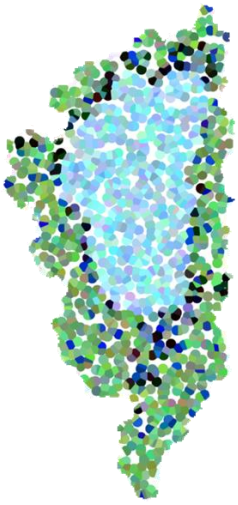
User Guidance

Lake Clarity Accounting & Tracking Tool



US Army Corps of Engineers
Sacramento District

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The Lake Clarity Accounting and Tracking Tool was developed to support the Lake Tahoe Total Maximum Daily Load and Lake Clarity Crediting Program information storage and reporting needs. Guidance was provided by a project coordination team comprised of urban jurisdiction and regulatory personnel who will be users of the tool within the context of these programs. This product was funded by the US Army Corps of Engineers and the TMDL Development Team.

Product prepared by:

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LAKE CLARITY ACCOUNTING & TRACKING TOOL OVERVIEW

The Lake Clarity Accounting and Tracking Tool (A&T Tool) supports the Lake Tahoe Total Maximum Daily Load (TMDL) and Lake Clarity Crediting Program (Crediting Program) information storage and reporting needs. It tracks load reduction estimates for pollutant control actions and accounts for Lake Clarity Credits (credits). The summaries and reports of the A&T Tool help users determine regulatory compliance and inform progress toward meeting overall TMDL load reduction milestones and Environmental Improvement Program (EIP) goals.

Lake Tahoe TMDL & Lake Clarity Crediting Program Background

The Lake Tahoe Total Maximum Daily Load (TMDL) will establish formal fine sediment particle (FSP), nitrogen (N) and phosphorous (P) load reduction requirements for the Tahoe Basin. The Crediting Program defines how urban jurisdictions will estimate the load reductions expected from implementation of pollutant controls and report the conditions of pollutant controls in annual stormwater reports. Lake Clarity Credit (credit) requirements will become the basis for determining regulatory compliance in National Pollutant Discharge Elimination System (NPDES) permits and Memoranda of Agreement (MOA).

A&T Tool Functions

The A&T Tool stores information related to credits and associated load reductions, and generates reports by individual catchment, jurisdiction, and source category and for the entire Tahoe Basin. The A&T Tool performs the following functions:

- Stores load reduction estimates and inventory information for catchments.
- Stores inspection results and enables comparison of self-inspection and validation-inspection results.
- Calculates credits from urban catchments based on annual inspection results.
- Manages the declaration and award of credits for specific urban catchments and tracks the distribution of credits among urban jurisdictions.
- Provides users with a means to assess progress toward achieving load reduction milestones and credit requirements.

Figure 1 provides a database overview illustrating dataflow within the A&T Tool and shows the resulting summaries and reports produced by the A&T Tool. Box colors illustrate user type and provide orientation to the interactions between users. Box shapes indicate if the data is a user entry (rectangle) or a database product (oval).

