

# Using the DENR Stewardship Database

Online Guidance Document

## Log on to DENR Stewardship Site

<http://ibeam.enr.state.nc.us>

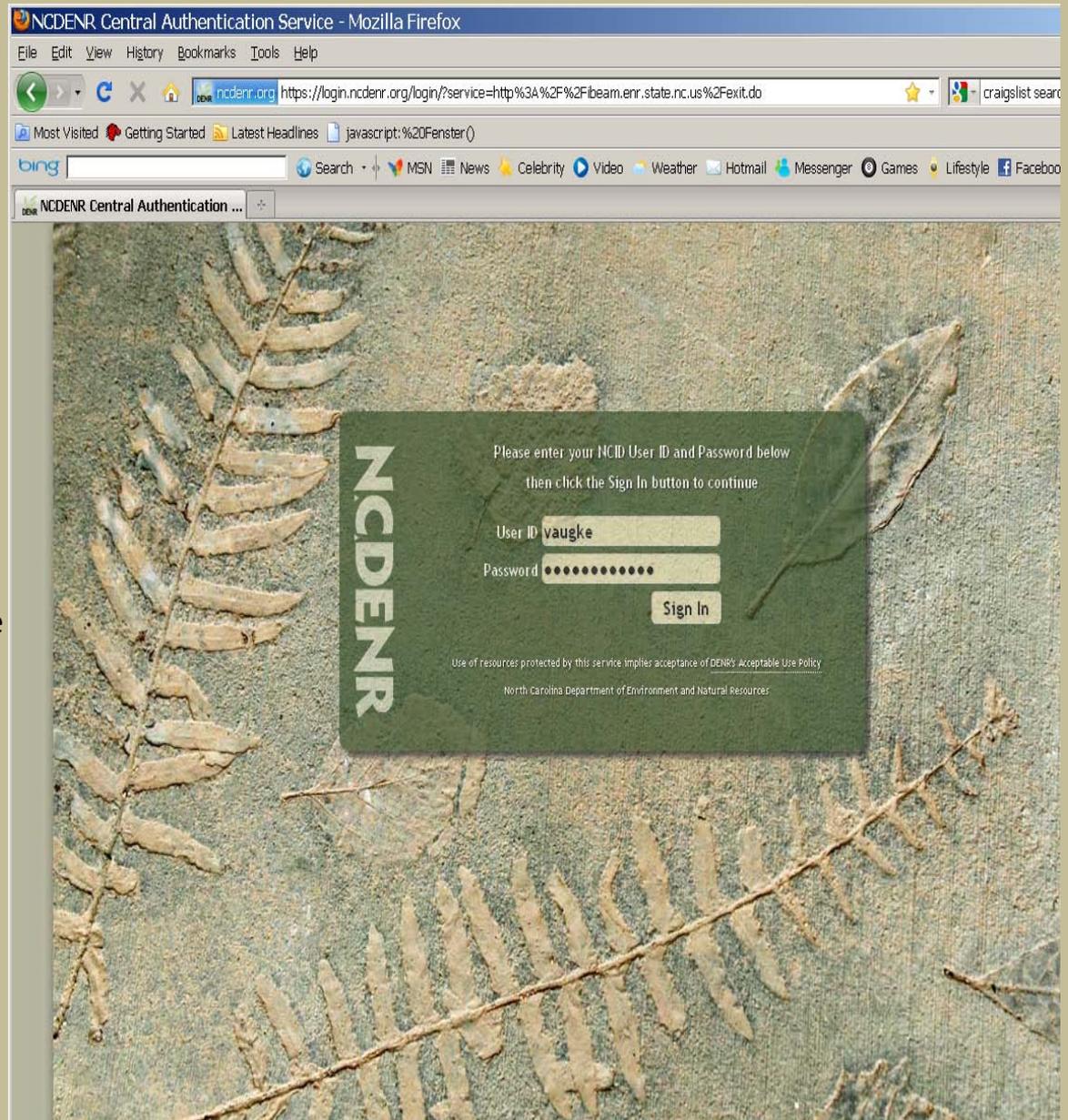
(bookmark this page)

Use your NC ID and Password.

