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. You may also contact our WPI project advisor, Corey Dehner, at 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

![Bar Chart]

Q174.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/citations 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 (26%)
- 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 (13%)
- Other (2%)

<table>
<thead>
<tr>
<th>#</th>
<th>Field</th>
<th>Choice Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upload Form: A Form to submit new materials to the repository</td>
<td>26.63% 12</td>
</tr>
<tr>
<td>2</td>
<td>Download Tracking: Track the Number of downloads of each document</td>
<td>16.75% 9</td>
</tr>
<tr>
<td>3</td>
<td>Document description: Give each document a description of what it is used for</td>
<td>27.69% 13</td>
</tr>
<tr>
<td>4</td>
<td>Organize documents based on requirement</td>
<td>20.53% 12</td>
</tr>
<tr>
<td>5</td>
<td>Other</td>
<td>2.39% 1</td>
</tr>
</tbody>
</table>

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)

- Massachusetts Coalition website
- WRIERI Website
- Water Resource Outreach Center (WROC) Website
- A Stand-Alone website
- A Participating Member Coalition Website
- Other
- I DO NOT KNOW

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).

<table>
<thead>
<tr>
<th></th>
<th>Field</th>
<th>Choice Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes, I like the idea of having a Log in System</td>
<td>53.85% 7</td>
</tr>
<tr>
<td>2</td>
<td>No, I do not like the idea of having a Log in System</td>
<td>30.77% 4</td>
</tr>
<tr>
<td>3</td>
<td>I don't know, I am uncertain of whether a Log in System is good or bad</td>
<td>15.38% 2</td>
</tr>
</tbody>
</table>
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):

- Large search bar
- Advanced search
- Filters
- Sorting
- Comparison
- Other

Other

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

2. Name
   Mark only one oval.
   - Luca
   - Tien
   - Jon
   - Daniel

3. Modern Look
   Aesthetics
   Mark only one oval.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Outdated (Looks Eh)</td>
<td></td>
<td></td>
<td></td>
<td>Very Modern (Looks Good)</td>
</tr>
</tbody>
</table>

4. Other Comments on Looks

5. Simple Layout
   Mark only one oval.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confusing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Very Simple</td>
</tr>
</tbody>
</table>
6. Multimedia
   Check all that apply.
   - [ ] Pictures
   - [ ] Videos
   - [ ] News Feed
   - [ ] Social Media
   - [ ] Other: ____________________________

7. Newsletter 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
   _______ _______ _______ _______ _______ Yes
   Not at all

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?

   __________________________________________

   __________________________________________

   __________________________________________

19. **Content is ordered logically**
   *Mark only one oval.*

   - [ ] Yes
   - [ ] No
   - [ ] Other: ________________________________

20. **Other Comments**

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________
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
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.
Appendix 12- List of Emails for Workstudy

**MS4ToolkitWS@wpi.edu**
- Email alias
- Owner: Corey Dehner
- Sends emails to **MS4ToolkitWS@gmail.com**

**MS4ToolkitWS@gmail.com**
- Username: **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**

**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**
- Username: **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
      i. Within this email alias, is the Gmail account we created for the work study students, 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, 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