MyTDEC Forms Application: *Finding Outfalls for Permit Sites*

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Version 1.3

How do I find the appropriate outfall(s) for a permit site?

Overview

The following document will provide step-by-step guidance on how to locate the outfalls of a site. This job aid covers instructions on finding outfall coordinates after you have already started a form. If you need assistance locating a specific form as well, please see "FAQ Job Aid How to Find a Form".

Step-by-Step Guide

Step 1- Navigate to "Outfall(s)"

From within an opened form, begin by navigating to the **"Outfalls"** section, as shown below.
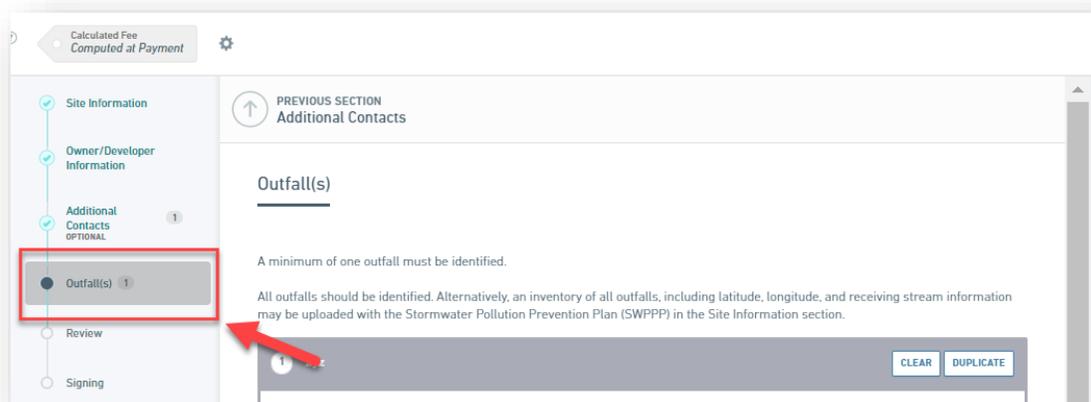
Figure 1 Outfall(s) Information Section

Step 2 – Unique Identifier and Location Coordinates

Once you see the screen below, complete all the fields listed, beginning with the **"Unique Outfall Identifier (e.g. SW1)".** The identifier **must be** between 3 and 4 characters and contain only numbers and letters. An example unique outfall identifier of "SW1" is provided.

The easiest way to determine the **Location Coordinates** is to enter the address in the **search bar** at the top of the map, as shown in the image below. A list of possible addresses will open in a drop-down menu below the search bar. Click on the specific location of your outfall, and the latitude and longitude of that site will be **automatically populated** into the form. The **Latitude and Longitude boxes** are also highlighted at the bottom of the image below.

Figure 2 Map and Coordinates of Outfall

Step 3 – Waterbody Identification

Next, **identify the receiving waterbody**. To do so, you can type the name, enter the ID, or select the waterbody from the dropdown bar. If you need assistance with identifying the receiving waterbody, a link to the **DWR Waterbodies Spatial Tool** is provided.
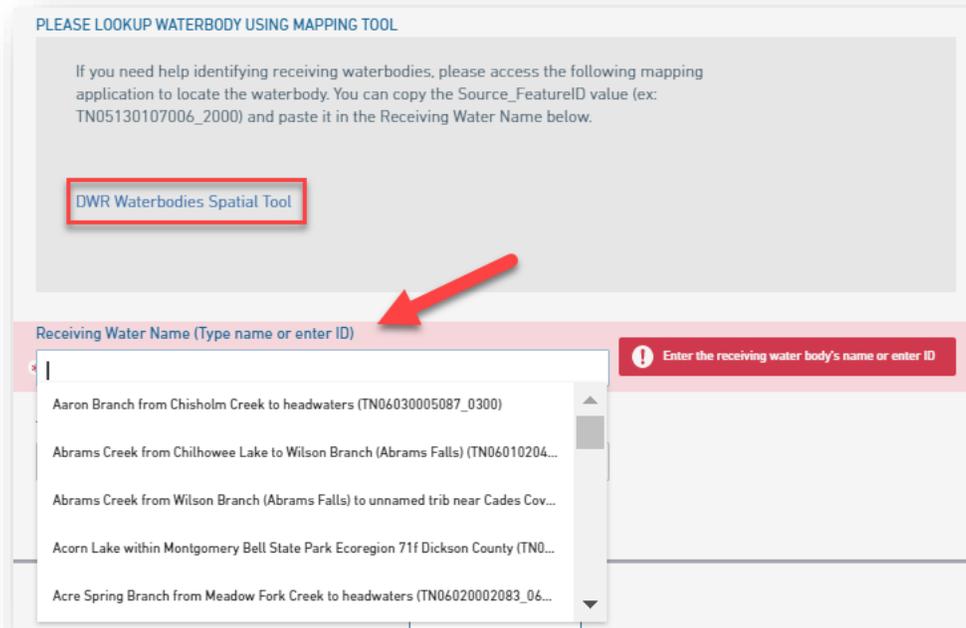
Figure 3 Waterbody Identification Methods

