

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



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: <u>https://cdotdtdassettypes.codot.gov/portal.</u>Sign in USING YOUR CDOT-DTD ACCOUNT.





• Sign in with your username and password from your desktop. Type "dot\" before your username.



Download the Desktop Version of Survey123

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



2.



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".

rvey123 for ArcGIS wants to access your A	rcGIS Online account inform	stion
0		
Sign in with	Glesri	
ArcGIS login		
8 Username		
Password		
Sign In	1	
Forgot userosme2 or For	pot ontaword?	
Enterprise login	- V	
Facebook	G Google	
	Privacy	

2. Open the Enterprise Login to access Survey123 applications.

TIP:

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



CDOT ADFS
Sign in with your organizational account dochanogen d Sign in
0.301 Morent

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

Survey123 for ArcGIS				x
My	y Surveys		(
No sur	veys on devi	ice		
G	iet Surveys			

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

Select the menu icon.





5. Select Settings		



6. Select Portals



😨 Survey 123 for ArcGiS — 🗆 🗙	7. Select Add Portal
C Portals	
Select your active ArcGIS Portal	
S ArcGIS Online	
Add Portal	
	[
Survey123 for ArcGIS - X	8. Copy and paste
Control Portals	https://cdotdtdassettypes.codot.gov/portal in the URL field
Select your active ArcGIS Portal	and select Add Portal button
ArcGIS Online	
URL of the Arean or Areals	
https://cdotdtdassettypes.codot.gov/por	
Use external web browser for sign in	
Add Portal Cancel	
ride i shur bunch	





9. Select the new portal when it appears in the active portal menu and select the back arrow <u>twice</u> 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

Survey123 for ArcGIS	- 🗆 X	
Sign in to A Enterprise (cdotdtdasse dot.gov/p	ArcGIS https:// ttypes.co portal)	
CDOT ADFS	unt	
dot/hansgenr		
Sign in		
© 2013 Microsoft		

12. Sign in using this format:
Username: dot\hansgenr
Password: CDOT computer password





1	3. 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 TMAL 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.

Permanent Water Quality Evaluation & Tracking (PET)	17. Select Collect to begin a new PET Form
PET for is used to review for Permanent Water Quality requirements. monstrates to CDPHE and EPA that CDOT projects are	
juately reviewed for Permanent Water Quality requirements. 17 MS4 Permit COS000005, the CDOT Permanent Water Quality ram Manual and the CDOT Drainage Design Manual.	



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					- 0	¢
8	Perma	nent Water Quali	ty Evaluation & Tra	icking (PET) Form		
Please complete thi	s document for any proje	ects that meet ALL these	conditions:			
Inside CDOT's MS	4 area					
 Disturb one or mo 	ore acres, or if under an a	cre, is part of a larger co	mmon plan of developm	nent		
Increases impervio	ous surface by 20% or mo	ore				
For projects outside required. Control M	e CDOT's MS4 area, pleas leasures (CM) constructed	e contact Regional Envi d outside CDOT MS4 ar	ronmental Managers for ea will be included in CD	guidance on when Perma OT's CM inventory to ens	nent Water Quality may be ure maintenance compliance.	
Data from this PET f permit compliance.	orm is shared in annual r	eports with the Water Q	uality Control Division at	CDPHE and US EPA Regio	on 8 to demonstrate CDOT MS	4
Name and Title of p	erson completing this fo	rm. *				
Part I - Project I	Information					
CDOT Region *						
Region 1	Region 2	Region 3	Region 4	Region 5	Property Management	
Project name * Example: I-25 North: SH4	402 to SH14					
Project Number						
SAP Project Number, if a	vailable. Example: IM 0253-255					
Subaccount Num	ber					
SAP Subaccount Numbe	er, if available. Example: 21506					
						N.

19. Select the map to move the pin within the project limits. Click on the <u>C-Plan</u> link to determine if a portion of the project is inside CDOT's MS4 boundary.

Project Location * Place point inside the anticipated project boundary 40'35'N 105'0'W		
40°35'N 105'0'W Within the fort Collins Within the fort Collins Part II - Project Permanent Water Quality Determination S this project located within CDOT's MS4 Boundary?* Nease visit CPIan 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?* No	roject Location *	
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Part II - Project Permanent Water Quality Determination s this project located within CDOT's MS4 Boundary? * lease visit CPlan 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? * No	s this a modification of an existing PWQ & Evalu	ation Tracking document? * No
s this project located within CDOT's MS4 Boundary? * Please visit CPIan 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	Part II - Project Permanent Water Quality D	Determination
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	s this project located within CDOT's MS4 Bound lease visit <u>CPIan</u> to view current CDOT MS4 boundary.) Yes, the entire project is within CDOT's MS4 bound) Yes, a portion of the project is within CDOT's MS4) No	lary? * dary boundary
	Does the project disturb 1 or more acres, or if un) Yes	nder 1 acre, is it part of a larger common plan of development? * ○ No
Existing impervious area (sq.ft.)*	ixisting 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.





