

Supplementary Materials For  
Centralized Stormwater Repository

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## **Appendix 1 - Research Criteria Matrix**

See Excel file names "Research Criteria Matrix" on project site page

## Appendix 2 - Example of Interview Questions

Preamble:

We are a group of students from Worcester Polytechnic Institute's Water Resource Outreach Center. We are conducting this interview to learn more about the MS4 Permit and related information to help us develop a centralized repository of resources for the Massachusetts Statewide Municipal Stormwater Coalition (MSMSC). This project is being conducted in collaboration with the MSMSC and we appreciate your assistance. Your participation in this interview is completely voluntary and you may withdraw at any time. By completing this interview you consent that any information given can be used in our research. Please let us know if you would like us to keep your identity confidential. If interested, we are happy to provide you with our data from the interview as well as the final results at the conclusion of this study. If you have specific questions about this research please feel free to contact us at:

[mwroc18mmswc@wpi.edu](mailto:mwroc18mmswc@wpi.edu). You may also contact our WPI project advisor, Corey Dehner, at [cdehner@wpi.edu](mailto:cdehner@wpi.edu).

Read this to provide additional background information about project:

Before we actually begin the interview, I would like to take a moment to talk about our project a little bit so you have an idea of what we hope to achieve by the end.

Our project is to design and develop a centralized stormwater repository for the Statewide Stormwater Coalition. We are simply designing the container that will hold materials that will be uploaded by the Coalition. We've developed a list of criteria already that we believe are essential to the success of the repository . A few other things that we need to consider like who

will house the actual repository and maintain it. But yeah, that's a brief summary of our project, do you have any questions for us.

Creating a Rapport:

1. How did you get into this field?
2. How did you first get started and involved in the Central Massachusetts Regional Stormwater Coalition (CMRSWC)?

MS4 Permit Questions:

1. After talking to Fred Civian, we understand that one of the biggest concerns of the new Permit is that it is extremely detailed and more specific compared to the 2003, could you talk a little bit about this?
2. Due to it being more detailed how do you plan on overcoming the financial strain of the permit?
  - a. How do you plan on getting money from the town?
3. How do you think you will plan on meeting the requirements?
4. Are there any other additional concerns you have regarding the MS4 permit?
5. Due to this increased specificity of the MS4 permit, it creates even more financial strain and difficulties in terms of workforce to work towards compliance for some municipalities. Could you speak more on this topic?

Repository Questions:

1. Could you talk about the difficulties communities are currently facing in terms of finding information?
  - a. How do you think a centralized repository may be helpful?
2. If we were able to produce an ideal repository, how would you envision it?
  - a. For example, what are some key characteristics you would like it to include to make searching for information much easier or to have it look more appealing or possibly have an events calendar or news update.
  - b. We've also talked to other members of the Statewide Coalition and they talked a lot about user interactions, is this something you would like to have in the repository?

#### Housing

1. One of the big topics we have to consider in our project is how the repository will be housed and who maintains it. This is a very hard topic for us but we've discussed as a group that it may be best for the MassDEP to host such a large repository. Do you have any thoughts on this or even other suggestions about how the repository can be housed?

#### Conclusion:

1. As we move forward with our project, do you have any final recommendations you would like to give us about how we should go about designing and developing the centralized repository?
  - a. Do you have any other people you would suggest talking to?

**Appendix 3 - Interview Criteria Matrix**

See Excel file named “ Interview Criteria Matrix” on project site page

**Appendix 4 - Combined Matrix of Interview and Research Criteria**

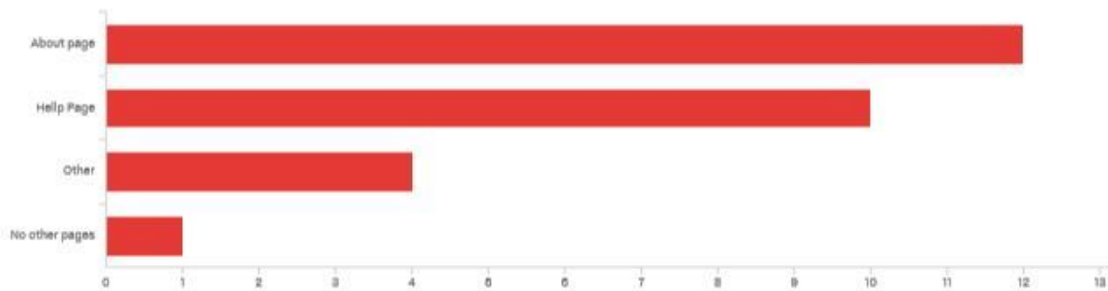
See Excel file named “Combined Matrix of interview and Research Criteria” on project site page