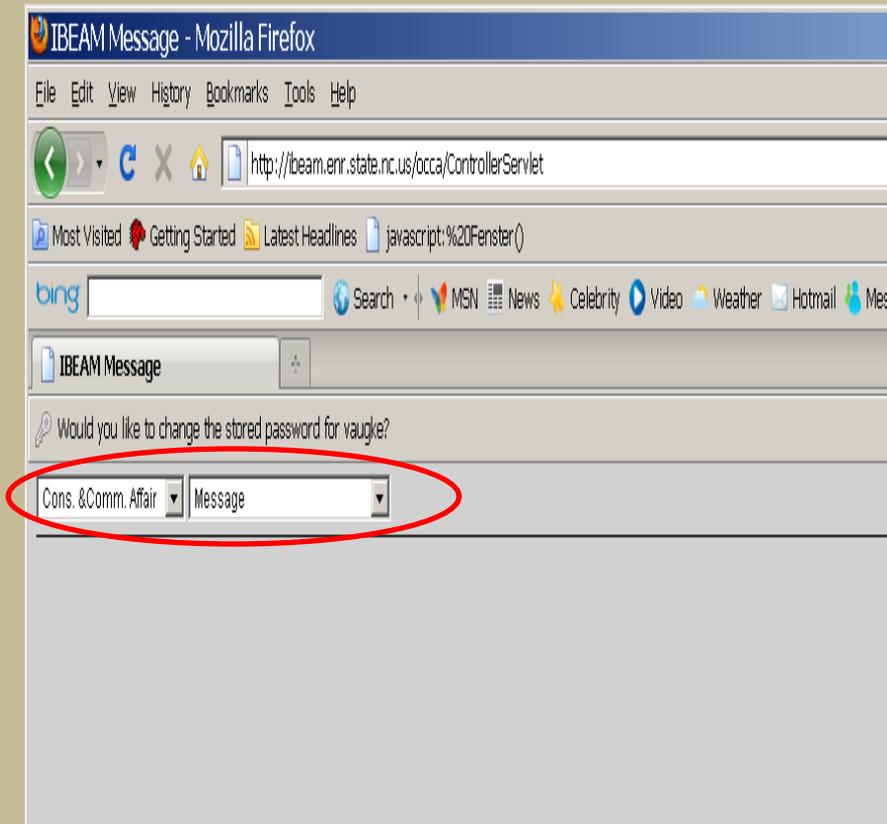
Should you not already have this information or have forgotten it please contact NCID staff.

**1-800-722-3946**

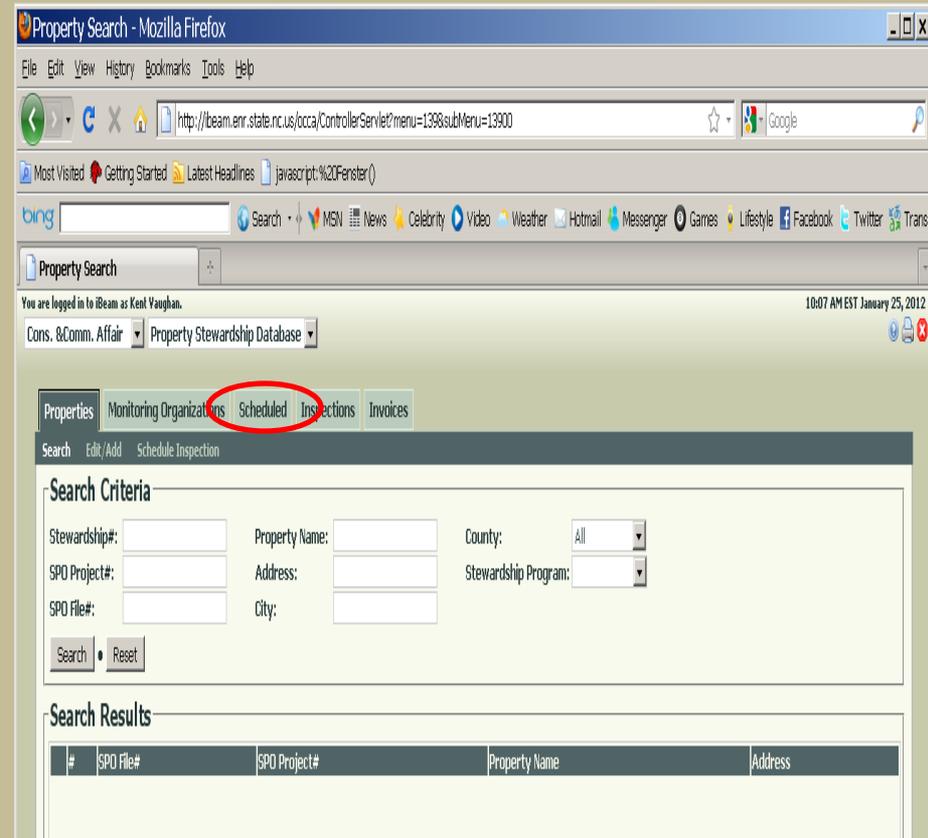
[its.incidents@its.nc.gov](mailto:its.incidents@its.nc.gov)