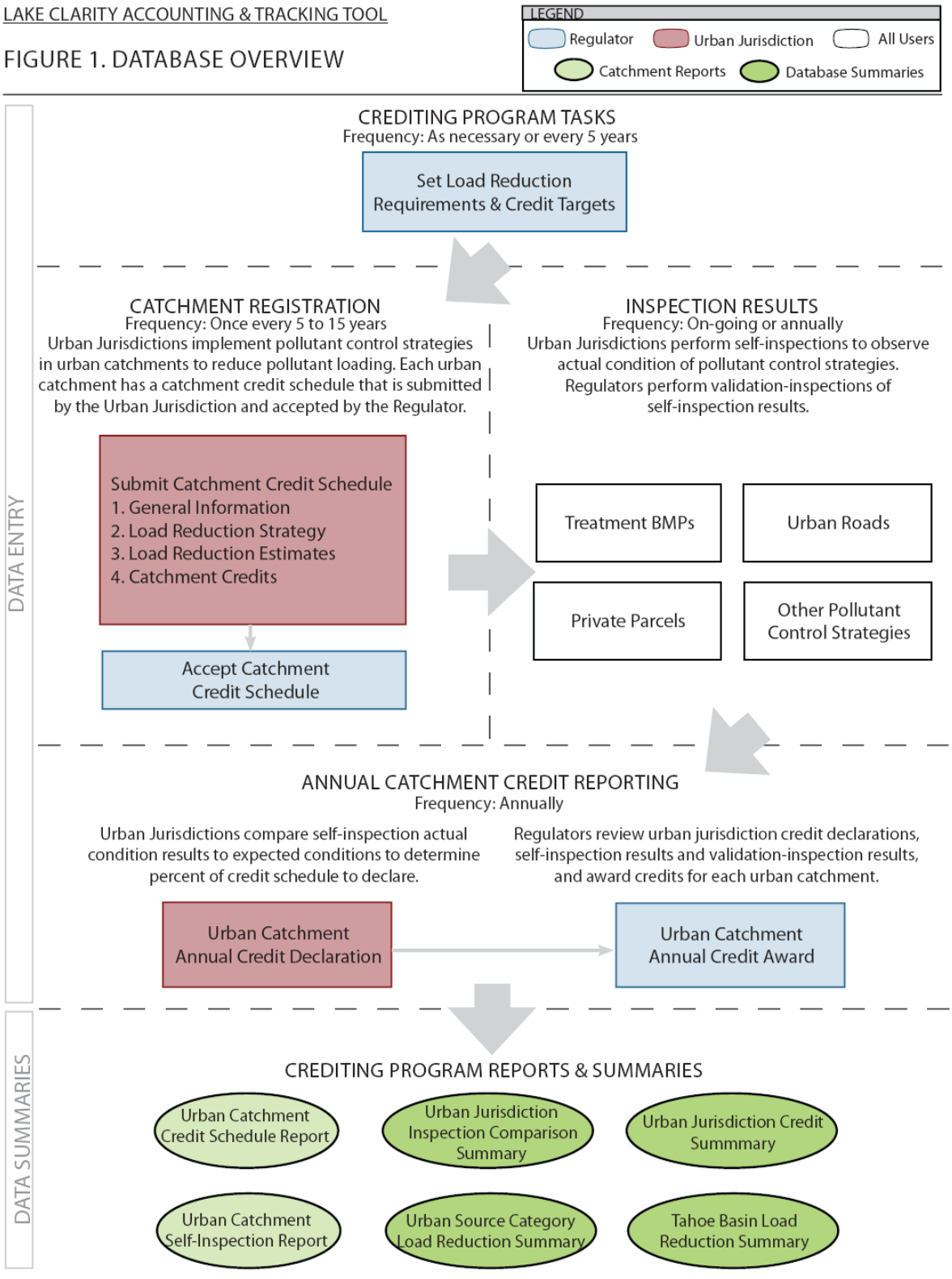

Figure 1. Database Overview - Illustrates dataflow within the A&T Tool and the resulting summaries and reports produced by the A&T Tool.

A&T Tool Users

Primary Users

Urban jurisdictions are Lake Tahoe municipal governments and departments of transportation who directly implement pollutant controls to reduce pollutant loading. They use the A&T Tool to enter and store information related to their load reduction estimation calculations, to report self-inspection results, and to declare credits.

Regulators include TMDL and Crediting Program managers, and staff members from regulatory agencies. They use the A&T Tool to validate inspection results, approve and award credits, and sum credit and load reduction information across multiple catchments to determine compliance with individual urban jurisdiction load reduction and credit requirements. They also use the A&T Tool to evaluate progress toward meeting the Clarity Challenge and TMDL implementation milestones.

Other Users

Non-urban jurisdictions are entities other than urban jurisdictions that directly implement pollutant controls to reduce pollutant loading, Non-urban jurisdictions are primarily state and federal land managers. They use the A&T Tool to enter and store information related to their load reduction estimation calculations.

Grantors include government agency staff involved with funding capital improvement projects and programs aimed at achieving load reductions. They use the A&T Tool to enter validation-inspection results and generate reports and summaries to help evaluate the effectiveness of projects and programs.

Scientific advisors are investigators from universities, consulting firms and agencies who may use the A&T Tool to access load reduction estimates for comparison with monitoring results and to draw links between Tahoe Basin load reductions and lake clarity. These analyses will inform adaptive management decisions to adjust Crediting Program requirements and protocols.

GUIDANCE DOCUMENT INTRODUCTION

This user guidance document describes how to use the A&T Tool and assumes that the user has detailed familiarity with the Crediting Program and the information to be entered into the A&T Tool. This guidance references Crediting Program Handbook (Handbook) steps and the Catchment Credit Schedule (CCS) Form and Technical Guidance when appropriate, but does not provide users with specific details or technical and functional reasoning for the data entry requirements. This guidance also refers to Appendices A and B of the Handbook which include a complete CCS and accompanying example narratives. Refer to the Handbook for additional operational and technical guidance related to developing credit schedules, performing condition assessment inspections, and reporting[1].

[1] References in this guidance document are based on the September 2009 version of the Handbook and may require updates as the Handbook is revised.

Users of the A&T Tool are expected to have extensive experience with the data requirements and operational tools and templates of the Handbook, and specifically the Catchment Credit Schedule. For more information, review the Handbook and Appendices A and B for example narratives.

To download the current version of the Handbook, visit
http://www.swrcb.ca.gov/rwqcb6/water_issues/programs/tmdl/lake_tahoe/index.shtml

or

http://ndep.nv.gov/BWQP/tahoe.htm

Guidance Document Methods

This document acts as a comprehensive resource that provides context, instruction and demonstration of necessary steps within the A&T Tool. It includes both screencasts and figures to assist new users as they become accustomed to the A&T Tool and to re-orient experienced users.

Screencasts

Screencasts are short (typically two to five minutes in length) video tutorials with informative narratives that explain the functions of the A&T Tool and provide live-action demonstration of how users perform various operations within the A&T Tool. They use example information drawn from Appendix A and B of the Handbook to demonstrate A&T Tool functions. Users can access screencasts by clicking on the hyperlinked text or screencast icons within this document.

Screencasts are found throughout the A&T Tool User Guidance Document. To view the screencasts, ensure you have an active internet connection and click on hyperlinked text or screencast icons (pictured below).