# Appendix 5 - Coalition Criteria Survey Results

## Default Report

Stromwater Materials Repository  
April 17, 2018 12:08 PM MDT

Section 1: Other Pages to Include In this section we would like to know what Other Pages you would be interested in having included in the Central Repository Other than the main search and results page other pages to include in the repository could be



Q17\_4\_TEXT - Other

^  
Other

Simple INDEX Page Listing all the Documents by major category and then name/subject

link to permit page (EPA): events

I think it is important to provide information on how to site sources/credits for the materials in the repository since we will be reproducing and re-using the materials at our own events and functions

Showing Records: 1 - 3 Of 3



Section 2: Organization, Use and Sharing of Stormwater Materials In this section we are seeking feedback on the organization, use and sharing of Central Repository materials

Please check which aspects you would like in the Central Repository (check all that apply)



- Document description: Give each document a description of what it is used for (28%)
- Upload Form: A Form to submit new materials to the repository (26%) ■ Organize documents based on requirement (26%)
- Download Tracking: Track the Number of downloads of each document (19%) ■ Other (2%)

#	Field	Choice Count
1	Upload Form: A Form to submit new materials to the repository	25.53% 12
2	Download Tracking: Track the Number of downloads of each document	19.15% 9
3	Document description: Give each document a description of what it is used for	27.86% 13
4	Organize documents based on requirement	25.53% 12
5	Other	2.13% 1
		47

Showing Rows: 1 - 6 Of 6

Q14\_5\_TEXT - Other

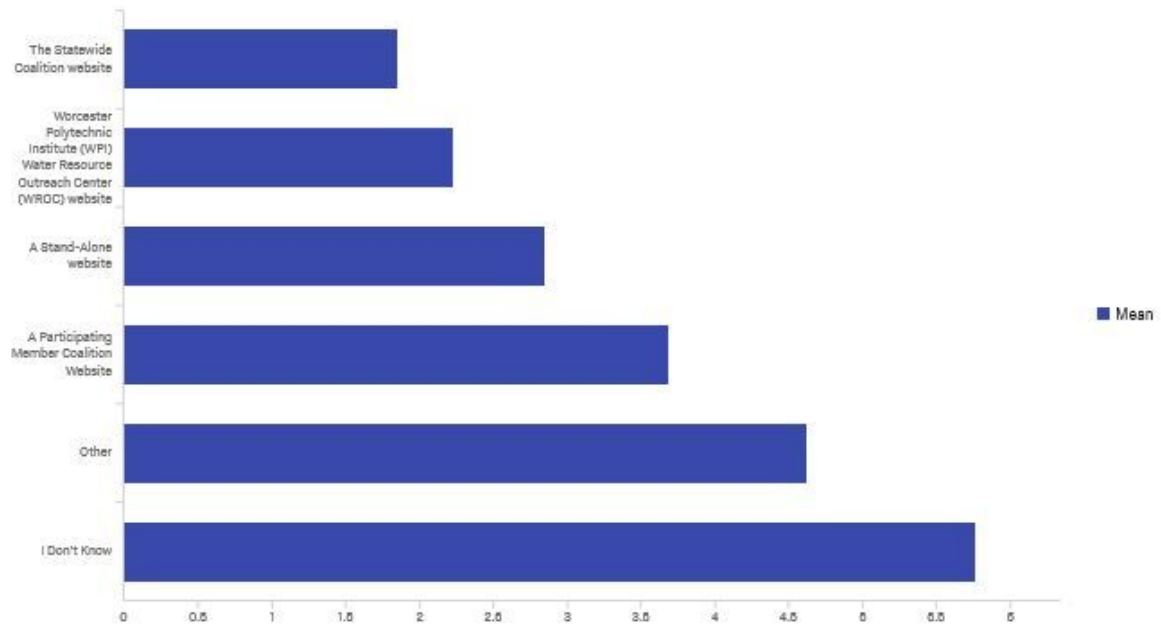
Other

Tag documents based on permit Minimum Control Measures

Showing Records: 1 - 1 Of 1

Section 3: Location of Central Repository In the section we would like to know which potential Central Repository location you prefer. The Central Repository will be accessible via internet. Which site would you feel most comfortable having the Repository located? (please rank, Click and Drag each entry to re-order)

