

# PWQ Evaluation & Tracking (PET) Form, Enterprise Portal Production & Survey123 Guidance

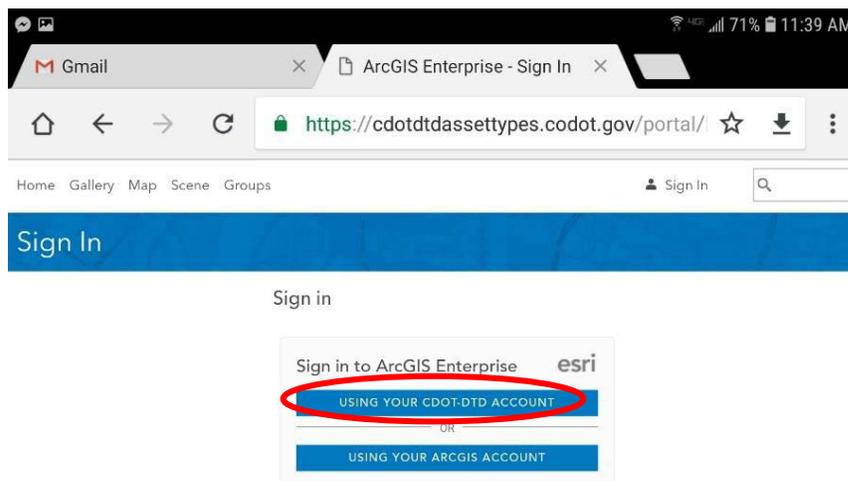
For first-time Survey123 users, follow these steps to use the PET Form in Survey123:

1. Access and sign in to Enterprise Portal Production – this step will assign you to the Survey123 user group specific to the PET Form
2. Download the desktop version of Survey123
3. The new PET Form is accessed from Survey123 and is available for desktop only (not as a mobile application)
4. Complete a PET Form for CDOT or Local Agency Projects

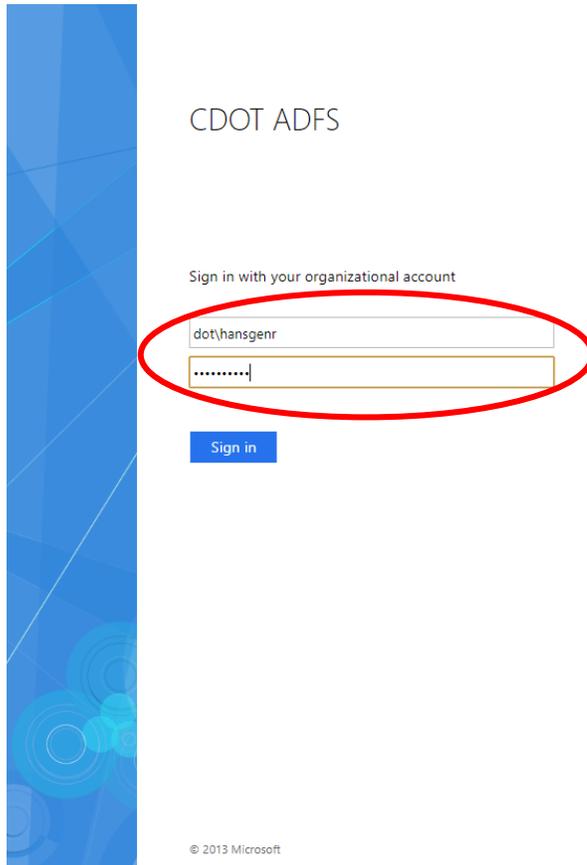
## 1. How to access and sign in to Enterprise Portal Production

When you login, the system notifies Roberto Avila in the GIS Applications Unit at CDOT HQ that you are requesting access to the PET Form on Survey123. Roberto will assign you to the PET Form users group so you have access through Survey123.

- Click on this link to access Enterprise Portal Production:  
<https://cdotdtdasestypes.codot.gov/portal/>. Sign in USING YOUR CDOT-DTD ACCOUNT.

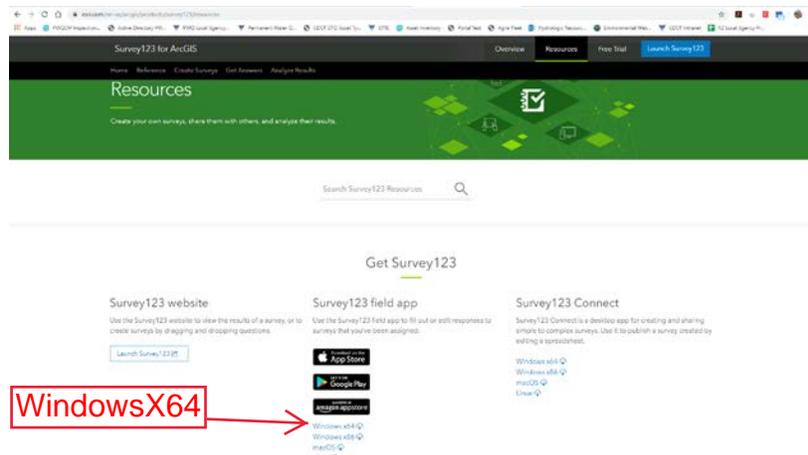


- Sign in with your username and password from your desktop. Type “dot\” before your username.

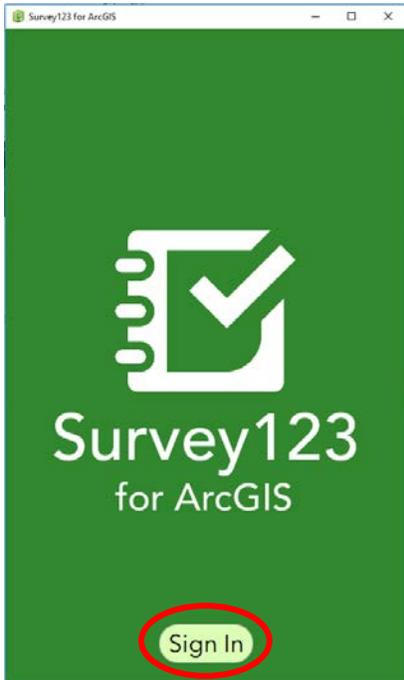


## 2. Download the Desktop Version of Survey123

If you do not have Survey123 downloaded on your desktop, please visit <https://www.esri.com/en-us/arcgis/products/survey123/resources> to download a free copy.



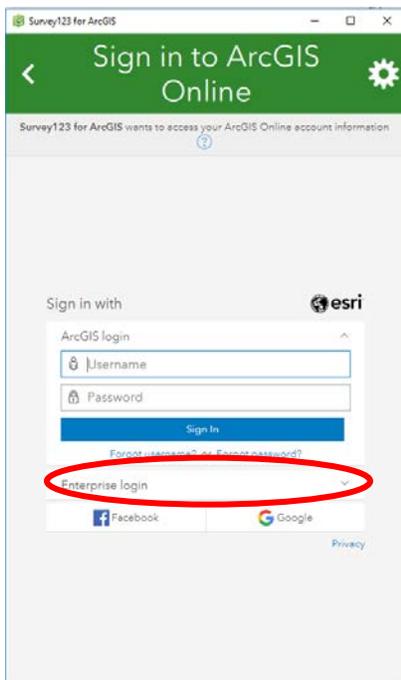
### 3. Open Survey123 once it is downloaded on your Desktop



1. When Survey123 is downloaded, open the program from your Windows Start Menu. Press the Sign In button.

TIP:

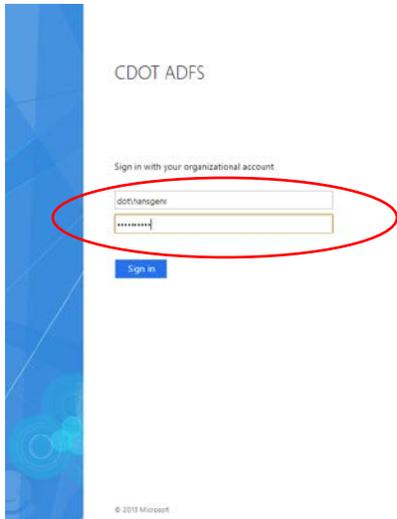
You can pin the application to the Start Menu by right clicking the Survey123 icon and clicking “Pin to Start”.



2. Open the Enterprise Login to access Survey123 applications.

TIP:

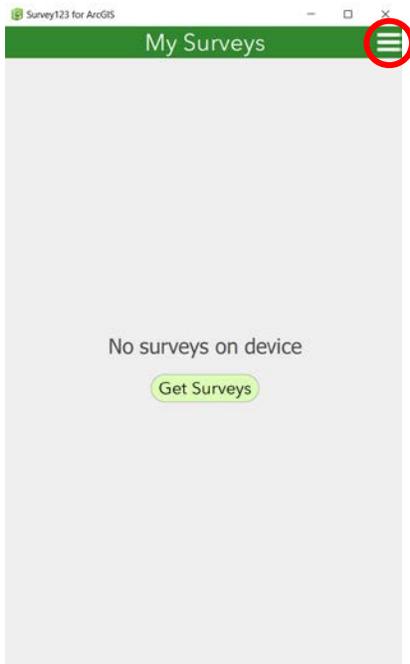
CDOT Survey123 Applications are all located on the Enterprise System, not ArcGIS.



