



**Checklist for Permanent Water Quality
Control Measures**

This document will guide the design, construction, and maintenance of Permanent Water Quality Control Measures (PWQ CMs) in accordance with the requirements of the Municipal Separate Storm Sewer System (MS4) permit issued by the Colorado Department of Public Health and Environment (CDPHE). This cover page and the checklist below it shall be completed, along with required notes below the checklist. A guidance document is available to provide intent and additional direction.

The ownership of and responsibility for completing this checklist will vary depending on the phase of the project. The CDOT Design Engineer (DE) shall be responsible for the checklist beginning with project scoping, through design, and ending with the signing of Form 128/advertisement. The CDOT Project Engineer (PE) shall be responsible for the checklist beginning with the signing of Form 128/advertisement through the final walk through. The CDOT Project Engineer shall remain responsible for the checklist until the updated O&M Plan, as-built drawings, and all IGAs are provided to the Maintenance Representative and Regional Maintenance Supervisor, at which point, CDOT Maintenance (M) shall become responsible for the checklist.

Project No. _____ Project Name: _____

Location (To be filled out by CDOT Design Engineer)

Highway _____ MP _____ to MP _____ City Limits _____

Region/Residency _____ Maintenance Section _____ Maintenance Program Area _____

PWQ CM Station (ex: 4+35 RT) _____ PWQ Type (ex: EXDB) _____ FLOC# _____

CDOT Responsibility Local Agency Responsible IGA# _____
(if applicable)

Latitude/Longitude: _____

Roles (To be filled out by CDOT Design Engineer)

Program Engineer _____ Maintenance Superintendent _____

Resident Engineer _____ Deputy Superintendent _____

CDOT Design Engineer _____ LTC Ops of Area _____

Hydraulic Engineer _____ Other _____

PWQ Designer _____

ROW Manager _____

CDOT Project Engineer (PE) _____

HQ PWQ Manager (HQWQ) _____

Design Engineer (DE) _____





No.	Description	Responsibility	Completed	Date/Notes
1.	Maintenance Representative attended scoping meeting.	DE		See bottom
2.	Responsibility for post-construction vegetation establishment was discussed and established at scoping meeting.	DE		
3.	Maintenance Representative attended FIR meeting.	DE		See bottom
4.	Maintenance Representative attended FOR meeting.	DE		See bottom
5.	Slopes are 3:1 or less and will not receive erosion control blanket where there are scheduled mowing operations.	DE		
6.	The Operation & Maintenance Plan (O&M Plan) is complete and has been reviewed by the CDOT Design Engineer, Hydraulics, and the Maintenance Representative. The O&M Plan should include water control operations required for maintenance and site-specific details and instructions, including for proprietary PWQ CMs. These may include safety and water quality hazards, specific flow rates expected, pollutants of concern being treated, confined space entry protocols, traffic closures, access, seed mixes, additional plantings, weed control procedures, etc.	DE		
7.	Access to the site, operational procedures, and areas of required maintenance have been established and accepted including: required easements, locations of access roads & stockpile areas for sediment removal, procedures for traffic control/closures and/or night operations. Access meets the requirements of the equipment required for maintenance as specified in the O&M Plan.	DE		
8.	All intergovernmental agreements (IGA) are in place including PWQ CM maintenance responsibilities and all required easements.	DE		
9.	Responsibility for the checklist has been passed from the CDOT Design Engineer to the CDOT Project Engineer concurrent with the RPEM signing Form 128 and prior to advertisement.	DE PE		
10.	As-built drawings have been completed and include the following as applicable: WQCV volume, overflow elevations, top of wall elevations, trickle channel and micropool invert elevations, other important rim, invert, and flowline elevations, and inflow and outfall peak flow rates.	PE		
11.	The O&M Plan has been updated based on as-built information including applicable revised top of wall, invert, rim, surface, and flowline elevations of all CM components including, but not limited to, micropool, outlet structure, trickle channel, storm sewers, headwalls, proprietary structures, and filter media.	PE		
12.	All temporary BMPs required for construction have been removed, unless approved to remain, including silt fence, inlet protection, and check dams.	PE		
13.	Site has been combed for grade stakes and rocks, concrete, and asphalt larger than 2" diameter to minimize mowing hazards. These items have been removed from the site.	PE		
14.	The entire site has been revegetated (or otherwise protected from erosion by riprap, concrete, etc.) to a minimum of 70% of pre-construction density for final closeout.	PE		





15.	Keys or combinations for all locked gates have been provided.	PE		
16.	Final walk through has been completed and required personnel attended.	PE		See bottom
17.	All project permits have been closed out or have been transferred to CDOT Maintenance for final closeout.	PE		
18.	The SAP functional location number (FLOC) has been assigned by the Permanent Water Quality Field Manager.	PE		
19.	Responsibility for the checklist has been passed from the CDOT Project Engineer to CDOT Maintenance concurrent with the updated O&M Plan, as-built drawings, and IGAs being provided to CDOT Maintenance and the Local Agency, if applicable.	PE M		
20.	All permanent utilities required for long-term operation or maintenance activities (e.g., pumps, irrigation water, electricity, etc.) and associated billing responsibility have been transferred to the appropriate party. All permanent utilities are show on the plan view of the O&M plan.	M PE		See bottom
21.	PWQ CM attributes have been imported into the PWQ Inventory.	HQWQ		
22.	Maintenance schedule has been created for PWQ CM based on the O&M Plan.	M		

No.	Notes Required:
1.	Who attended scoping meeting, on what date, and with what comments? Were comments addressed? If a Maintenance Representative does not attend, provide meeting date and date Region Maintenance Superintendent was notified of meeting (typical for items 3, 4, and 16).
3.	Who attended the FIR meeting, on what date, and with what comments? Were comments addressed?
4.	Who attended the FOR meeting, on what date, and with what comments? Were comments addressed?
16.	Who attended the final walk through, on what date, and with what comments? Were comments addressed?
20.	What party is responsible for active utility accounts at the site? Include asset type, vendor, & metering rate.
Additional notes:	