Housing Preference (Lower is more desirable)



Q20\_5\_TEXT - Other

Other

MassDEP

MassDEP website

Showing Records: 1 - 2 Of 2

Section 4: Repository Update notifications In this section we would like your insight on whether you would like the Central Repository to send out regular emails when a section of it has been updated with new materials Please mark what kind of notifications you would like to see the Central Repository use (check all that apply)



Stormwater Event email: a regularly scheduled email about stormwater events (43%)

Update email: an automated message about updates to the repository (38%) I don't know (10%)

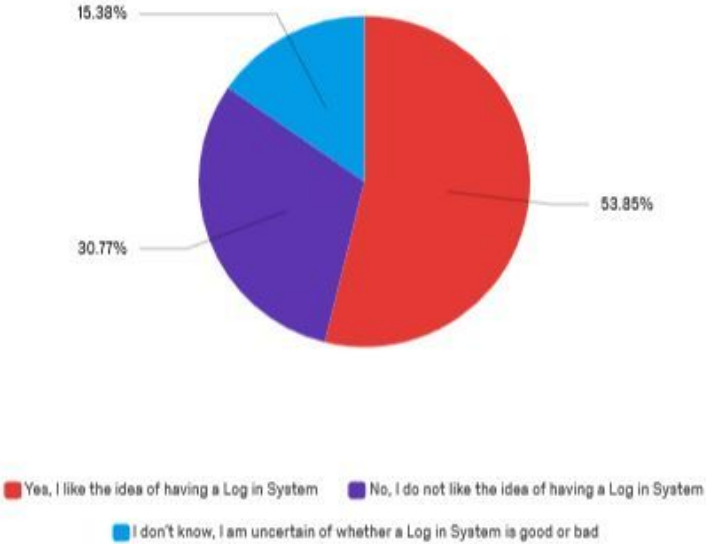
I don't want any repository notifications (5%) Other (5%)

Other

Other

Once a month is enough

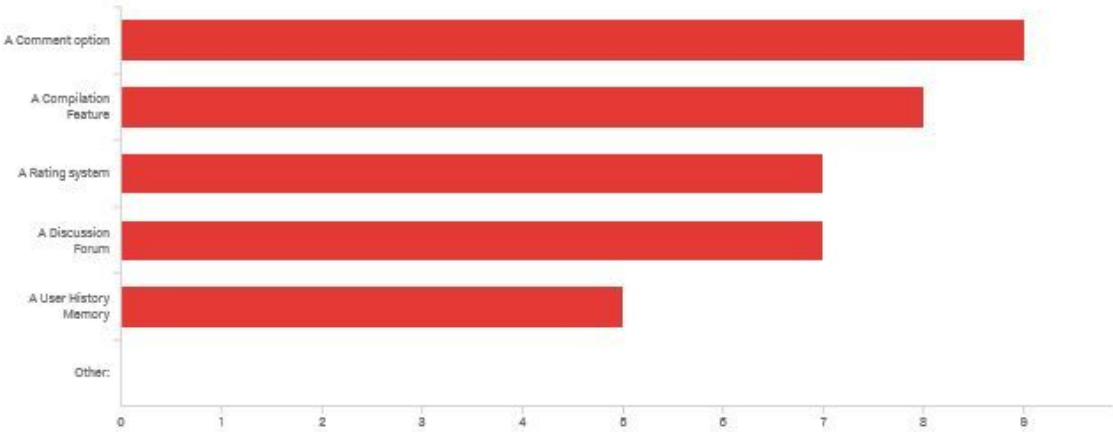
Section 5: Log in System In this section we will ask you questions related to a Log in System: a method that can be used to track people's access to the Central Repository. The Repository would potentially require a Username and password for users to access it. The benefits of a Log in system include: ability of users to comment on documents and the ability of the Central Repository to remember which documents each user has used in the past. The downsides of a Log in system include: requiring someone to manage accounts and verify users, some material would require a log in to access (Check Yes or No)