**3.** The Login screen for Enterprise will look like this if you have not signed in previously.

When logging in, use your credentials to log onto your work computer in this format. Example:

- dot\hansgenr
- password

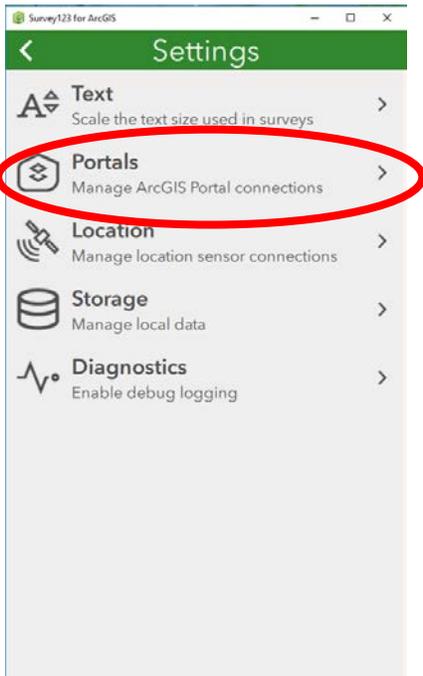


**5.** You may see this screen if you already have Survey123 on your computer.

Select the menu icon.



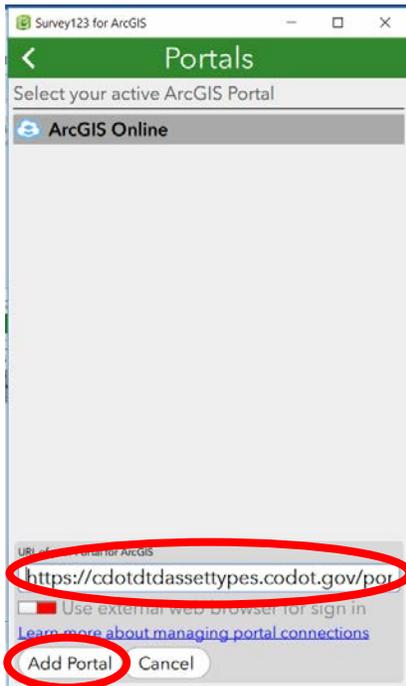
## 5. Select Settings



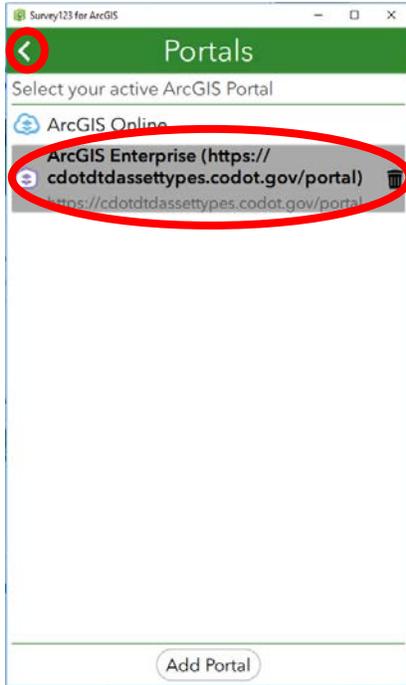
## 6. Select Portals



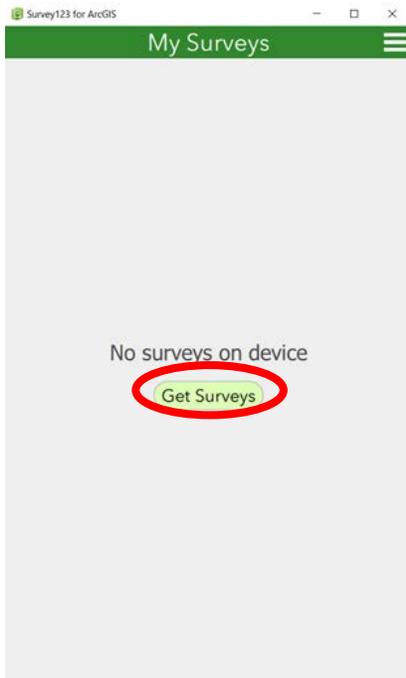
7. Select Add Portal



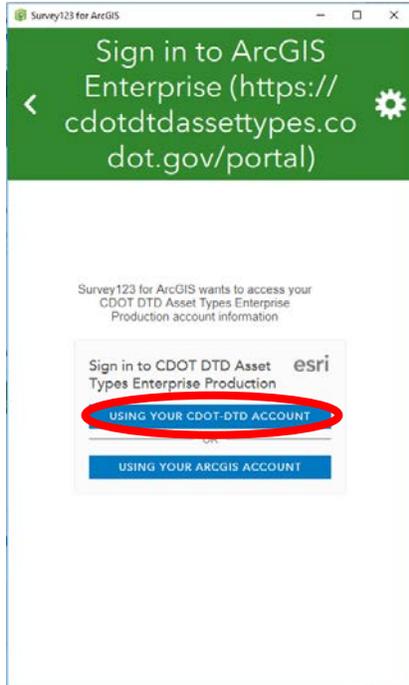
8. Copy and paste <https://cdotdtdasestypes.codot.gov/portal> in the URL field and select Add Portal button



**9.** Select the new portal when it appears in the active portal menu and select the back arrow twice to return to the screen shown in step 10.

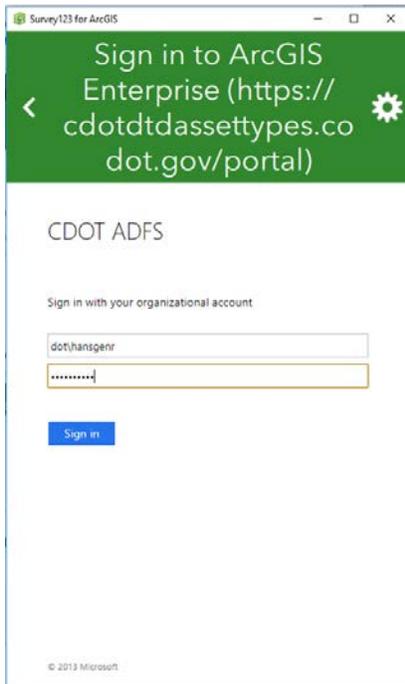


**10.** Select Get Surveys



**11.** You may be asked to sign in again.

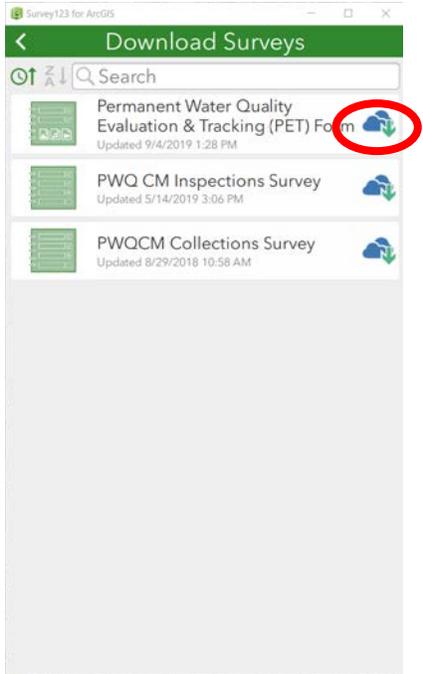
Sign in Using Your CDOT-DTD Account



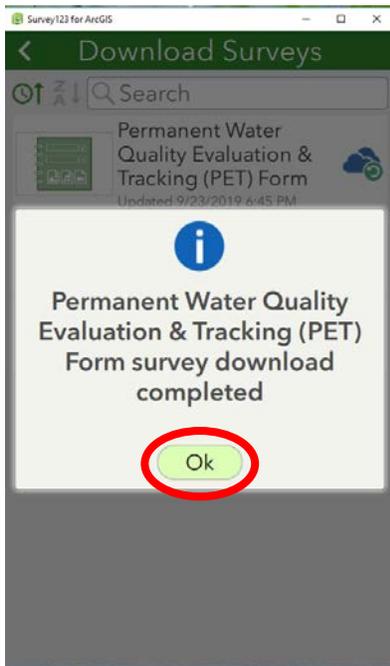
**12.** Sign in using this format:

Username: dot\hansgenr

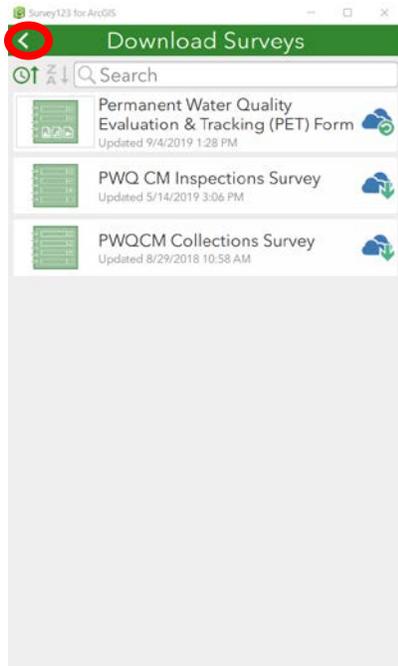
Password: CDOT computer password



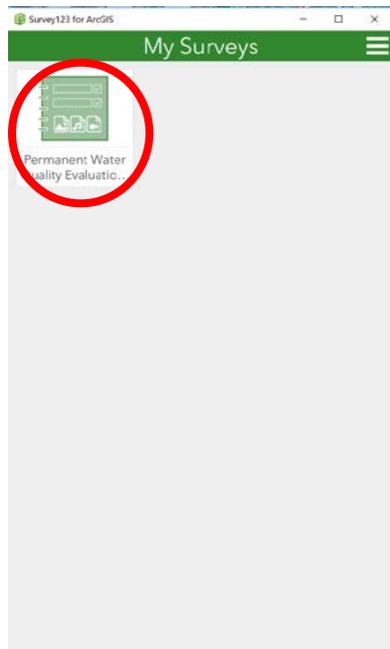
**13.** Select the cloud/arrow icon next to PET Form



**14.** Select Ok



**15.** Select the back arrow.



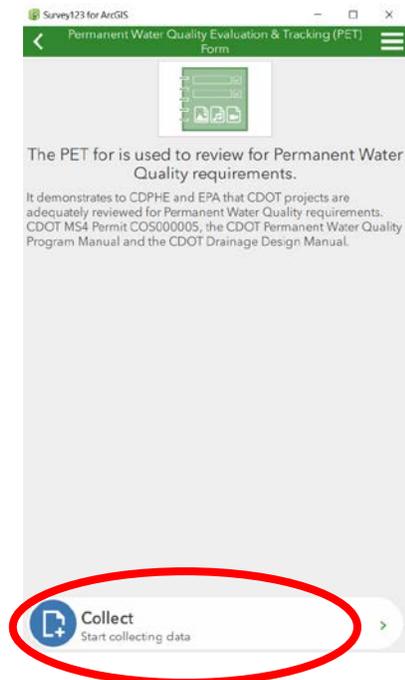
**16.** Select the Permanent Water Quality Evaluation & Tracking Form Survey

## 4. Complete PET Form for CDOT or Local Agency Projects

PET Forms are completed to determine if PWQ is required:

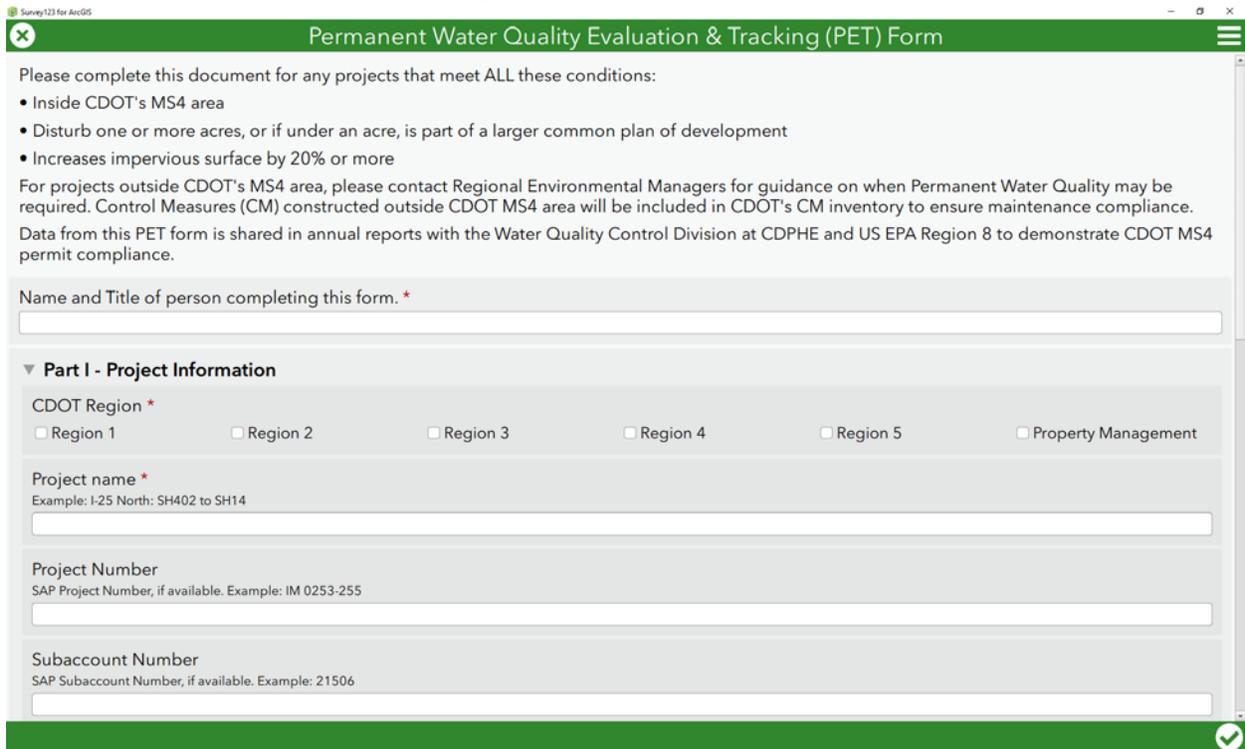
1. Per CDOT MS4 permit on a CDOT project
2. When CDOT is claiming area treated on a local agency project
3. When a CDOT project outside CDOT MS4 area has a Sediment Control Action Plan, TMDL or TML for a CDOT Pollutant of Concern, or by a local agency

All PET Forms submitted by Regions will be used to gather data for CDOT Annual Reports submitted to the CDPHE and to the EPA.



**17. Select Collect to begin a new PET Form**

**18.** Answer the questions in the PET Form sequentially. Items with a \* are required, and if not completed will generate an error message when you attempt to submit the Form.



Survey123 for ArcGIS

**Permanent Water Quality Evaluation & Tracking (PET) Form**

Please complete this document for any projects that meet ALL these conditions:

- Inside CDOT's MS4 area
- Disturb one or more acres, or if under an acre, is part of a larger common plan of development
- Increases impervious surface by 20% or more

For projects outside CDOT's MS4 area, please contact Regional Environmental Managers for guidance on when Permanent Water Quality may be required. Control Measures (CM) constructed outside CDOT MS4 area will be included in CDOT's CM inventory to ensure maintenance compliance. Data from this PET form is shared in annual reports with the Water Quality Control Division at CDPHE and US EPA Region 8 to demonstrate CDOT MS4 permit compliance.

Name and Title of person completing this form. \*

**Part I - Project Information**

CDOT Region \*

Region 1     Region 2     Region 3     Region 4     Region 5     Property Management