Figures

Figures provide general context and specific orientation for primary users of the A&T Tool. They provide a conceptual overview of the processes, dataflow, reports and summaries of the A&T Tool. There are three main figures in this document:

Figure 1 – Database Overview

This figure illustrates dataflow within the A&T Tool and the summaries and reports the tool produces.

Figure 2 – Urban Jurisdiction Guide

This figure details A&T Tool dataflow and data review steps for the urban jurisdiction user. The figure covers all necessary tasks for the urban jurisdiction and illustrates catchment-specific processes including registration, revision, self-inspection results reporting, and credit declaration. The figure also identifies how urban jurisdictions carry out jurisdiction-

wide operations including generating summaries to complete necessary Crediting Program reporting requirements.

Figure 3 – Regulator Guide

This figure details A&T Tool data flow and data review steps for the regulator user. It illustrates the general tasks required by the Crediting Program and also the specific interactions necessary to accept catchment credit schedules, enter validation-inspection information, award credits, and generate database summaries for specific jurisdictions and the overall Tahoe Basin.

General Orientation

The A&T Tool was developed in Microsoft Access 2007. The current A&T Tool is hosted by the Tahoe Integrated Information Management System (TIIMS) and is accessible to approved users via remote virtual connection. For information regarding logging in using the virtual connection or for MS Access assistance, refer to your jurisdiction's log-in credentials provided by the regulator and view the LogMeIn screencast.

Users interact with data entry menus and forms to populate data fields with the required information. This data is stored within underlying database tables which are queried and analyzed to generate reports that can be used to summarize and report Crediting Program and TMDL progress.

Database Entry

Users enter data by clicking command buttons, entering text directly into data fields, selecting from a drop-down list, or clicking a checkbox icon within a data entry form.

- **Command buttons** initiate specific actions such as opening forms and menus, closing forms, and navigating and deleting records.
- **Text entry** allows the user to enter information directly. Some fields such as dates have format restrictions. The database provides a warning if data has been entered in an incorrect format and will not allow improper entries.
- **Drop-down lists** restrict the user to specific entries stored in the database. This standardizes data entry and minimizes user entry error (e.g. misspellings). The user can either click on the arrow and select from the provided list, or begin typing directly in the text field until the appropriate entry auto-populates.
- **Checkboxes** are used for binary (yes/no) entries. A checked box indicates a "yes" answer.

Data entry forms are presented as menus, single forms, or as tables.

- **Menus** provide the user with a list of options. The user clicks on the command button next to the desired option to select it. On some menus the user must first make a selection within the menu before clicking a command button.
- **Single forms** present one record on the screen at a time. The user adds a new record by navigating to a blank form.
- **Tables** present multiple records in rows. The user adds a new record by entering data in the bottom, empty row.

Data Entry Tips

- In a data entry form, navigate between data fields using tab (next field) or shift-tab (previous field).
- Text tips in the status bar on the lower left corner of the MS Access window provide additional description of the data field.

Common Database Errors

- **"The value you entered isn't valid for this field"**
  The data field requires a specific format (date, time, number) and will not allow invalid entries.
- **"The text you entered isn't an item in the list"**
  Data entry in drop-down lists is restricted to entries in the list. Select an entry from the list.
- **"You must enter a value in the ' ' field"**
  Some data fields are required for every record. A record cannot be saved with a blank entry in these fields. Enter data, or click the close button (x) on the upper right of the FORM (not the database) and click 'OK' to choose not to save the record at this time.
- **"You can't go to the specified record"**
  This is either the very first or very last record. Click "OK" and then choose "stop all macros."

Database Products

Catchment Reports

The information stored within the A&T Tool is used to produce catchment reports that provide information about load reduction estimates, inspection results and credit information for each urban catchment.

Database Summaries

Database summaries aggregate information at the Tahoe Basin, source category, and jurisdiction scales of resolution. These summaries report progress towards achieving load reduction milestones for the Tahoe Basin, track urban jurisdiction progress toward meeting credit requirements, and inform programmatic evaluation and adaptive management.

GUIDE BY USER TYPE

This section includes a brief synopsis of the necessary steps each user group takes to complete tasks within the A&T Tool. Subsections describe the purpose of specific menus, forms and screens within the A&T Tool, and screencasts explain and demonstrate how specific operations are completed within the tool.

Guidance is provided in the following order:

(1) Urban Jurisdiction
(2) Regulator
(3) Non-Urban Jurisdiction
(4) Grantor & Scientific Advisor