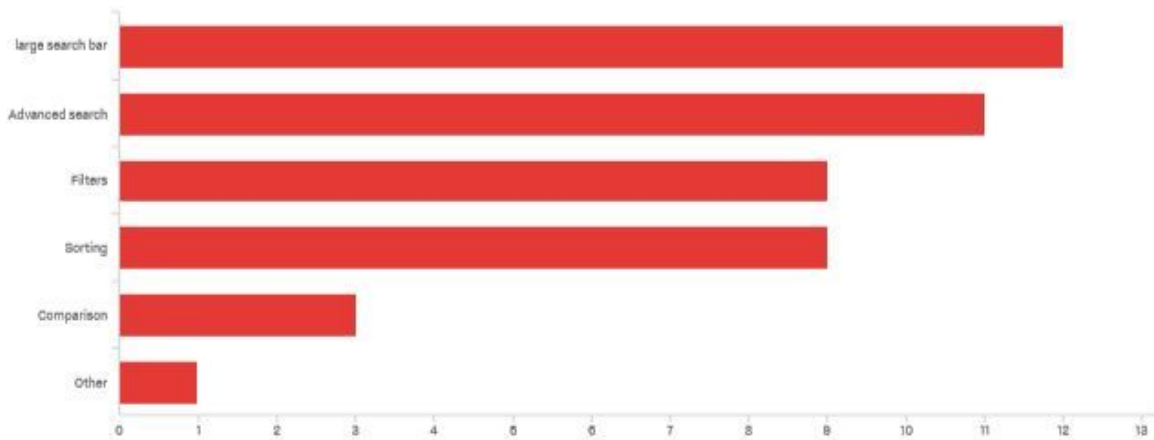
#	Field	Choice Count
1	Yes, I like the idea of having a Log in System	53.85% 7
2	No, I do not like the idea of having a Log in System	30.77% 4
3	I don't know, I am uncertain of whether a Log in System is good or bad	15.38% 2

Please check which functions you would like to see included as part of the log in system

(check all that apply)



Section 6: Search abilities In this section we would like to know what Search abilities you would like the Central Repository to have The repository will have a searching function to find the materials. Please select which search functions you would like present on the Central Repository (check all that apply)



Other

Other

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Suggestions based on other selections

Showing Records: 1 - 1 Of 1

**End of Report**

## Appendix 6 - Repository Evaluation Rubric

### Repository Evaluation

#### 1. Repository Name

Short name and URL

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#### 2. Name

Mark only one oval.

Luca

Tien

Jon

Daniel

#### 3. Modern Look

Aesthetics

Mark only one oval.

1      2      3      4      5

Outdated (Looks Eh)                  Very Modern (Looks Good)

#### 4. Other Comments on Looks

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#### 5. Simple Layout

Mark only one oval.

1      2      3      4      5

Confusing                  Very Simple

**6. Multimedia**

*Check all that apply.*

- Pictures
- Videos
- News Feed
- Social Media
- Other: \_\_\_\_\_

**7. News letter or notification for updates**

*Mark only one oval.*

- Yes
- No
- Other: \_\_\_\_\_

**8. Responsive/ Accessibility**

*Check all that apply.*

- Works on phone
- Window can be resized while preserving usability

**9. Explains Results**

Gives more useful information about result

*Mark only one oval.*

	1	2	3	4	5	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes

**10. Able to download results**

*Mark only one oval.*

- Yes
- No
- Other: \_\_\_\_\_

**11. Log in system**

*Check all that apply.*

- Yes
- No
- Other: \_\_\_\_\_



**12. Comment system**

*Check all that apply.*

- Yes
- No
- Only available to users
- Other: \_\_\_\_\_

**13. Search Bar**

*Mark only one oval.*

- Yes
- No
- Other: \_\_\_\_\_

**14. Filters**

can select specified terms to narrow results  
*Mark only one oval.*

- Yes
- No
- Other: \_\_\_\_\_

**15. Comparison**

Allows comparison between results  
*Mark only one oval.*

- Yes
- No
- Other: \_\_\_\_\_

**16. Sorting**

i.e. Time based, Relevance  
*Mark only one oval.*

- Yes
- No
- Other: \_\_\_\_\_

**17. Advanced Search**

*Mark only one oval.*

- Yes
- No
- Other: \_\_\_\_\_

**18. Navigation System**

What do you use to maneuver the website?

