

Guidelines for writing susdrain case studies

Firstly, thank you for considering to write a case study for susdrain www.susdrain.org. This document provides some guidance on writing a case study, however if you have any queries please contact the team at CIRIA.

Case studies provide a useful way to disseminate good practice and demonstrate what can be achieved. The case studies can be used to show case good practice and lessons learnt. The information provided in the case studies should not be used to promote/sell goods and services (ie no registered trademarks or trade names to be used) and should be robust and credible enough to withstand peer review.

There are two types of case studies we're looking for; either a very **short description** or a longer more **detailed case study** explaining the rationale (and also providing greater opportunities to show case your work). Guidance for providing both types of case study is provided here. We'd love to have the detail and fantastic images to showcase the work.

CIRIA would be keen to include images, diagrams, plans, photos within the case studies **please ensure that these are appropriately acknowledged and full permissions are obtained**. Attractive and striking images can inspire great SuDS delivery, so please keep this in mind. By providing these images we're assuming appropriate and full permissions have been provided. Please also let us know if you're happy for the images to be added to the susdrain gallery – with full and appropriate acknowledgement the provider.

The case study must be engaging, appealing to an informed but not expert readership. Where possible the case studies should follow a consistent structure which is outlined below.

The case studies will be peer reviewed by those funding and known to CIRIA for their expertise, this is likely to require additional iterations of the case study (or in extreme case rejection). If the key elements (marked with an '*') are not provided it is unlikely the case study will be progressed.

Detailed case study guidelines

Section heading	Description
Title*	<ul style="list-style-type: none"> Title and type of scheme.
Location*	<ul style="list-style-type: none"> Location details to include local vicinity (road, borough etc), region. Postcode if at all possible so we can georeference the map.
Description*	<ul style="list-style-type: none"> Further details of the type of development, eg number of properties, area, unique features. The aim of the development. Any areas of special areas of conservation. Any topographical, land use points worth highlighting.
Main SuDS used*	<ul style="list-style-type: none"> Very briefly outline the overall drainage strategy.* Please list (and if possible) provide images of the main SuDS components. (The case studies will be tagged on the basis of components).* SuDS site plan. Description as appropriate of main components.*
How it works*	<ul style="list-style-type: none"> Provide more detail on the drainage strategy. How much of the runoff is managed above the surface. If little, what made this difficult?* To what extent is source control provided and with what components? If source control is limited, what were the difficulties?* Whether a SuDS management train was used (source control – site control – regional control). What made this difficult?* How does the system work, ie flows going to what components etc.

	<ul style="list-style-type: none"> • Where does the component/scheme discharge to (infiltration, watercourse, sewer)* • What were the key considerations for the design criteria around: <ul style="list-style-type: none"> ○ Flows and volumes* <ul style="list-style-type: none"> ▪ Has interception losses been considered? ▪ What return period was the scheme designed to? ▪ What is the final discharge flow rate? ▪ How has drainage exceedance been considered? ○ Water quality* <ul style="list-style-type: none"> ▪ How many treatment stages are provided? ▪ What components are being used to provide water quality treatment? ○ Amenity and biodiversity* <ul style="list-style-type: none"> ▪ What particular features are being used? <div style="border: 1px solid black; background-color: #d9ead3; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> • <i>The case studies should demonstrate</i> <ul style="list-style-type: none"> ○ <i>the use of source control</i> ○ <i>implementation of the SuDS management train</i> ○ <i>managing water on the surface</i> ○ <i>design in accordance with good practice</i> <p><i>If this has not been possible please explain the constraints and rationale.</i></p> </div>
<p>Specific details</p> <p style="text-align: center;">Design and construction Maintenance and operation</p>	<ul style="list-style-type: none"> • Any specific details, what were the opportunities constraints. • Any information on costs, comparisons with traditional drainage etc. • Any public engagement. • Anything specific about the design and construction process. • How was adoption managed (who does the maintenance).
<p>Benefits or achievements*</p>	<ul style="list-style-type: none"> • Outline what the benefits of the scheme are (any results etc) and key achievements.*
<p>Challenges or lessons learnt</p>	<ul style="list-style-type: none"> • What were the key challenges and how have they been overcome. • What lessons were learnt and how can they influence others. • What challenges still exist.
<p>Other issues</p>	<p><i>If appropriate</i></p> <ul style="list-style-type: none"> • What other aspects does the case study demonstrate, specific implications for H&S, stakeholders etc. • Any monitoring.
<p>Interaction with the Local Authority (or client)</p>	<ul style="list-style-type: none"> • Outline interaction with the local authority (and/or client). • What functions/disciplines were involved, how did they help. • How did the interaction assist/constrain delivery. • Key lessons for LAs or clients.
<p>Team*</p>	<ul style="list-style-type: none"> • List designers, contractors, clients etc.*
<p>Status*</p>	<ul style="list-style-type: none"> • What status is the project, ie planning, design, construction, completed. If completed can you please say when.*

Short description guidelines

Section heading	Description
Title	<ul style="list-style-type: none">• Title and type of scheme.
Location	<ul style="list-style-type: none">• Location details to include local vicinity (road, borough etc), region.• Postcode if at all possible so we can georeference the map.
Description	<ul style="list-style-type: none">• Brief details of the type of development, area, unique features.• Brief description of the SuDS scheme or component.• Brief overview of the scheme.
SuDS used	<ul style="list-style-type: none">• Please list (and if possible) provide images of the main SuDS components. (The case studies will be tagged on the basis of components).

Susdrain/CIRIA
020 7549 3300
paul.shaffer@ciria.org
v4 May 2014