LAKE CLARITY ACCOUNTING & TRACKING TOOL

FIGURE 2. URBAN JURISDICTION GUIDE

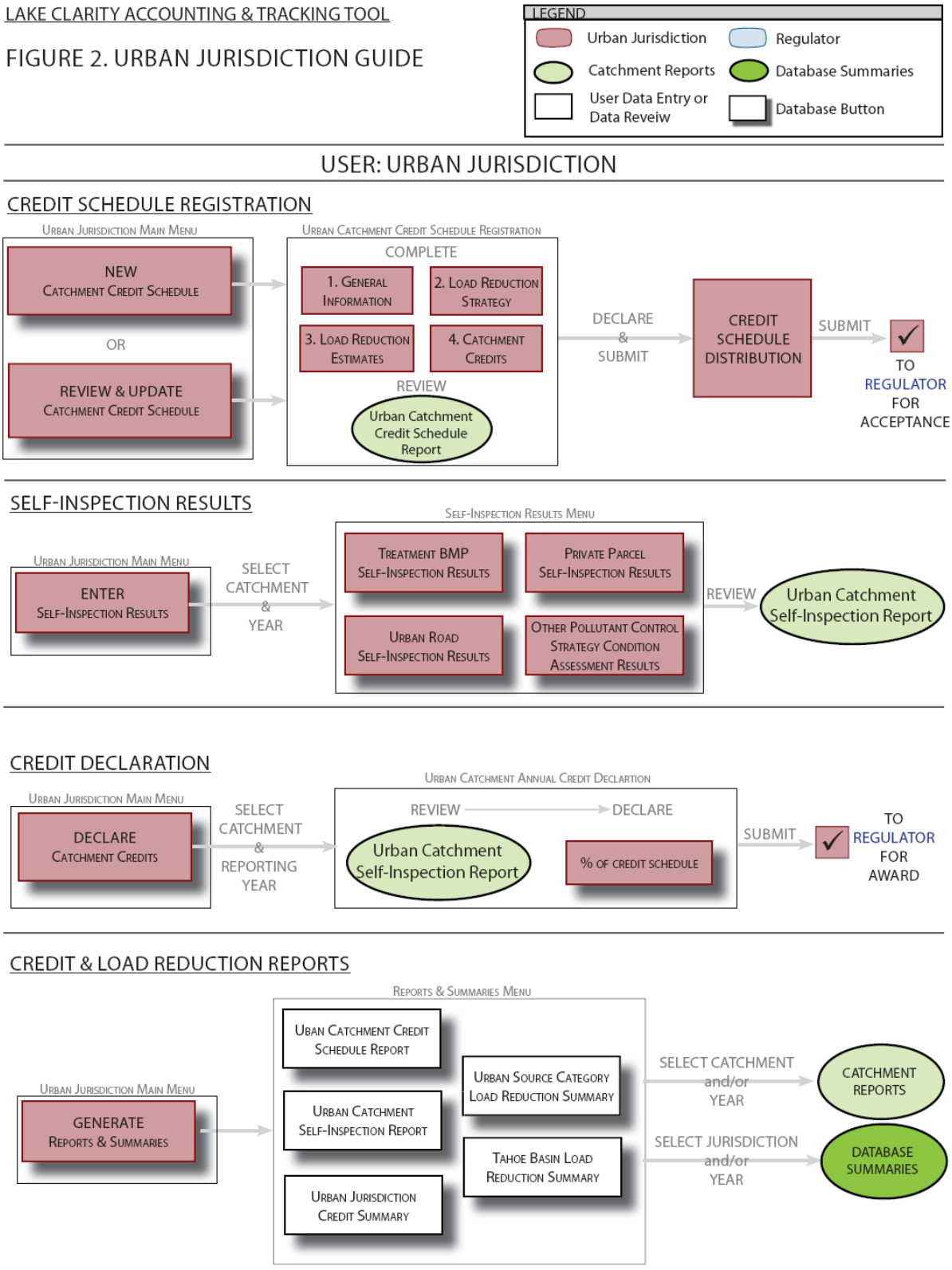

Figure 2. Urban Jurisdiction Guide - Details user actions, data flow and data review steps for the urban jurisdiction user. The figure covers all necessary tasks for the urban jurisdiction and illustrates catchment-specific processes including registration, revision, self-inspection results reporting and credit declaration. The figure also identifies how urban jurisdictions carry out jurisdiction-wide operations including generating summaries.

Urban Jurisdiction

Urban jurisdictions are Lake Tahoe municipal governments and departments of transportation that directly implement actions to reduce pollutant loading. The Lake Tahoe TMDL establishes load reduction milestones for each of the seven urban jurisdictions within the Tahoe Basin. The text box below provides a list of all Lake Tahoe urban jurisdictions. The urban jurisdiction introductory screencast gives a brief overview of the urban jurisdiction's functions in the A&T Tool.

Lake Tahoe Urban Jurisdictions

- California Department of Transportation (CA)
- City of South Lake Tahoe (CA)
- Douglas County (NV)
- El Dorado County (CA)
- Nevada Department of Transportation (NV)
- Placer County (CA)
- Washoe County (NV)

Before accessing the A&T Tool, urban jurisdictions must have the necessary log-in credentials as provided by the Crediting Program manager or regulator.

Figure 2 provides an overview of the urban jurisdiction functions and reports. Urban jurisdictions use the A&T Tool to:

- Enter and store information related to load reduction estimation calculations and self-inspection results
- Declare credits
- Generate reports and summaries to report progress toward meeting credit requirements.

Credit Schedule Registration

The Urban Catchment Credit Schedule Registration Form houses all critical information related to an urban catchment.