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**19. Content is ordered logically**

*Mark only one oval.*

- Yes
- No
- Other: \_\_\_\_\_

**20. Other Comments**

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**Appendix 7 - Repository Evaluation Matrix**

See Excel file named "Repository Evaluation Matrix" on project site page

**Appendix 8 - Housing Matrix**

See Excel file named "Housing Matrix" on project site page

**Appendix 9 - Hosting Matrix**

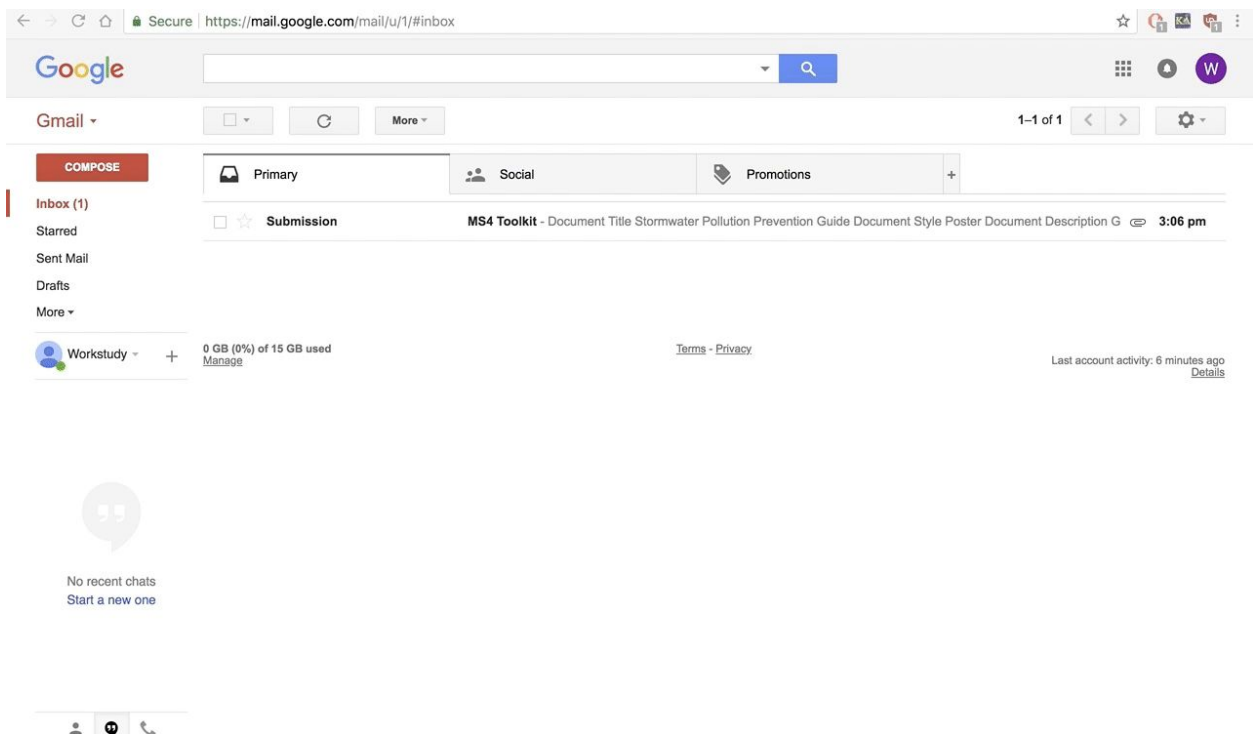
See Excel file named "Hosting Matrix" on project site page

**Appendix 10 - Development option Matrices**

See Excel file name "Development option Matrices" on project site page

## Appendix 11 - How to review Forms

1. Access the [MS4toolkitWS@gmail.com](mailto:MS4toolkitWS@gmail.com)
2. Open the submission email
3. Review the data and see that it is filled out properly
4. If so, download the material attached to the email
5. Go to Google Drive
6. Open the Accepted Submission Forms on the Drive
7. Upload the Material by dragging and dropping or locating on computer
8. Fill out the form
9. Once complete, press “Send”
10. All results from form will automatically be uploaded to the “Materials that require vetting” Spreadsheet in the Drive, found in the “For Advisory Board” folder.