Drop down box change left box to **Cons & Comm. Affair** and then the right box from message to **Property Stewardship Database**



Selected **Scheduled** tab. This is your favorite tab and when in doubt, the place you return to.



Scheduled - Mozilla Firefox

http://lbeam.enr.state.nc.us/occa/psd/schedules.do?method=searchSchedule

Cons. & Comm. Affair | Property Stewardship Database

10:10 AM EST January 25, 2012

Properties | Monitoring Organizations | **Scheduled** | Inspections | Invoices

Search/Edit

**Search Criteria**

Property Name:  Inspection Type: **Standard Inspection Report** From Date:

Monitoring Organization: **Warren SWCD** Status: **All** To Date:

Search • Reset

**Search Results (11)**

Property	Inspection Type	Dates	Status	Monitoring Organization	Monitoring Agent
C. EUGENE MUSTIAN JR	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
C. EUGENE MUSTIAN JR	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
ERNEST BOYD HARRIS	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
HARRY M. LEETE	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
IVEY BOLTON	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
THE AMOS L. CAPPS PULPWOOD CO. INC.	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
JANE CONNELL WILSON	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
JANE CONNELL WILSON	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
JANE CONNELL WILSON	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
JOHN K. KILIAN	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
JAMES T. CLARK	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	

Internet - Based Enterprise Application Management  
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Done

Start | Microsoft Power... | Scheduled - M... | 10:11 AM

First choose your **Organization** and then **Inspection Type** is **Standard**.  
**Monitoring Organization** is your District  
 Properties that are scheduled for inspection should be at bottom

# Selecting Property

Click on the property you wish to enter report for. All the properties should be listed that have been selected for the monitoring year.

Enter **Monitoring Agent** from drop down list

Save

New Box will pop up saying **Create Estimate**. As the process progresses, the buttons at this page will change and give you the next step.

The screenshot shows a web browser window titled "Scheduled - Mozilla Firefox" with the URL <http://beam.enr.state.nc.us/occa/psd/schedules.do?method=select&id=1303>. The page has several tabs: Properties, Monitoring Organizations, Scheduled, Inspections, and Invoices. The "Scheduled" tab is active.

**Search Criteria**

Property Name:  Inspection Type: Standard Inspection Report From Date:   
Monitoring Organization: Warren SWCD Status: All To Date:   
Buttons: Search, Reset

**Search Results (11)**

Property	Inspection Type	Dates	Status	Monitoring Organization	Monitoring Agent
C. EUGENE MUSTIAN JR	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
C. EUGENE MUSTIAN JR	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
ERNEST BOYD HARRIS	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
HARRY M. LEETE	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
IVEY BOLTON	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
THE AMOS L. CAPPS PULPWOOD CO. INC.	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	
STATE CONSULTING	Standard Inspection Report	12/29/2011 - 04/01/2012	Scheduled	Warren SWCD	