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.

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	Permanent Water Quality Evaluation & Tracking (PET) Form			
Does any portion of the projec	t drain to the Cherry Creek Reservoir drainage basin? *			
) Yes	No			
Does the project discharge to lease see, CDPHE REGULATION #93 - C	a 303(d) listed segment(s) for a <u>CDOT Pollutant of Concern? *</u> olorado's Section 303 (d) list of Impaired Waters and Monitoring & Evaluation List OR CDPHE Colorado Segmentation 2018 Map.			
) Yes	(e) No			
the project part of an EIS or I	EA? *			
) Yes	No			
ermanent Water Quality Requ	irements met?			
) Yes	No			
Sign and Submit				
Sign and Submit				
Comments				
ignature *				
			0	

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.

	Permanent Water Quality Evaluation & Tracking (PET) Form	
ls the project part of an EIS or ○ Yes	EA?*	
Permanent Water Quality Req O Yes	uirements met?	
Sign and Submit		
Comments		
This project does not require P	WQ, but will install it to promote regional water treatment.	
Signature *		
RH	-ansey	6
Submission Date *		
	E.E2 DM	211



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

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😣 Per	nanent Water Quality Evaluation & Tracking (PET) Form	=
Is the project part of an EIS or EA? *	● No	
Permanent Water Quality Requirements Yes	met? ⊙No	
	M	
	Survey Completed	
	Your device is online	
<i>C</i>	Would you like to send the survey now?	
C	Send Later	
C	Send Now	
	Continue this survey	
Submission Date *		
Wednesday, October 30, 2019	∽ 5:53 PM	V Q
		Ø

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.

invey123 for ArcGIS	- 0
Per	manent Water Quality Evaluation & Tracking (PET) Form
Does the project discharge to a 303(d) Please see, <u>CDPHE REGULATION #93 - Colorado's Se</u> Yes	listed segment(s) for a <u>CDOT Pollutant of Concern? *</u> action 303 (d) list of Impaired Waters and Monitoring & Evaluation List OR CDPHE Colorado Segmentation 2018 Map
Is the project part of an EIS or EA? * • Yes	○ No
Permanent Water Quality Requirements	met? O No
Part III - Supplemental Information	n for PWQ Required Projects.
Part III - Supplemental Information	n for PWQ Required Projects. Water Quality is REQUIRED on this project. Please continue to fill out Part III.
Part III - Supplemental Information Per CDOT MS4 permit, Permanent	n for PWQ Required Projects. t Water Quality is REQUIRED on this project. Please continue to fill out Part III.
Part III - Supplemental Information Per CDOT MS4 permit, Permanent Definitions Priority Development Project	n for PWQ Required Projects. t Water Quality is REQUIRED on this project. Please continue to fill out Part III.
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Part III - Supplemental Information Per CDOT MS4 permit, Permanent Definitions Priority Development Project • Is in CDOT MS4 • Disturbs one or more acres (or distu • Either discharges to a 303(d) listed s part of an EA/EIS	n for PWQ Required Projects. It Water Quality is REQUIRED on this project. Please continue to fill out Part III. It water Quality is part of a lager common plan of development) It ream segment for a CDOT pollutant of concern <i>OR</i> discharges to the Cherry Creek drainage basin <i>OR</i> is
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27. For projects with PWQ that will be maintained by a Local Agency, a Maintenance IGA <u>MUST</u> 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.