Secure | [https://docs.google.com/forms/u/1/d/1qOg5mDdcRvDc2EBz8OyNfFr0qRDsgg\\_o1AE9bXPdqmQ/edit?usp=drive\\_web](https://docs.google.com/forms/u/1/d/1qOg5mDdcRvDc2EBz8OyNfFr0qRDsgg_o1AE9bXPdqmQ/edit?usp=drive_web)

Open Preview in the Top Right Corner

Waiting for docs.google.com...

ms4-cic-residential...doc

Show All

## Appendix 12- List of Emails for Workstudy

### [MS4ToolkitWS@wpi.edu](mailto:MS4ToolkitWS@wpi.edu)

- Email alias
- Owner: Corey Dehner
- Sends emails to [MS4ToolkitWS@gmail.com](mailto:MS4ToolkitWS@gmail.com)

### [MS4ToolkitWS@gmail.com](mailto:MS4ToolkitWS@gmail.com)

- Username: [MS4ToolkitWS@gmail.com](mailto:MS4ToolkitWS@gmail.com)
- Password:
- Owner: The Work study Student
- Ownership must be transferred whenever work study student changes by sharing username and password
- Google account used to create and manage google drive to review submitted materials
- Send emails to [MS4Toolkit@wpi.edu](mailto:MS4Toolkit@wpi.edu)

### [MS4Toolkit@wpi.edu](mailto:MS4Toolkit@wpi.edu)

- Email alias
- Owner: Corey Dehner
- Must be updated whenever the advisory board changes
- Sends emails to email address of individuals on the advisory board

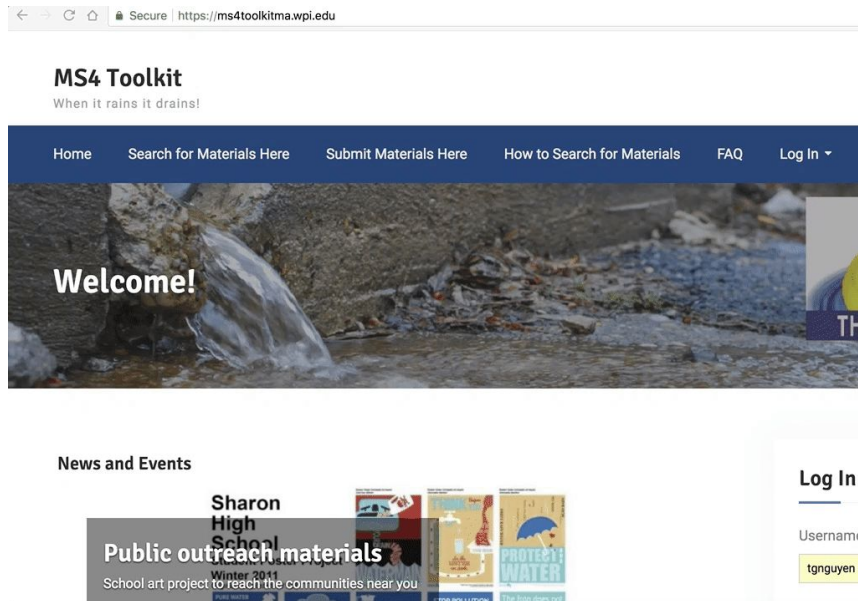
### [MS4Toolkit@gmail.com](mailto:MS4Toolkit@gmail.com)

- Username: [ms4toolkit@gmail.com](mailto:ms4toolkit@gmail.com)
- Password:
- Used for being an administrator on WordPress
  - Administrators can add more users and subsequently make them administrators
  - Administrators can directly edit and upload materials to the WordPress
- Used for accessing the Advisory Board Google Account if needed