**Schedule Details**

Property Name: C. EUGENE MUSTIAN JR  
Address:   
City:  State: NC Zip:   
Inspection Type: Standard Inspection Report Monitoring Organization: Warren SWCD  
Inspection from: 12/29/2011 to 04/01/2012 Monitoring Agent: **Holtzman, Gary**  
Status: Scheduled  
Buttons: Save, Remove Selected Schedule

**Scheduling Comments Log**

User	Date	Comments
------	------	----------

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Done

Taskbar: Start, Microsoft Power..., Scheduled - M...  
System Tray: 10:18 AM

**Save** Estimate- “0” for everything.  
New button will pop up  
**Submit Estimate.**

DSWC office will need to approve estimate. You will receive email advising that **Estimate** was approved and for you to **Create Inspection Report** . Go to **Scheduled** tab and find property, click on property and then click on **Create Inspection Report** button.

REIMBURSEMENT LIMITED TO ONE STAFF MEMBER'S TIME

	Quantity	Rate	Cost
1. STAFF TIME TO MONITOR SITE			
a. Staff time prior to visit: - Includes landowner contact & file review	0.0 hours	\$ 0.00/hour	\$ 0.00
b. Staff time to monitor easement: - Includes travel, discussion with landowner, onsite monitoring, photos, repositing boundary markers	0.0 hours	\$ 0.00/hour	\$ 0.00
c. Staff time post visit: - Includes completing report, submitting documentation	0.0 hours	\$ 0.00/hour	\$ 0.00
d. Post Monitoring activities - Only if authorized in advance	0.0 hours	\$ 0.00/hour	\$ 0.00
TOTAL STAFF TIME:	0 hours		\$ 0.00
2.2. OTHER MONITORING EXPENSES			
a. Travel costs for monitoring visit - Reimbursement per mile (per state guidelines)	0.0 miles	\$ 0.00/mile	\$ 0.00
b. Supplies for monitoring - Photos (film purchase & developing costs, aerial photos)			\$ 0.00
c. Boundary marking materials - Signs, tape, paint, etc.			\$ 0.00
d. Post Monitoring materials - Only if authorized in advance	0.0 units	\$ 0.00/unit	\$ 0.00
TOTAL OTHER EXPENSES:			\$ 0.00
TOTAL INSPECTION EXPENSES			\$ 0.00

Log Comments

Save

History Log

Scheduled

Search Criteria

Property Name:  Inspection Type: Standard Inspection Report From Date:

Monitoring Organization: Hyde Soil & Water Conservation District Status: Estimate Approved To Date:

Search Reset

Search Results (1)

Property	Inspection Type	Dates	Status	Monitoring Organization	Monitoring Agent
Woods, Water, & Wildlife Inc. T-165	Standard Inspection Report	02/15/2011 - 02/28/2011	Estimate Approved	Hyde Soil & Water Conservation District	Debbie Cahoon

Schedule Details

Property Name: Woods, Water, & Wildlife Inc. T-165

Address:

City:  State: NC Zip:

Inspection Type: Standard Inspection Report Monitoring Organization: Hyde Soil & Water Conservation District

Inspection from: 02/15/2011 to 02/28/2011 Monitoring Agent: Cahoon, Debbie

Status: Estimate Approved

Last Updated by: Kent Vaughan on 02/22/2011 at 11:07 AM

Save View Estimate Create Inspection Report

Scheduling Comments Log

User	Date	Comments
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# Inspection Report

You get to the inspection report through the **Scheduled** tab!!! Enter data on the inspection report from your field notes. All fields must have an answer in order to submit. Some will require a comment depending on your response.

Note: Response for Q 22 (Deadline for Completion) refers to a violation correction deadline. If there was no violation, then answer should be /. Type “/” in 22 and then click somewhere else on the form.