Users enter the following information for each catchment:

1. General information (CCS Form Section A)
2. Load reduction strategy (CCS Form Section C)
3. Load reduction estimates (CCS Form Section F)
4. Catchment credits (CCS Form Section F)

All information required by the registration form is found in the verified Catchment Credit Schedule (CCS) as described in Handbook Step 1.3 and the CCS Form Technical Guidance and Instructions, and is demonstrated in Handbook Appendix A. For additional clarification refer to the example CCS in Handbook Appendix A (Attachment A.1).

Once the registration form is complete, the urban jurisdiction distributes credits using the Urban Catchment Credit Schedule Distribution Form.

Credit Schedule Distribution

Credits from a catchment within one jurisdiction can be distributed to multiple urban

jurisdictions. The Urban Catchment Credit Schedule Distribution Form allows users to define how credits are expected to be distributed. See Handbook Section 0.2 for more information regarding credit distribution.

When submitting to the regulator, the user must be sure to check the "Submit" checkbox. Data will not be submitted to the regulator unless this box is checked.

After distributing credits and submitting to the regulator for acceptance, the user can generate the Catchment Credit Schedule Report to check that all information is correctly entered and stored. For an example, see Handbook Appendix A, section A 1.3 and attachment A.8. For instructions on generating the report, see the Credit and Load Reduction Reports section in subsequent pages of this guidance.

If a catchment has been previously registered in the A&T Tool and requires revision, the user selects the "Review and Revise" command button. After making the necessary adjustments, the urban jurisdiction re-*submits the CCS to the regulator for acceptance.*

Self-Inspection Results

The Crediting Program defines credit calculation for catchments based on a comparison between expected and actual conditions of pollutant controls as determined by self-inspections conducted throughout the year. The urban jurisdiction must report self-inspection scores for each pollutant control strategy as defined in the CCS. At least once a year, the urban jurisdiction uses the Self-Inspection Results menu to select the appropriate form to input their self-inspection scores. For additional discussion on self-inspections see Handbook Steps 2.1 and 2.2, and Handbook Appendix B, section B 2.1 for an example narrative.

Treatment BMP Self-Inspection Results

The Treatment BMP Self-Inspection Results Form records self-inspection results for each Treatment BMP included in the Urban Catchment Treatment BMP Inventory from Section C of the CCS.

Urban Road Self-Inspection Results

The Urban Road Self-Inspection Results Form records self-inspection results for all urban roads that are included in the Urban Catchment Road Inventory from Section C of the CCS.

Private Parcel Self-Inspection Results

The Private Parcel Self-Inspection Results Form records the percentages of private parcel source control and BMP certification within the urban catchment.

Other Pollutant Control Strategy Condition Assessment Results

The Other Pollutant Control Strategy Condition Assessment Form provides a flexible means for urban jurisdictions to report their assessment of pollutant control strategy implementation effectiveness for pollutant controls other than treatment BMPs, roads and private parcel BMPs. Catchments do not necessarily employ other pollutant control strategies, however. As such, this section is only required when these other strategies contribute to load reduction and are defined in from Section C of the CCS. For more information, refer to Section C of the CCS Technical Guidance and Instructions.

Credit Declaration

Each year, the urban jurisdiction declares the percent of credit they believe they should receive for each registered catchment. The Urban Catchment Credit Declaration Form generates summary statistics, provides a catchment-specific self-inspection report, and calculates a default credit award percentage. The urban jurisdiction reviews the necessary Urban Catchment Self-Inspection report, declares a credit percentage, and submits the declaration to the regulator for final credit award. For additional information, see Handbook Step 2.4, and Handbook Appendix B, section 2.4 for an example narrative.

When submitting to the regulator, the user must be sure to check the "Submit" checkbox. Data will not be submitted to the regulator unless this box is checked.

Credits generated in any one catchment in a year can be distributed to any urban jurisdiction in the Tahoe Basin as determined by the appropriate urban jurisdictions.

If the urban jurisdiction must adjust the credit distribution for a catchment, the user selects the "Review and Revise" command button in the Credit Schedule Registration section of the Urban Jurisdiction Main Menu to locate the appropriate catchment and make the necessary adjustments. The urban jurisdiction then re-submits the catchment credit schedule to the regulator for acceptance.

Credit & Load Reduction Reports

Urban jurisdictions generate reports and summaries to determine progress toward meeting load reduction milestones and crediting requirements, and to inform the programmatic evaluation and adaptive management of the Crediting Program overall.

Reports and summaries are generated by selecting the appropriate options as prompted by the A&T Tool, then clicking the appropriate command button. For general instructions, view the Generating Reports and Summaries screencast.

The specific reports and summaries useful for urban jurisdictions include:

Urban Catchment Credit Schedule Report

The *Urban Catchment Credit Schedule Report* provides an overview of all initial information entered into the A&T Tool for a specific urban catchment, including all critical information entered on the main Urban Catchment Credit Schedule Form as well as the Credit Schedule Distribution designated in the distribution form.

Urban Catchment Self-Inspection Report

The *Urban Catchment Self-Inspection Report* shows the number of features within a catchment performing at or near expected condition and generates the percent penalty and subsequent calculated credit schedule percent for the specified year.

Urban Jurisdiction Credit Summary

The *Urban Jurisdiction Credit Award Summary* shows the results from all catchments generating credits for the urban jurisdiction for that year.