Project name \*

Example: I-25 North: SH402 to SH14

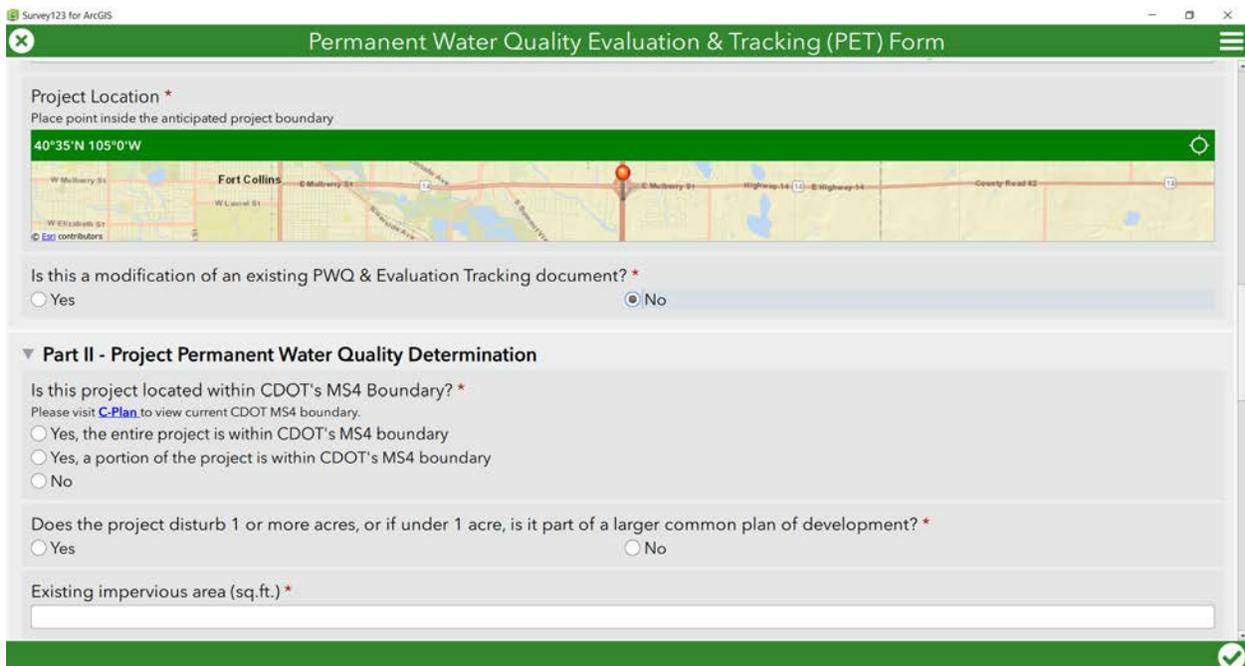
Project Number

SAP Project Number, if available. Example: IM 0253-255

Subaccount Number

SAP Subaccount Number, if available. Example: 21506

**19.** Select the map to move the pin within the project limits. Click on the [C-Plan](#) link to determine if a portion of the project is inside CDOT's MS4 boundary.



Survey123 for ArcGIS

**Permanent Water Quality Evaluation & Tracking (PET) Form**

Project Location \*

Place point inside the anticipated project boundary

40°35'N 105°0'W



Is this a modification of an existing PWQ & Evaluation Tracking document? \*

Yes     No

**Part II - Project Permanent Water Quality Determination**

Is this project located within CDOT's MS4 Boundary? \*

Please visit [C-Plan](#) to view current CDOT MS4 boundary.

Yes, the entire project is within CDOT's MS4 boundary

Yes, a portion of the project is within CDOT's MS4 boundary

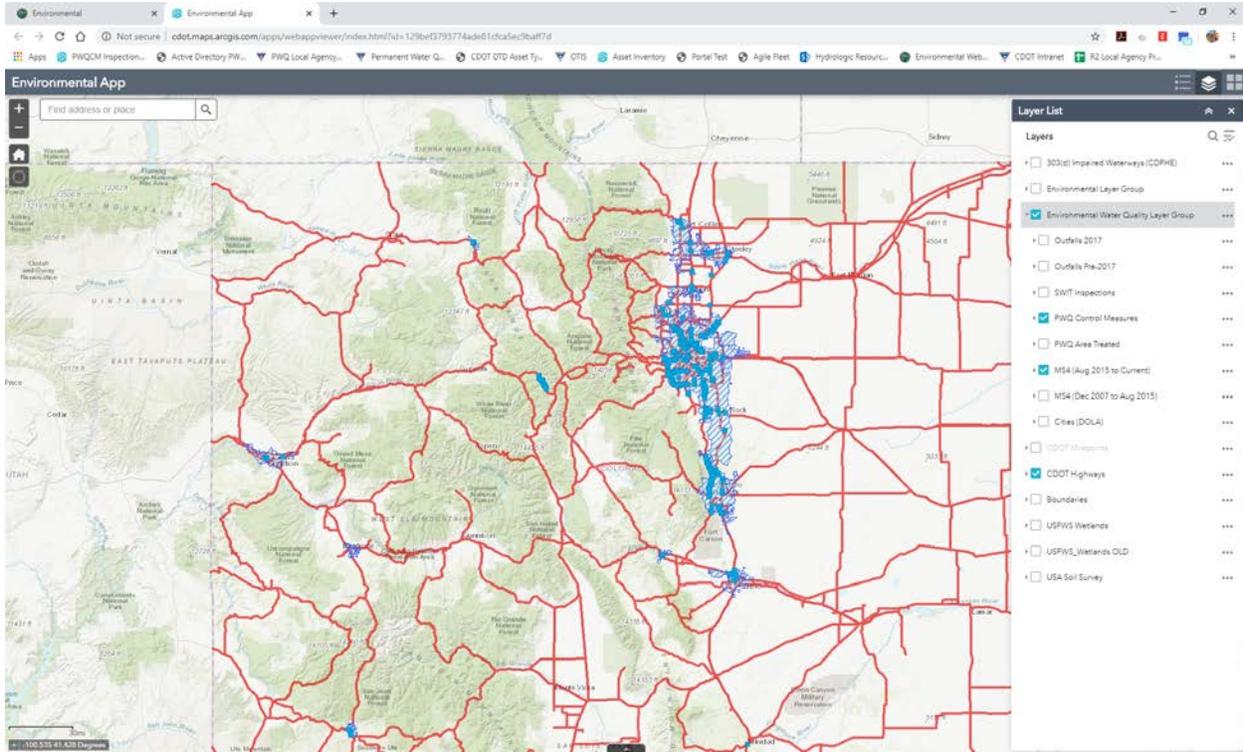
No

Does the project disturb 1 or more acres, or if under 1 acre, is it part of a larger common plan of development? \*

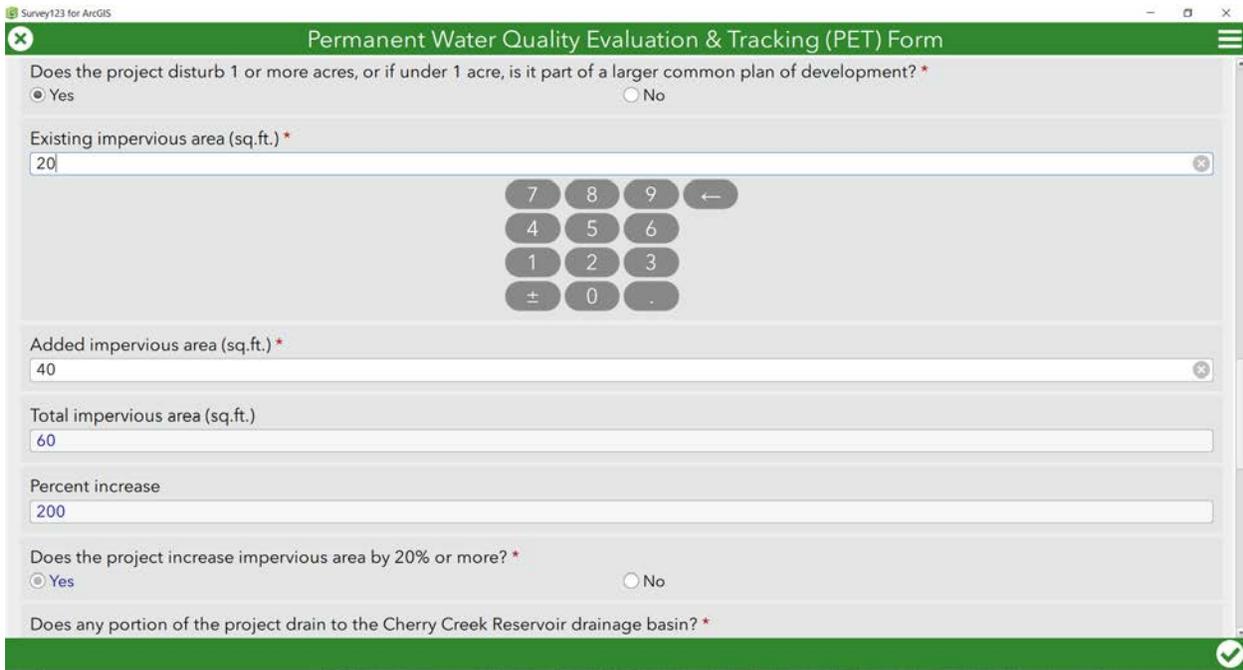
Yes     No

Existing impervious area (sq.ft.) \*

**20.** To view CDOT’s MS4 area in C-Plan, open the layers list, expand the Environmental Water Quality Layer Group, and click on the box for MS4 (Aug 2015 to Current). Zoom in to the project location.



