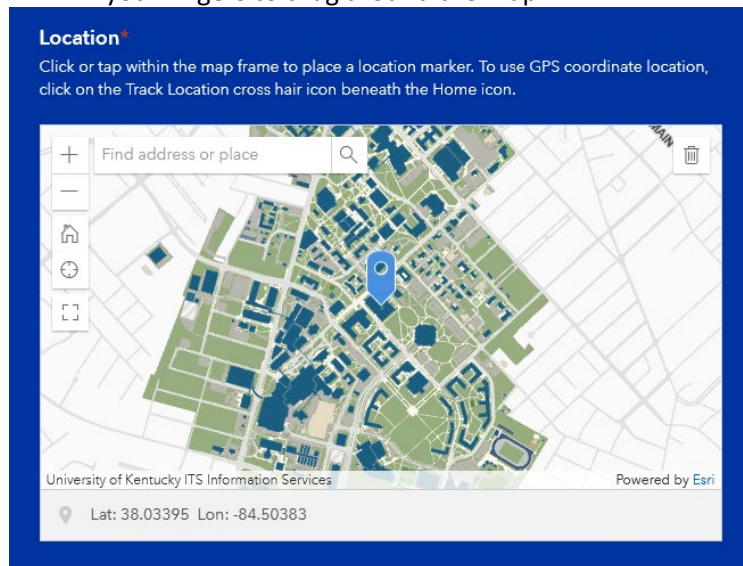
- b. In the new window, select the ‘Unmapped\_Stormwater\_Feature’ button under ‘Create Features’

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- c. Click on the map to add a point for the unmapped storm drain location, add comments as needed, then select the blue 'Create' button in the lower left corner to save
- d. To get out of editing session, press the button in the upper left corner to go back to the menu options or close out of the window
- e. If you need to edit a point that is already on the unmapped map, select the 'Select' button under 'Edit Features' and click on the feature you want to update. Once the feature is selected you can move or delete as needed. If you make changes to an existing feature, be sure to hit 'Update' before leaving the screen to save the changes.

### IV. Reporting Illicit Discharge Features *(NOTE: EQM will review submissions before posted online)*

- a. If you are connected to a Wi-Fi network, disconnect, and use data for better GPS reading
- b. Tap on the button in the upper right corner of the screen that says "REPORT" – *if you are on a small mobile device in the lower left corner select the "red flag" button*
  - i. The Illicit Discharge survey will open in a new tab
  - ii. Fill out the Survey questions
    1. Provide a Brief Description of the Issue
    2. Location
      - a. This should auto-place a marker on your location, if it doesn't you can click on the crosshair icon below the home icon, and it will place the marker on your location.
      - b. If the marker is not accurate, you can tap the map and place the marker yourself.
        - i. Use the zoom tools to zoom in to your location and use your fingers to drag around the map.



3. Location Description
4. Photo Attachment
5. E-Mail Address
- iii. Once all questions have been submitted, tap on "Submit" at the bottom of the survey
  1. A confirmation screen will display once the survey has submitted. Once you see this screen, you can close the tab and go back to the app.



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## Survey Review Dashboard:

<https://survey123.arcgis.com/share/fbaee0482778421f94a74c16ed5034f2/result?portalUrl=https://ugis.portal.uky.edu/arcgis>

## Trouble Shooting:

- If you are experiencing issues with the app, please try to reload the web page, or try a different browser.
- Contact [geospatial.requests@uky.edu](mailto:geospatial.requests@uky.edu) if there are problems with the app or survey form.

# Web Application – Quick Guide

*View may vary depending on device*

**Thank you for participating in the UK Storm Drain Marking Program!**

By installing storm drain markers, you are taking an active role in helping the University prevent stormwater pollution.

**How to use this app:**

1. Go to your designated zone and locate a storm drain to begin
2. Tap on the feature, and go to the 'Survey' tab below (confirm the Structure ID matches the selected feature)
3. Complete the Inspection Form and hit "Submit" at the bottom of the survey

For more detailed help documentation please click [here](#).

Rewatch the [Stormwater Drain Badging Video](#) if needed.

[Report an Illicit Discharge](#)

**About -** Displays information about the Web App and links to help documentation

**Layer List -** Allows you to turn on/off layers and display the legend for the layers that are turned on

**Survey -** open Survey123 Drain Marking Survey form for selected feature

**Recent -** view recent submissions

**Zoom Tools -** These will Zoom the map in and out

**Home Extent -** This will center and zoom the map to the starting extent

**GPS Location -** This will center the map on your location

**Collapse Panel -** This will close the side panel to show more of the map

**Illicit Discharge Form -** link to the Illicit Discharge Survey Form

**REPORT**

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