Inspection Details

You are logged in to iBeam as Kent Vaughan. 11:09 AM EST January 25, 2012

Cons. & Comm. Affair Property Stewardship Database

Properties Monitoring Organizations Scheduled **Inspections** Invoices

Search Printable Version

### Inspection Details

Property Name: Woods, Water, & Wildlife Inc. T-165 File No.: 48-039.051 Project No.: CO4800301a Inspection Date: 01/25/2012

County: # Acres: Perimeter:

Monitoring Org.: Hyde Soil & Water Conservation District Inspector: Debbie Cahoon Phone:

Billing Address: Email:

Log Comments:

Last Updated By: at

Save

### Prior To Visit

1. Reviewed Baseline Documentation Report?

2. Reviewed previous monitoring reports?

3. Were corrective actions needed?

4. Contacted land owner?

5. Has the property changed ownership since last monitoring? If yes, identify:

Comments:

6. Landowner / representative present for site inspection?

7. Other? (specify)

# Inspection Report

Response for Q 22 (Deadline for Completion) refers to a violation correction deadline. If there was no violation, then answer should be /. Type “/” in 22 and then click somewhere else on the form.

The screenshot shows a web browser window titled "Inspection Details - Windows Internet Explorer". The address bar contains the URL: <http://beam.enr.state.nc.us/lcca/psd/inspectionDetails.do?method=select&id=933>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a Favorites bar, and a toolbar with icons for home, back, forward, stop, refresh, print, and search. The main content area displays a form titled "Inspection Details".

The form contains several sections and questions:

- A list of checkboxes on the right side:
  - Subdivision
  - Trespass/vandalism
  - Land clearing
  - Encroachment from adjacent property
  - Activity on abutting land
  - Other activities / changes?
  - No Change
- Question 19: "Other manmade activities or changes?" with a dropdown menu set to "No". A text area below contains the comment: "Based on the extent of this monitoring visit, there have been no manmade changes to the property." A "Reject" button is visible below the comment.
- A section titled "Landowner Review" containing:
  - Question 20: "If landowner was present at inspection, discussed natural and manmade activities / changes with landowner?" with a dropdown menu set to "N/A".
  - Question 21: "Landowner agreed to take these corrective actions?" with a dropdown menu set to "N/A". A text area for comments is present below.
  - Question 22: "Deadline for completion:" with a text input field containing the character "/". Both the question label and the input field are circled in red.
  - Question 23: "Landowner did not agree to take corrective action?" with a dropdown menu set to "N/A".
  - Question 24: "Request follow-up by program manager for possible violations?" with a dropdown menu set to "No".

## Enter Photo or Map

Should you need to load photos or maps Attachments may be loaded at the bottom of the Inspection Report Form.

When complete:

Hit **Save** first, then

**Submit For Approval.**

Otherwise, information is lost and you need to fill out the form again.

The screenshot shows a web browser window with a tab titled "ction Details". The page contains several form sections:

- Comments:** A text input field.
- 30. If new property owner, do they have a written copy of the restrictions?** A dropdown menu and a text input field.
- Comments:** A text input field.
- 31. Additional information (if needed)?** A dropdown menu and a text input field.
- Comments:** A text input field.
- Attachments:** A section with the label "Add new attachment:". It contains a text input field, a "Browse..." button, a dropdown menu with "Aerial photos" selected, another text input field, and an "Upload" button. This entire section is circled in red.
- Work Comments Log:** A table with columns for "User", "Date", and "Comments".

At the bottom of the form, there are two buttons: "Save" and "Submit for Approval". A red arrow points from the text "Hit Save first, then" to the "Save" button.