Urban Source Category Load Reduction Summary

The *Urban Source Category Load Reduction Summary* shows the cumulative results of pollutant control actions from all urban jurisdictions and compares them to urban source category requirements and TMDL milestones[2].

Tahoe Basin Load Reduction Summary

The *Tahoe Basin Load Reduction Summary* illustrates the cumulative load reduction estimate from all source category pollutant control actions in the Tahoe Basin. The regulator uses the summary to help assess progress toward meeting TMDL load reduction milestones and to inform program adjustment.

[2] The current version of the A&T Tool does not include load reductions from urban uplands within forested jurisdictions in the urban source category summary. As a result, a small portion of the urban source category load is shifted to Forested Jurisdiction load summaries.

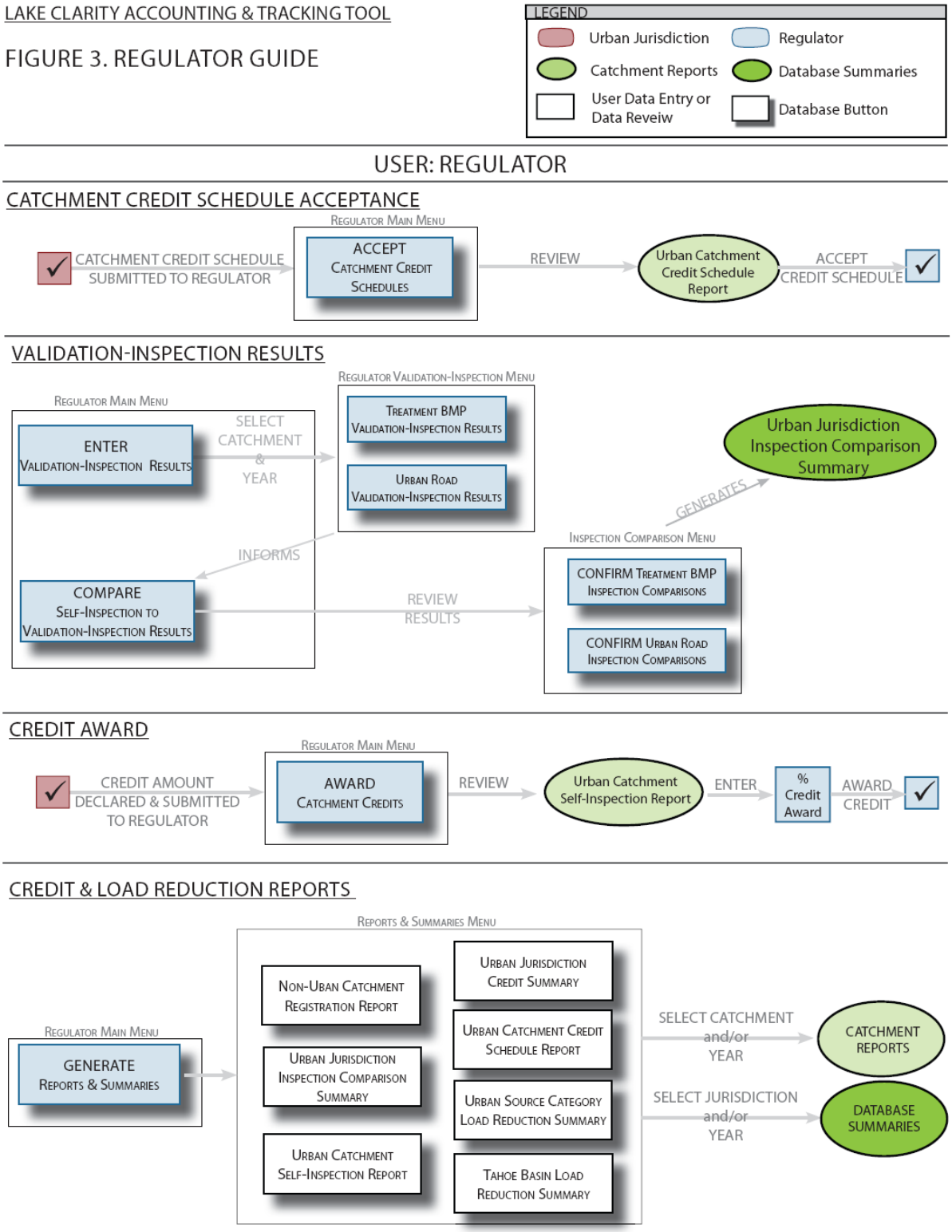

Figure 3. Regulator Guide - Details user actions, data flow and data review steps for the regulator user. It illustrates the general tasks required by the Crediting Program and also the specific interactions necessary to accept catchment credit schedules, enter validation-inspection information, award credits, and generate database summaries for specific jurisdictions and the overall Tahoe Basin. Crediting Program Adjustments are not represented in this figure, but are described in the Crediting Program Adjustments section of this guidance.

Regulator

Regulators include TMDL and Crediting Program managers and staff members from regulatory agencies who use the A&T tool to:

- Accept urban catchment credit schedules
- Validate inspection results
- Award credits
- Generate Crediting Program reports and summaries
  - Make formal Crediting Program adjustments

The regulator introductory screencast gives a brief overview of the regulator's functions in the A&T Tool

Figure 3 provides an overview of the regulator functions and reports.