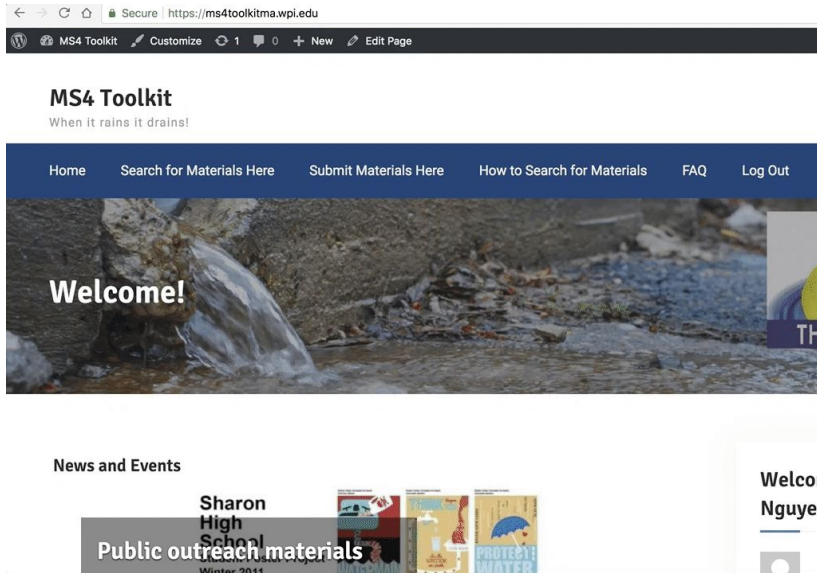
## Appendix 13 - Uploading Workflow

How to upload materials to the Wordpress Repository

1. Download the approved materials
2. Go to <https://ms4toolkitma.wpi.edu/>
3. Log in



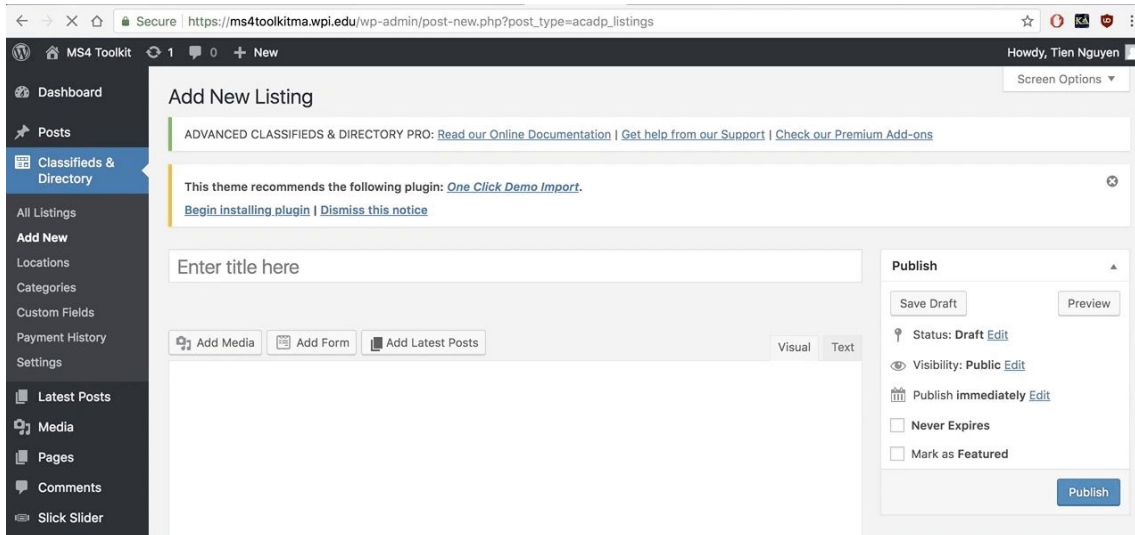
4. Access the admin dashboard
5. Click or Hover over Classified and Directory Plug in tab
6. Click "Add new" to upload new materials to repository



7. Fill out uploading form and all relevant information

- a. Ignore Contact Details
- b. Ignore Images if not applicable
- c. Ignore Video if not applicable
- d. Ignore author

8. Click "Publish" when complete





## Appendix 14 - Vetting Process

1. Someone completes the “submit materials here” form
  - a. This form automatically sends to [MS4ToolkitWS@wpi.edu](mailto:MS4ToolkitWS@wpi.edu)
    - i. Within this email alias, is the Gmail account we created for the work study students, [MS4ToolkitWS@gmail.com](mailto:MS4ToolkitWS@gmail.com)
2. The Work study student will access this email on a weekly or biweekly basis to review all submitted forms
  - a. Reviewing will include that all fields are filled out properly and are descriptive
3. For all “approved forms”, the work study student will fill out a created google form and input all appropriate fields using the information on the approved forms. This will automatically input all the data into a google spreadsheet
4. The work study student will email [MS4Toolkit@wpi.edu](mailto:MS4Toolkit@wpi.edu), which will contain all the emails of the individuals of the advisory board
  - a. If the advisory board changes, the owner of the alias will have to update it accordingly
  - b. The email will notify the advisory board that X amounts of forms have been approved and are waiting for their review and will include a link to the spreadsheet
    - i. A link should be included every time just in case the advisory board forgets how to locate the google drive/sheets
5. The advisory board will go through the material and vet them. After vetting, any accepted materials should be highlighted yellow. Any rejected materials should be highlighted red.
6. The work study student should check this spreadsheet on a weekly or biweekly basis and will upload any materials that got approved by the advisory board
  - a. The student should also go in and highlight all uploaded material green, to keep things organized and coded.
  - b. See uploading guide for more information regarding uploading