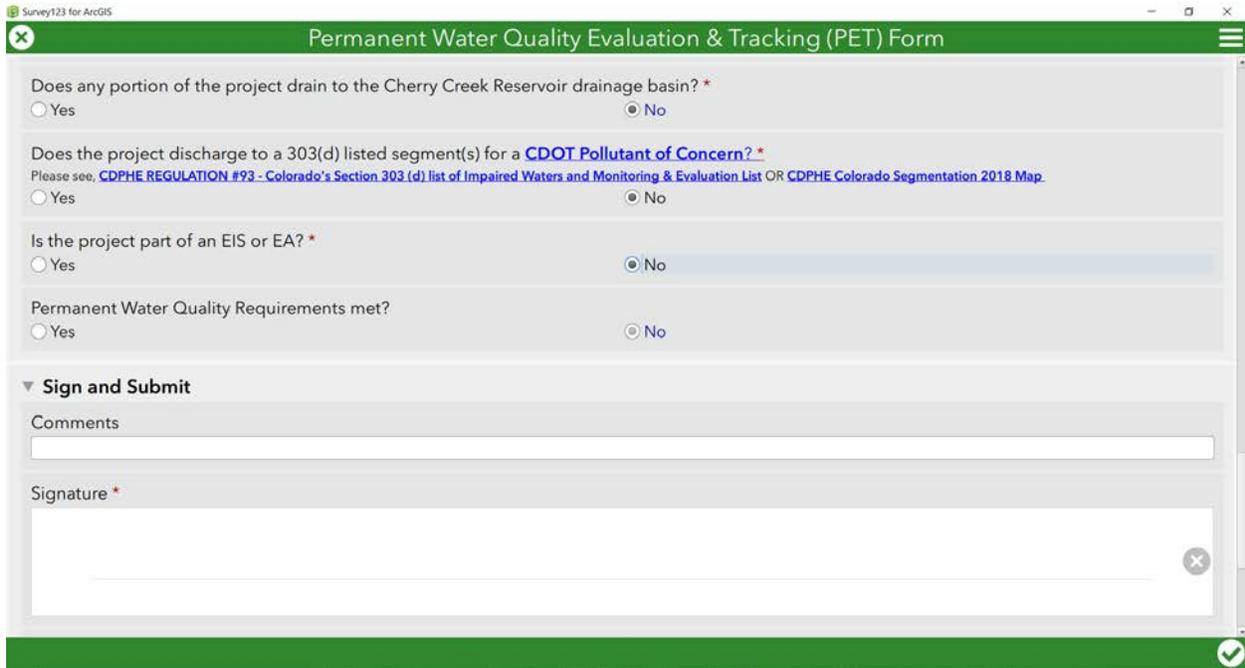
**21.** Use the key pad or type in the existing and added impervious area. Total impervious area and percent increase are automatically calculated.



The screenshot shows the 'Survey123 for ArcGIS' interface for the 'Permanent Water Quality Evaluation & Tracking (PET) Form'. The form contains several questions and input fields:

- Question: "Does the project disturb 1 or more acres, or if under 1 acre, is it part of a larger common plan of development?\*" with radio buttons for "Yes" (selected) and "No".
- Field: "Existing impervious area (sq.ft.)\*" with a text input containing "20" and a numeric keypad below it.
- Field: "Added impervious area (sq.ft.)\*" with a text input containing "40".
- Field: "Total impervious area (sq.ft.)" with a text input containing "60".
- Field: "Percent increase" with a text input containing "200".
- Question: "Does the project increase impervious area by 20% or more?\*" with radio buttons for "Yes" (selected) and "No".
- Question: "Does any portion of the project drain to the Cherry Creek Reservoir drainage basin?\*" with a green checkmark icon at the bottom right.

**22.** To determine if the project drains to a 303 (d) listed segment, and if that segment is listed for a CDOT Pollutant of Concern, use the links provided.



Survey123 for ArcGIS

**Permanent Water Quality Evaluation & Tracking (PET) Form**

Does any portion of the project drain to the Cherry Creek Reservoir drainage basin? \*

Yes  No

Does the project discharge to a 303(d) listed segment(s) for a **CDOT Pollutant of Concern?** \*

Please see, [CDPHE REGULATION #93 - Colorado's Section 303.\(d\) list of Impaired Waters and Monitoring & Evaluation List](#) OR [CDPHE Colorado Segmentation 2018 Map](#).

Yes  No

Is the project part of an EIS or EA? \*

Yes  No

Permanent Water Quality Requirements met?

Yes  No

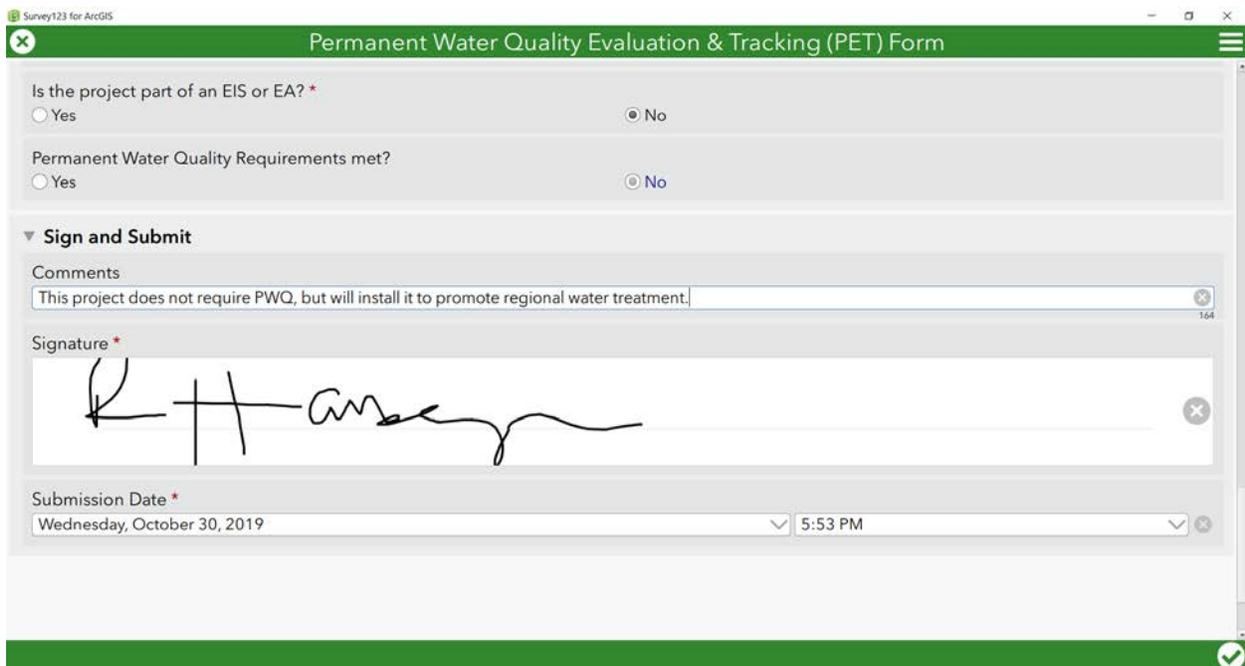
▼ **Sign and Submit**

Comments

Signature \*

✓

**23.** If NO PWQ IS REQUIRED, you will only be able to complete **Part I – Project Information**, and **Part II – Project Permanent Water Quality Determination**. Submit the Form by selecting the green check in the bottom right.



Survey123 for ArcGIS

**Permanent Water Quality Evaluation & Tracking (PET) Form**

Is the project part of an EIS or EA? \*

Yes  No

Permanent Water Quality Requirements met?

Yes  No

▼ **Sign and Submit**

Comments

This project does not require PWQ, but will install it to promote regional water treatment.