Catchment Credit Schedule Acceptance

The regulator accesses the Urban Catchment Credit Schedule Acceptance Form, which identifies all new or revised Catchment Credit Schedules (CCS) waiting to be accepted by the regulator. The regulator reviews the appropriate Urban Catchment Credit Schedule Report for each catchment and accepts the CCS or addresses any issues as guided by the Handbook. A catchment credit schedule will remain in the regulator queue until it is accepted. Once accepted, it will be removed from the queue. For a general description see Handbook Step 1.4, and for a narrative example see Handbook Appendix A, section A 1.6.

Validation-Inspection Results

The regulator conducts independent validation-inspections in an urban catchment to determine actual conditions of pollutant controls. The regulator then compares those findings to self-inspection results submitted by urban jurisdictions. See Handbook Step 2.3 for a general description and Handbook Appendix B, section 2.3 for a narrative example.

Validation-Inspection Results

At least once a year, the regulator uses the Validation-Inspection Results menu to access the Treatment BMP Validation-Inspection Results Form and Urban Roads Validation-Inspection Results Form to record validation-inspection results for pollutant controls in a specific urban catchment.

Compare Self-Inspection to Validation-Inspection Results

After entering validation-inspection results, the regulator uses the Inspection Comparison Results Forms to evaluate if inspections are comparable. By ensuring that the inspections are comparable, the regulator can then generate the Urban Jurisdiction Inspection Comparison Summary to identify systematic discrepancies between self-inspections and validation-inspections. A comparison will remain in the regulator queue until it is designated as "Comparable" or "Not Comparable", whereupon it will be removed from the queue.

Catchment Credit Award

Annually, regulators award credits for each urban catchment based on a review of the urban jurisdiction's annual report, self-inspection information and credit declarations entered into the A&T

Tool. The Urban Catchment Annual Credit Award Form lists all urban catchments for which urban jurisdictions have declared a credit amount and submitted to the regulator for consideration.

The regulator reviews the *Urban Catchment Self-Inspection Report*, enters the appropriate credit award percentage and awards credit. For further guidance, refer to Handbook Step 2.5 and Handbook Appendix B, section 2.5 for a narrative example.

Credit & Load Reduction Reports

The Crediting Program defines several tasks that should be performed for the evaluation of program effectiveness across multiple levels of resolution. To gain the necessary information, the regulator accesses the *Reports & Summaries Menu* and makes the appropriate selection to generate reports or summaries for use in program assessment and adjustment. For more information, refer to the Handbook chapters one, two and three.

Reports and summaries are generated by selecting the appropriate options as prompted by the A&T Tool, and then clicking the appropriate command button. For general instructions, view the Generating Reports and Summaries screencast.

Non-Urban Catchment Registration Report

The *Non-Urban Catchment Registration Report* displays all general information related to non-urban pollutant control actions. The regulator uses this report as a reference for assessing non-urban source category pollutant control actions and their progress toward meeting TMDL milestones.

Urban Jurisdiction Inspection Comparison Summary

The *Urban Jurisdiction Inspection Comparison* Summary provides the regulator with information to help in identifying systematic discrepancies between self-inspections and validation-inspections for both Treatment BMPs and Urban Roads. This information can aid in determining appropriate corrective action in consultation with the urban jurisdiction. The regulator may compare this information with specific urban catchments by generating the appropriate *Urban Catchment Self-Inspection Report*.

Urban Jurisdiction Credit Summary

The regulator consults the *Urban Jurisdiction Credit Summary* to assess the cumulative result of the pollutant control strategies across an entire urban jurisdiction. This information is used to help determine the jurisdiction's compliance with load reduction requirements and credit targets and to inform programmatic adjustment.

Urban Source Category Load Reduction Summary

The *Urban Source Category Load Reduction Summary* shows the cumulative results of pollutant control actions from all urban jurisdictions and compares them to urban source category requirements and TMDL milestones[3].

[3] The current version of the A&T Tool does not include load reductions from urban uplands within forested jurisdictions in the urban source category summary. As a result, a small portion of the urban source category load is shifted to Forested Jurisdiction load summaries.

Tahoe Basin Load Reduction Summary

The *Tahoe Basin Load Reduction Summary* illustrates the cumulative load reduction estimate from all source category pollutant control actions in the Tahoe Basin. The regulator uses the summary to help assess progress toward meeting TMDL load reduction milestones and to inform program adjustment.

Crediting Program Adjustment

The Crediting Program translates TMDL load reduction milestones into a metric that can be directly related to ongoing implementation of pollutant controls. As new science becomes available and formal program adjustments are made, the regulator must make adjustments to the values in the A&T Tool to redefine the Lake Clarity Credit, define the FSP metric ton to particle number conversion equation, and update load reduction requirements and credit targets. See Handbook Section 0.2 and Step 3.2 for additional discussion.

Lake Clarity Credit Definition

The *Lake Clarity Credit Definition Form* contains the credit definition equation and multipliers for each pollutant of concern as defined in Equations 0.1 and 0.2 in the Handbook. Regulators enter the current definition information and save the form.

FSP Metric Ton to Particles Conversion

The regulator uses the *FSP Metric Ton to Particles Conversion Form* to designate the appropriate conversion factors as defined in Equation 0.3 of the Handbook.