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 lager common plan of development) • Either discharges to a 303(d) listed stream segment for a CDOT pollutant of concern <i>OR</i> discharges to the Cherry Creek drainage basin <i>OR</i> 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 runor from a CDOT Maintenance Yard. Which design standard(s) will the project follow? * • Water Quality Capture Volume Runoff Reduction 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 10500. Please refer to Procedural Directive 1050.1 and CR5 43-2-135 for additional background. No	rvey123 for ArcGIS	Permanent Water Quality Evaluation & Tracking (PET) Form	0
Perfinitions Priority Development Project I is in CDOT MS4 Disturbs one or more acres (or disturbs less than an acre but is part of a lager 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. Nater Quality Only Project - Project that does not require permanent water quality, but installs PWQ CM. Example: Installing a vault treating runor or on a CDOT Maintenance Yard. Which design standard(s) will the project follow? * VMater Quality Capture Volume Runoff Reduction Standard Pollutant Removal Standard Will any PWQ CM be maintained by a local agency? * Fyes, 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 ackground. No	Part III - Supplen Per CDOT MS4 p	nental Information for PWQ Required Projects. Dermit, Permanent Water Quality is REQUIRED on this project. Please continue to fill out Part III.	
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Yes ONo	Will any PWQ CM b If yes, a Maintenance IGA r background.	e maintained by a local agency? * nust be completed before the project goes to advertisement, per <u>Policy Directive 1050.0</u> . Please refer to <u>Procedural Directive 1050.1</u> and CRS 43-2-135 for additional	I
	Yes	○ No	



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

Arreated Polygon saved in project folder on Water Quality Drive?* Yes No Will this project request Permanent Water Quality Pool funding?* No Yes No st his a Priority Plus Project?* No Yes No St his a Water Quality Only Project?* No Yes No St his a Water Quality Only Project?* No Yes No Stign and Submit No Comments Signature *	urvey123 for ArcGIS		- 0	>
Area Treated Polygon saved in project folder on Water Quality Drive?* trea Treated Polygon is located in the Water Quality Report. Yes No No St his a Priority Plus Project?* Yes No st his a Water Quality Only Project?* Yes No Sign and Submit Comments Signature *	Permanent Water Quality I	Evaluation & Tracking (PET) Form		
Will this project request Permanent Water Quality Pool funding?* Yes No s this a Priority Plus Project?* Yes No s this a Water Quality Only Project?* Yes No Sign and Submit Comments Signature *	Area Treated Polygon saved in project folder on Water Quality Drive? * Area Treated Polygon is located in the Water Quality Report. ○ Yes	ONo		
s this a Priority Plus Project?* No s this a Water Quality Only Project?* No Yes No Sign and Submit Comments Signature *	Will this project request Permanent Water Quality Pool funding? * ○ Yes	O No		
s this a Water Quality Only Project? * No Sign and Submit Comments Signature *	ls this a Priority Plus Project? * ○ Yes	⊖ No		
Sign and Submit Comments Signature *	Is this a Water Quality Only Project? * _ Yes	.O No		
Comments Signature *	Sign and Submit			
Signature *	Comments			
	Signature *			
			¢	3

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

Survey123 for ArcGIS		- a
Permanent Water Qu	ality Evaluation & Tracking (PET) Form	
Area Treated Polygon saved in project folder on Water Quality D Area Treated Polygon is located in the Water Quality Report. O Yes	Orive? * • 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? * O Yes	⊖ No	
Sign and Submit		
Comments		
Signature *		
		8
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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.

vey123 for ArcGIS		- a
pprocess concerc meter	Permanent Water Quality Evaluation & Tracking (PET) Form	
s this a Priority Plus Project? * • Yes	◯ No	
s this a Water Quality Only Pro Ves	ject? *	
Sign and Submit		
Comments This is a priority project that will i	nclude additional treatment for future interstate development.	6
Signature *		
Submission Date * Wednesday, October 30, 2019	∽] 6:05 PM	~]0

31. Select Send Now

Survey123 for ArcGIS		- o	×
8 Pe	ermanent Water Quality Evaluation & Tracking (PET) Form		=
Is this a Priority Plus Project? *			
• Yes	⊖ No		
Is this a Water Quality Only Project? *	● No		
	N		
	Survey Completed		
	Your device is online		
	Would you like to send the survey now?		
	Send Later		
C	Send Now		
	Continue this survey		
Submission Date *			
Wednesday, October 30, 2019	√ 6:05 PM	\sim	
		_	
			0



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.

Survey123 for ArcGIS	- 0 >
8	Permanent Water Quality Evaluation & Tracking (PET) Form
Will any PWQ CN If yes, a Maintenance R background.	be maintained by a local agency? * SA 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
O Yes	ONo
Area Treated Poly Area Treated Polygon is	gon saved in project folder on Water Quality Drive? * Jocated in the Water Quality Report.
O Yes	No
Will this project r	equest Permanent Water Quality Pool funding? *
	<u>A</u>
	Field la iga is required.
	Ok
Is this a Water Qu	ality Only Project? *
O Yes	No
▼ Sign and Subr	nit
Comments	
This is a priority p	oject that will include additional treatment for future interstate development.
Signature *	

Thank you for implementing this new PET Form!