

Instructions for using the electronic version of the SWPPP and WPCP Templates

This SWPPP template was developed by in accordance with current (Jan. 2003) Caltrans computer standards, using PC computers and Microsoft® Word 2000. The template has been tested and it functioned without errors. Microsoft® Word contains special protection against macro viruses. In order for the template to work properly, enable the medium macro security option by under the TOOLS, MACRO, SECURITY screen.

The objectives of the SWPPP and WPCP templates are to:

- (1) Provide easy data entry for contractors to prepare SWPPPs/WPCPs (instructions and examples can be viewed in the template while the SWPPP/WPCP is being prepared).
- (2) Provide consistency in content and format of all SWPPPs/WPCPs prepared and submitted to Caltrans (thus making the SWPPP/WPCP review process more efficient).

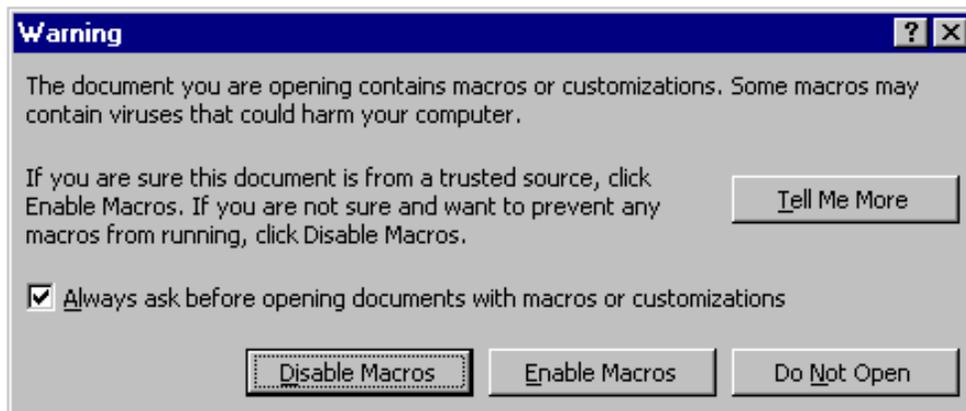
Contractors and other users may download the template from the Caltrans Web site at:

<http://www.dot.ca.gov/hq/contruc/>

The template has its own macros that were developed to include a small tool bar with five buttons:



When opening the file from Microsoft® Word, the user may get the following screen:



In order for the macros to work properly, click on the ENABLE MACROS button.

WARNING: The template document is protected, disabling protection of may cause problems or may disable the macros and the document may not work properly.

The template has been automated in such a way that when the user types some of the Title Page fields (the project name, contract number, contractor company and date of the SWPPP preparation) the data will automatically flow to the headers and footers of all sections of the document. The process of creating a Table of Contents has also been automated so that the correct titles and page numbers will show in the table of contents when printing the document.

The various sections of the SWPPP template contain color-coded headers for instructions (blue), examples (teal) and required text (red). These color coded headers indicate that the text following the header provides instructions for preparing the section; an example of what the user may include in developing the SWPPP; or what text that is required for developing a SWPPP that complies with Caltrans requirements. User(s) developing a SWPPP will enter additional text only after and under the "Required Text" headers. After entering text in a field, **press the TAB key** to go to the next field (not the Enter key).

Once a user has developed the text for the various sections of the SWPPP, a draft SWPPP, including instructions, examples and the completed text for each section, can be printed. The instructions include "check box" items that the preparer may use to visually review the printed version of his/her own work and check each of the instructions' items (and check boxes) as they are completed.

The final SWPPP can then be viewed to check format and perform final edits as necessary. The final document can be printed without instructions and examples by clicking on the INSTRUCTIONS/EXAMPLES button and choosing the HIDE option, or by going to the menu bar in MS Word, selecting the "TOOLS" menu, selecting "OPTIONS" and making sure that the HIDDEN TEXT checkboxes under both the VIEW and PRINT tabs are cleared.

The FORMAT OPTIONS button will allow the users to insert titles, paragraphs, bullets, bold text, underline text, and insert page breaks. DELETE LINE will allow the user to delete any lines that may be blank in the required text sections. If one too many lines are deleted, use the UNDELETE button.

The NAVIGATION TOOL button provides the user with a easy way to navigate through the various sections and subsections of the document.