Load Reduction & Credit Requirements

The regulator uses the *Load Reduction & Credit Requirements Form* and the associated A&T Requirement Template to import new source category load allocations and load reduction requirements. After importing the data, the regulator uses the A&T Tool to calculate credit targets for urban jurisdictions based on the current credit definition.

Non-Urban Jurisdiction

Non-urban jurisdictions are entities other than urban jurisdictions (primarily state and federal land managers) that directly implement pollutant controls to reduce pollutant loading. They use the A&T Tool to enter and store information related to their load reduction estimation calculations.

Non-Urban Catchment Registration

The *Non-Urban Catchment Registration Form* houses general information related to a non-urban catchment implementing pollutant control strategies. The appropriate jurisdiction completes the form for each catchment, and updates the information at the end of the strategy duration or when pollutant control strategies within the catchment change significantly. Data entered in this form include general catchment information, load reduction strategy information, and load reduction estimates.

If a catchment has been previously registered in the A&T Tool and requires revision, the user selects the "Review and Revise" command button.

Load Reduction Reports

Reports and summaries are generated by selecting the appropriate options as prompted by the A&T Tool, and then clicking the appropriate command button. For general instructions, view the Generating Reports and Summaries screencast.

Non-Urban Catchment Registration Report

The *Non-Urban Catchment Registration Report* displays all general information related to non-urban pollutant control actions. The jurisdiction uses this report as a reference for assessing non-urban source category pollutant control actions and progress toward meeting TMDL milestones.

Tahoe Basin Load Reduction Summary

The *Tahoe Basin Load Reduction Summary* illustrates the cumulative load reduction estimates from all source category pollutant control actions in the Tahoe Basin. The jurisdiction uses the summary to help assess overall progress towards meeting TMDL load reduction milestones and to inform program adjustment[4].

[4] The current version of the A&T Tool does not include load reductions from urban uplands within forested jurisdictions in the urban source category summary. As a result, a small portion of the urban source category load is shifted to Forested Jurisdiction load summaries.

Grantor & Scientific Advisor

Grantors use the A&T Tool to enter validation-inspection results and generate reports and summaries to help evaluate the effectiveness of projects and programs.

Scientific Advisors use the A&T Tool to enter validation-inspection results, access load reduction estimates for comparison with urban monitoring results, draw links between Tahoe Basin load reductions and lake clarity, and to inform adaptive management decisions to adjust Crediting Program requirements and protocols.

Validation-Inspection Results

Select users conduct independent validation-inspections in an urban catchment to determine actual conditions of pollutant controls. The regulator then compares those findings to self-inspection results submitted by urban jurisdictions. See Handbook Step 2.3 for a general description and Handbook Appendix B, Section 2.3 for a narrative example.

Validation-Inspection Results

Users navigate to the Validation-Inspection Results menu to access the Treatment BMP Validation-Inspection Results Form and Urban Roads Validation-Inspection Results Form and record validation-inspection results for pollutant controls in a specific urban catchment.

Credit & Load Reduction Reports

Reports and summaries are generated by selecting the appropriate options as prompted by the A&T Tool, then clicking the command button. For general instructions, view the Generating Reports and Summaries screencast.

Non-Urban Catchment Registration Report

The *Non-Urban Catchment Registration Report* displays all general information related to non-urban pollutant control efforts.

Urban Catchment Credit Schedule Report

The *Urban Catchment Credit Schedule Report* provides an overview of all initial information entered into the A&T Tool for a specific urban catchment, including all critical information entered on the main Urban Catchment Credit Schedule Form as well as the Credit Distribution designated in the distribution form.

Urban Catchment Self-Inspection Report

The *Urban Catchment Self-Inspection Report* shows the number of features within a catchment performing at or near expected condition and generates the percent penalty and subsequent calculated credit schedule percent for the specified year.

Urban Jurisdiction Inspection Comparison Summary

The *Urban Jurisdiction Inspection Comparison* Summary provides information to help in identifying systematic discrepancies between self-inspections and validation-inspections for both Treatment BMPs and Urban Roads. This information can aid in determining appropriate corrective action in consultation with the urban jurisdiction.

Urban Jurisdiction Credit Summary

The *Urban Jurisdiction Credit Summary* assesses the cumulative result of the pollutant control strategies across an entire urban jurisdiction. This information is used to help determine the jurisdiction's compliance with load reduction requirements and credit targets and to inform programmatic adjustment.

Urban Source Category Load Reduction Summary

The *Urban Source Category Load Reduction Summary* shows the cumulative results of pollutant control actions from all urban jurisdictions and compares them to urban source category requirements and TMDL milestones[5].

Tahoe Basin Load Reduction Summary

The *Tahoe Basin Load Reduction Summary* illustrates the cumulative load reduction estimate from all source category pollutant control actions in the Tahoe Basin. The summary to helps assess progress toward meeting TMDL load reduction milestones and to inform program adjustment.

[5] The current version of the A&T Tool does not include load reductions from urban uplands within forested jurisdictions in the urban source category summary. As a result, a small portion of the urban source category load is shifted to Forested Jurisdiction load summaries.