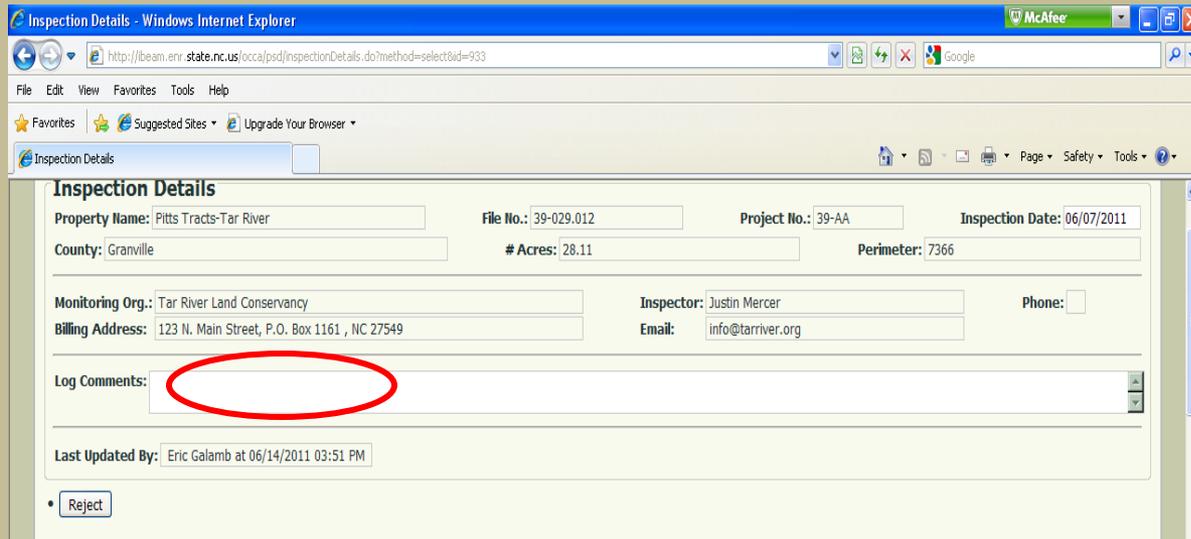
Select **Scheduled** at the top of report in order to return to the properties list.  
Repeat process for next property

The screenshot shows a Mozilla Firefox browser window titled "Inspection Details - Mozilla Firefox". The address bar contains the URL: <http://ibeam.enr.state.nc.us/occa/psd/inspectionDetails.do?method=select&id=264>. The browser's toolbar includes navigation buttons, a search bar with "bing" and "Search" buttons, and various utility icons like MSN, News, and Facebook. The page content shows a navigation menu with tabs: "Properties", "Monitoring Organizations", "Scheduled" (highlighted with a red circle), "Inspections", and "Invoices". Below the navigation menu, the "Inspection Details" form is displayed with the following fields:

Property Name:	Heritage Sportsman Club, LLC	File No.:	48-039.005	Project No.:	C048004801	Inspection Date:	04/15/2010
County:	Hyde	# Acres:	8.87	Perimeter:			
Monitoring Org.:	DSWC	Inspector:	Natalie Woolard	Phone:			
Billing Address:		Email:	natalie.woolard@ncagr.gov				
Log Comments:	<input type="text"/>						

# What happens next

DWCS office receives email advising that property was submitted for approval. The office reviews and approves or rejects the report. If rejected, they should write rationale before hitting Reject button. You will receive email regarding approval/rejection.



Inspection Details - Windows Internet Explorer

http://beam.enr.state.nc.us/occa/psd/inspectionDetails.do?method=select&id=933

File Edit View Favorites Tools Help

Inspection Details

**Inspection Details**

Property Name:	Pitts Tracts-Tar River	File No.:	39-029.012	Project No.:	39-AA	Inspection Date:	06/07/2011
County:	Granville	# Acres:	28.11	Perimeter:	7366		
Monitoring Org.:	Tar River Land Conservancy	Inspector:	Justin Mercer	Phone:			
Billing Address:	123 N. Main Street, P.O. Box 1161, NC 27549	Email:	info@tarriver.org				
Log Comments:	<input type="text"/>						
Last Updated By:	Eric Galamb at 06/14/2011 03:51 PM						

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# Invoicing for Monitoring Services

- Do not enter your invoice in the DENR Stewardship Database.
- Complete an invoice and submit to:  
Natalie Woolard  
943 Washington Square Mall  
Washington, NC 27889  
[Natalie.woolard@ncagr.gov](mailto:Natalie.woolard@ncagr.gov)
- A sample invoice can be found at:  
<http://www.ncagr.gov/sw/crepformsandtools.html>

# Questions

- If you have additional questions regarding how to enter the inspections or invoices please contact:

Kent Vaughan – [kent.vaughan@ncagr.gov](mailto:kent.vaughan@ncagr.gov)

Or

Charles Bowden – [charles.bowden@ncagr.gov](mailto:charles.bowden@ncagr.gov)