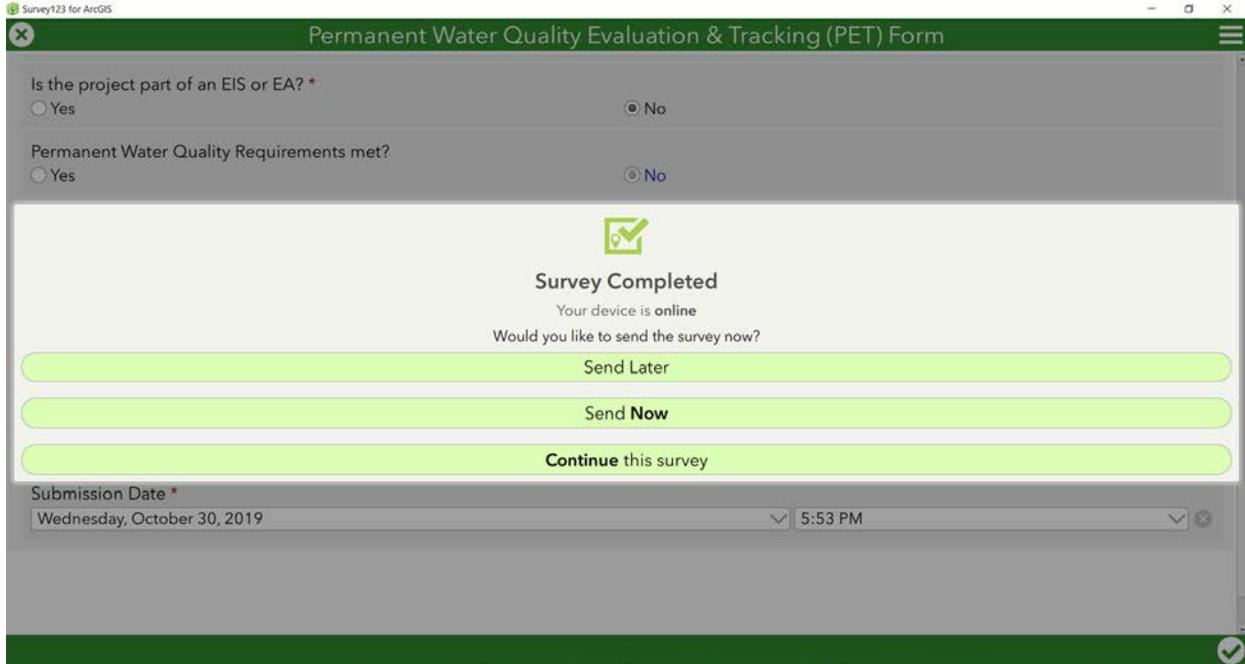
Signature \*

Submission Date \*

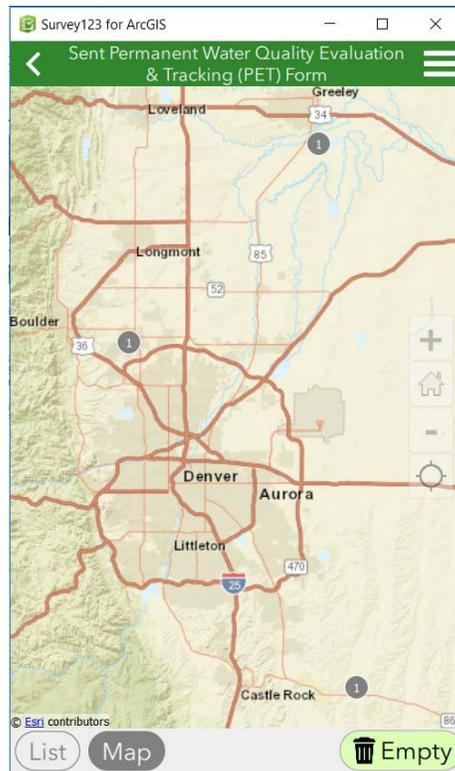
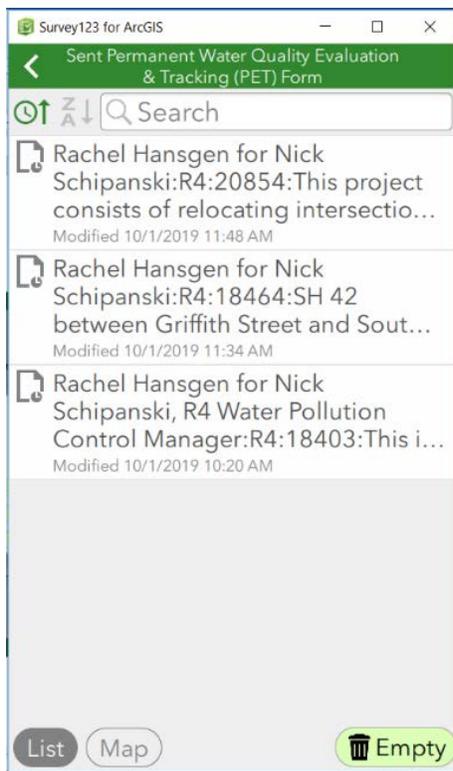
Wednesday, October 30, 2019 5:53 PM

✓

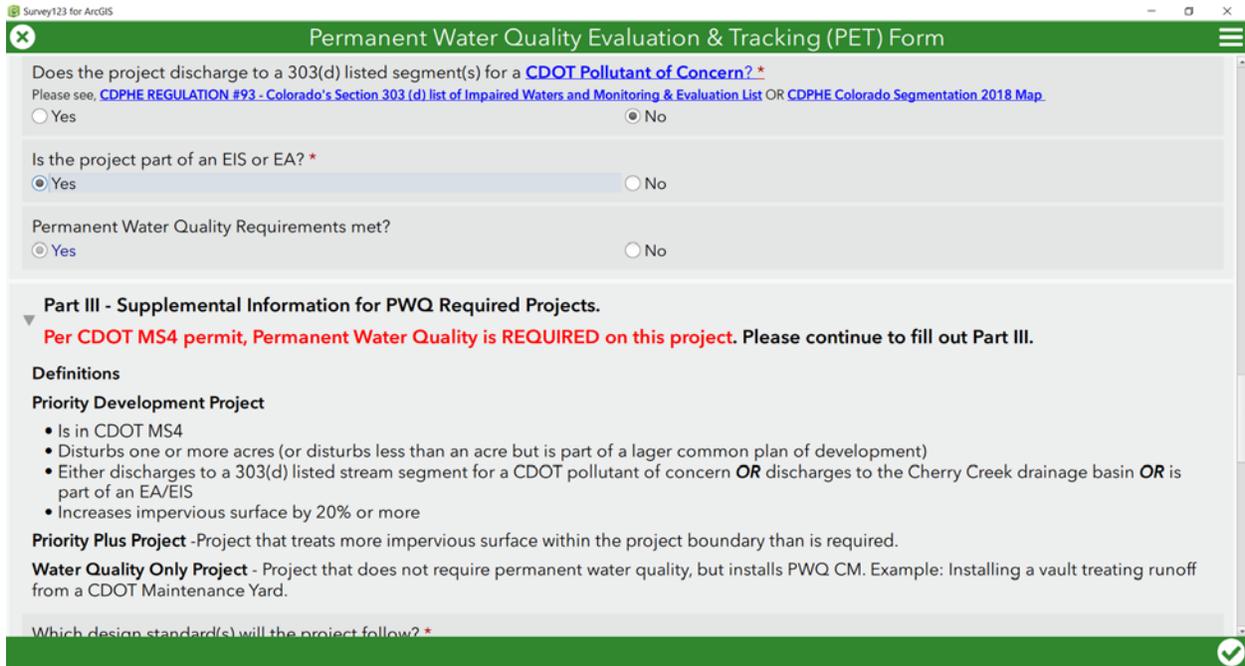
24. If all fields are completed, the screen below will appear. Select **Send Now**.



25. When the PET Form is completed, you can review Forms in either a List or Map to verify that data are entered. If you need to make changes to a submitted PET Form, select the Form from the list to continue editing.



26. Survey123 will also determine if PWQ is required on the project per CDOT’s MS4 Permit. When PWQ is required, **Part III – Supplemental Information for PWQ Required Projects** will open. Complete the questions sequentially. All questions with a \* are required and will generate an error message if left blank.



Survey123 for ArcGIS

**Permanent Water Quality Evaluation & Tracking (PET) Form**

Does the project discharge to a 303(d) listed segment(s) for a **CDOT Pollutant of Concern? \***  
Please see, [CDPHE REGULATION #93 - Colorado's Section 303\(d\) list of Impaired Waters and Monitoring & Evaluation List](#) OR [CDPHE Colorado Segmentation 2018 Map](#).  
 Yes  No

Is the project part of an EIS or EA? \*  
 Yes  No

Permanent Water Quality Requirements met?  
 Yes  No

**Part III - Supplemental Information for PWQ Required Projects.**  
**Per CDOT MS4 permit, Permanent Water Quality is REQUIRED on this project. Please continue to fill out Part III.**