Step 4 – Designating Total Drainage Area

After inputting the receiving waterbody name, please enter the **Total drainage area for the outfall (Acres).** This value should be provided in acres.
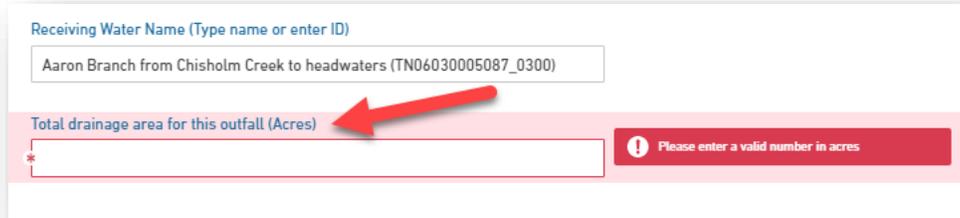
Figure 4 Drainage Area Identification

Step 5 – Duplicate, Add or Continue with the Form

After adding in the total drainage area, you now have three options. These are to **duplicate** the outfall information you just created, **add a new outfall**, or continue to **review** and eventually submit the form. If there are no other outfalls to report, please select **"Next Section: Review".** Each of these options is highlighted below.

Note: Each outfall (even if duplicating) needs to have its own individual identifier. When selecting the duplicate button, it will duplicate the same identifier, which will need to be changed to its own unique name 3-4 characters in length.
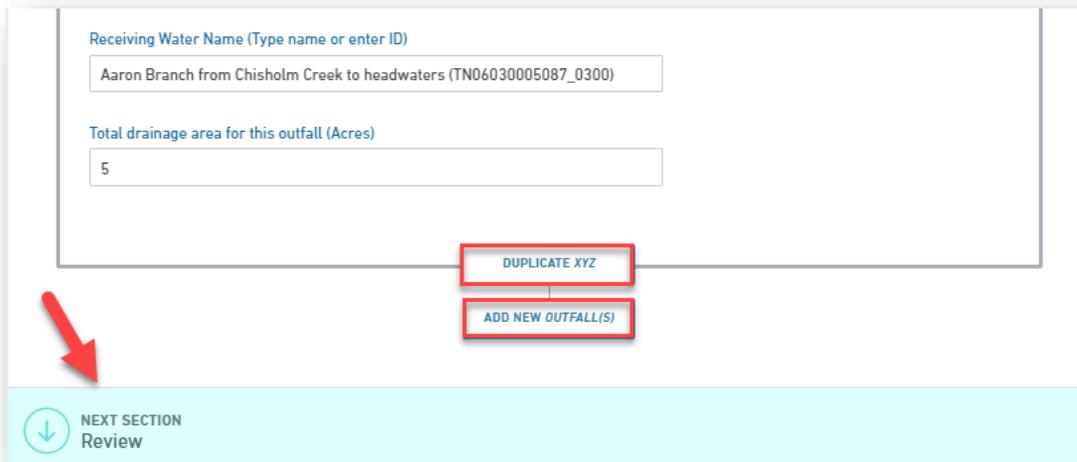
Figure 5 End of Outfall Process