**Definitions**

**Priority Development Project**

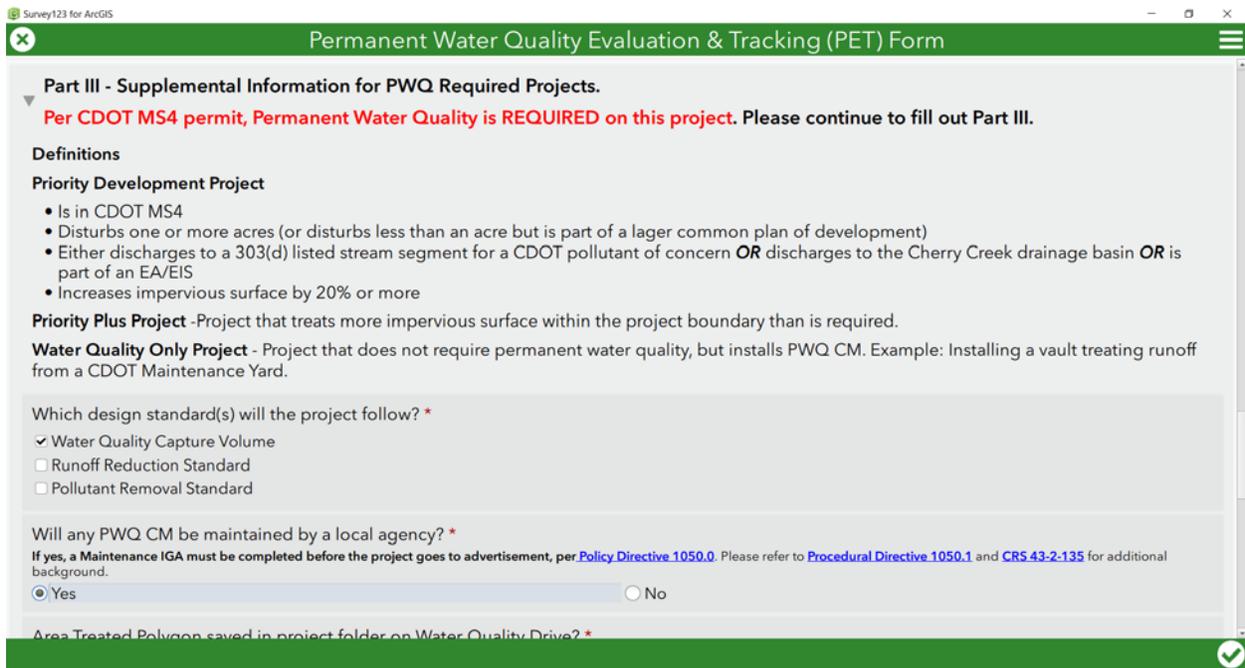
- Is in CDOT MS4
- Disturbs one or more acres (or disturbs less than an acre but is part of a larger common plan of development)
- Either discharges to a 303(d) listed stream segment for a CDOT pollutant of concern **OR** discharges to the Cherry Creek drainage basin **OR** is part of an EA/EIS
- Increases impervious surface by 20% or more

**Priority Plus Project** -Project that treats more impervious surface within the project boundary than is required.

**Water Quality Only Project** - Project that does not require permanent water quality, but installs PWQ CM. Example: Installing a vault treating runoff from a CDOT Maintenance Yard.

Which design standard(s) will the project follow? \*

27. For projects with PWQ that will be maintained by a Local Agency, a Maintenance IGA **MUST** be completed before the project goes to Advertisement. Use the links for Policy Directive 1050.0, Procedural Directive 1050.1, and CRS 43-2-135 for additional resources.



Survey123 for ArcGIS

**Permanent Water Quality Evaluation & Tracking (PET) Form**

Does the project discharge to a 303(d) listed segment(s) for a **CDOT Pollutant of Concern? \***  
Please see, [CDPHE REGULATION #93 - Colorado's Section 303\(d\) list of Impaired Waters and Monitoring & Evaluation List](#) OR [CDPHE Colorado Segmentation 2018 Map](#).  
 Yes  No

Is the project part of an EIS or EA? \*  
 Yes  No

Permanent Water Quality Requirements met?  
 Yes  No

**Part III - Supplemental Information for PWQ Required Projects.**  
**Per CDOT MS4 permit, Permanent Water Quality is REQUIRED on this project. Please continue to fill out Part III.**

**Definitions**

**Priority Development Project**

- Is in CDOT MS4
- Disturbs one or more acres (or disturbs less than an acre but is part of a larger common plan of development)
- Either discharges to a 303(d) listed stream segment for a CDOT pollutant of concern **OR** discharges to the Cherry Creek drainage basin **OR** is part of an EA/EIS
- Increases impervious surface by 20% or more

**Priority Plus Project** -Project that treats more impervious surface within the project boundary than is required.

**Water Quality Only Project** - Project that does not require permanent water quality, but installs PWQ CM. Example: Installing a vault treating runoff from a CDOT Maintenance Yard.

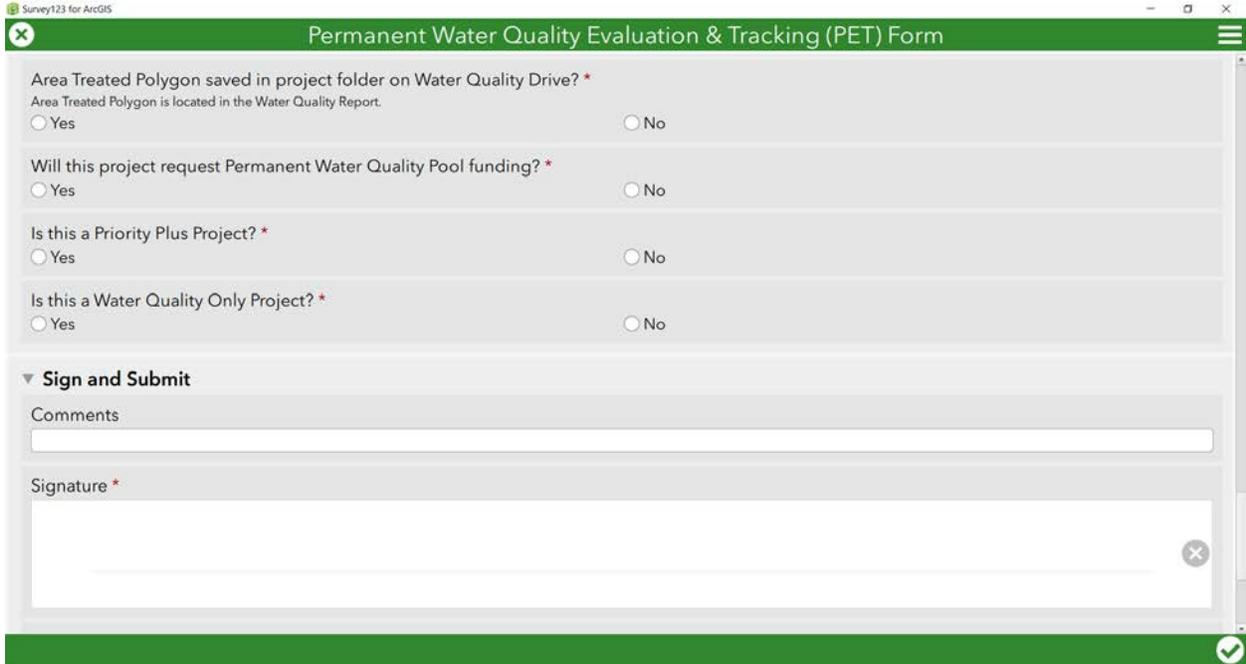
Which design standard(s) will the project follow? \*

Water Quality Capture Volume  
 Runoff Reduction Standard  
 Pollutant Removal Standard

Will any PWQ CM be maintained by a local agency? \*  
 If yes, a **Maintenance IGA must be completed before the project goes to advertisement, per Policy Directive 1050.0**. Please refer to [Procedural Directive 1050.1](#) and [CRS 43-2-135](#) for additional background.  
 Yes  No

Area Treated Polygon saved in project folder on Water Quality Drive? \*

28. Questions in Part III include whether a project will apply for PWQ Pool funding.



Survey123 for ArcGIS

**Permanent Water Quality Evaluation & Tracking (PET) Form**

Area Treated Polygon saved in project folder on Water Quality Drive? \*  
Area Treated Polygon is located in the Water Quality Report.  
 Yes  No

Will this project request Permanent Water Quality Pool funding? \*  
 Yes  No

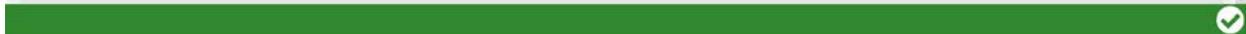
Is this a Priority Plus Project? \*  
 Yes  No

Is this a Water Quality Only Project? \*  
 Yes  No

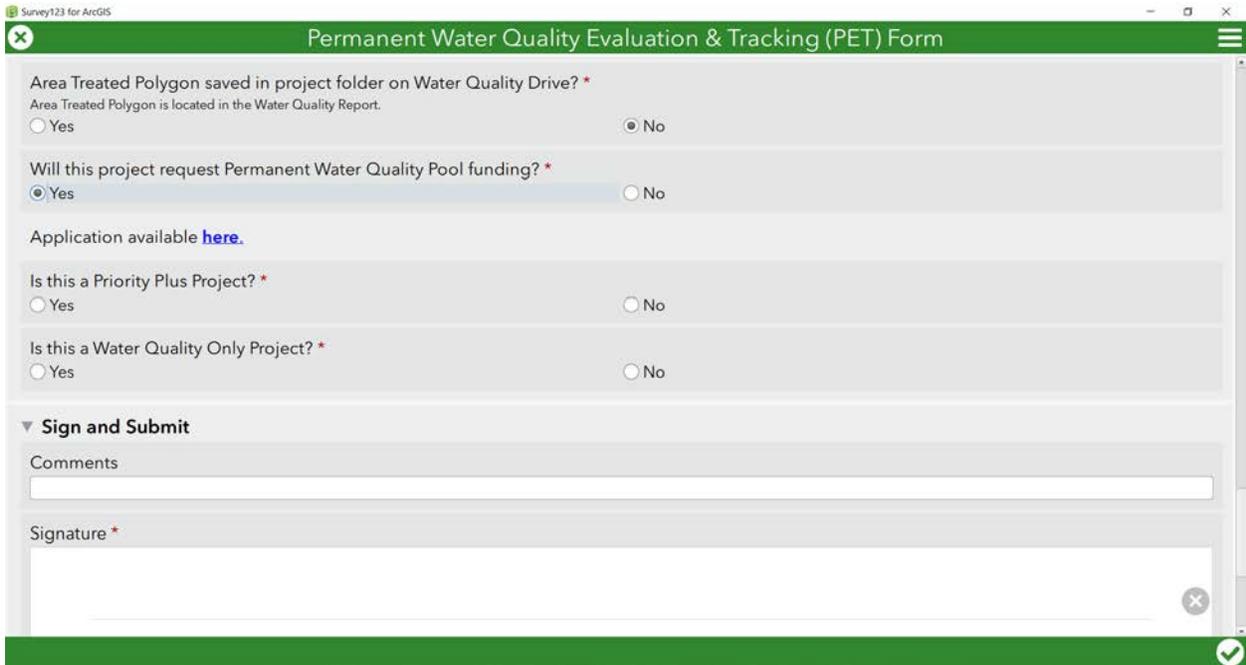
**Sign and Submit**

Comments

Signature \*



29. A link to the PWQ Pool application appears if the project selects Yes.



Survey123 for ArcGIS

**Permanent Water Quality Evaluation & Tracking (PET) Form**

Area Treated Polygon saved in project folder on Water Quality Drive? \*  
Area Treated Polygon is located in the Water Quality Report.  
 Yes  No

Will this project request Permanent Water Quality Pool funding? \*  
 Yes  No

Application available [here](#).

Is this a Priority Plus Project? \*  
 Yes  No

Is this a Water Quality Only Project? \*  
 Yes  No

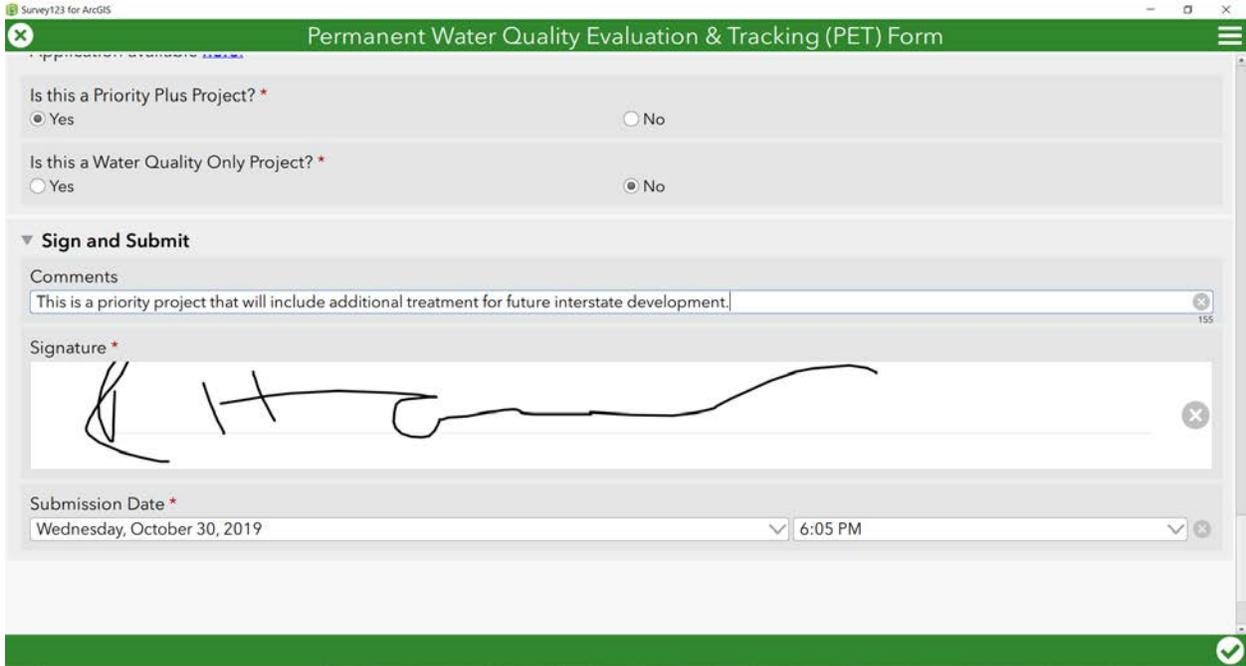
**Sign and Submit**

Comments

Signature \*



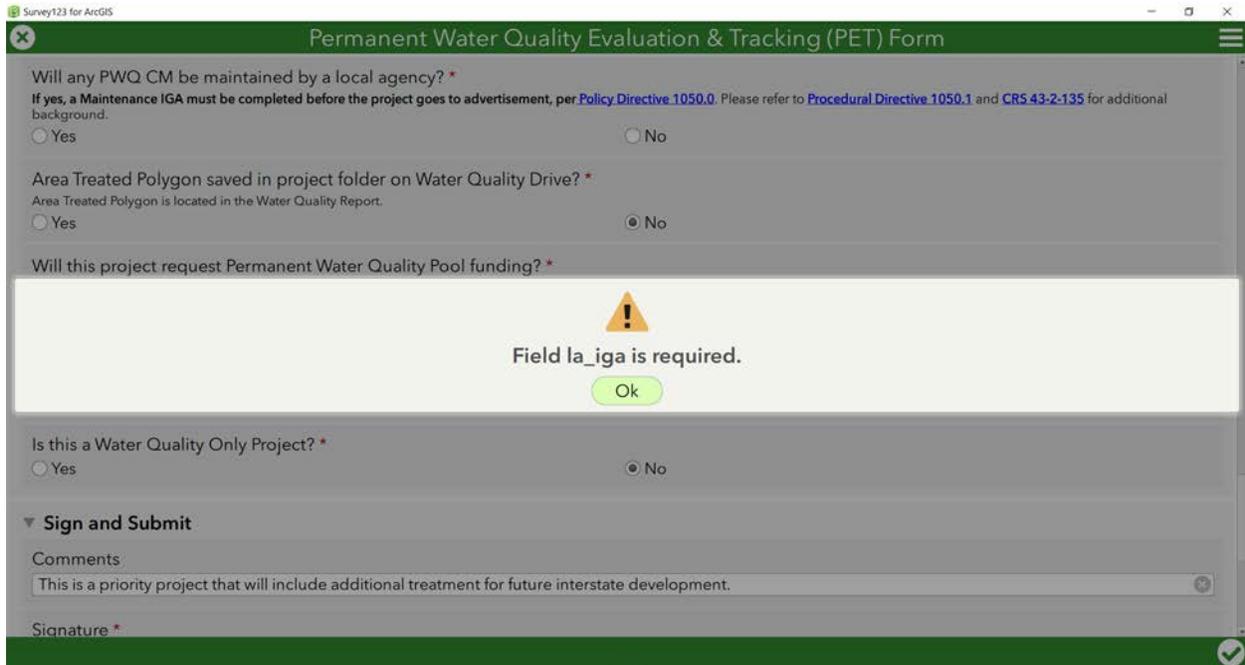
**30.** Add any comments that are not addressed elsewhere in the Comments section. Sign and select the green check the in the bottom right corner.



**31.** Select **Send Now**



32. If there are incomplete fields, you will receive an error message like this. Select Ok, complete the field and select the green check in the bottom right corner.



The screenshot shows a web browser window titled "Survey123 for ArcGIS" with a tab for "Permanent Water Quality Evaluation & Tracking (PET) Form". The form contains several questions with radio button options:

- Question 1: "Will any PWQ CM be maintained by a local agency? \*". Below it, a note states: "If yes, a Maintenance IGA must be completed before the project goes to advertisement, per [Policy Directive 1050.0](#). Please refer to [Procedural Directive 1050.1](#) and [CRS 43-2-135](#) for additional background." The "No" option is selected.
- Question 2: "Area Treated Polygon saved in project folder on Water Quality Drive? \*". Below it, a note states: "Area Treated Polygon is located in the Water Quality Report." The "No" option is selected.
- Question 3: "Will this project request Permanent Water Quality Pool funding? \*".
- Question 4: "Is this a Water Quality Only Project? \*". The "No" option is selected.

An error message is displayed in a yellow box with a warning icon: "Field la\_iga is required." with an "Ok" button below it.

At the bottom of the form, there is a "Sign and Submit" section with a "Comments" text area containing the text: "This is a priority project that will include additional treatment for future interstate development." and a "Signature" field. A green checkmark icon is visible in the bottom right corner of the form.

Thank you for implementing this new PET Form!