

PWQ Evaluation and Tracking (PET) Form Directions

The first part of these direction address general items such as terminology, submittal requirements and timing. The remainder of the directions are specific to the PWQ Form and correspond accordingly.

General Notes:

This form is used for tracking purposes and this information is necessary for completing the form 128 and CJ20N. Make sure to fill out each blank space unless the form instructs otherwise.

Page # references are to the CDOT MS4 Permit C0S00005 Minor Modification Effective October 16, 2015, which can be found on the [CDOT Water Quality Website](#).

Portions of the PET Form correspond to the PWQ Program Manual. References to the appropriate section of the PWQ Program Manual are given throughout this document. The PWQ Program Manual can be found on the [PWQ Program website](#) along with other PWQ Program resources.

Terminology

Throughout the form the term NDRD has been changed to PWQ to reflect the current MS4 permit terminology. When referring to documents created during the previous permit term the terminology has not been altered.

Throughout this form the term Control Measure is used instead of BMP. This reflects a CDPHE change in terminology.

Form Submittal Deadlines and Timing

Scoping: Questions 1-14 must be completed at Scoping. These questions determine whether Permanent Water Quality evaluation is required.

FIR: The entire form must be preliminarily completed at FIR to determine whether the project requires an Onsite PWQ CM per a PWQ Onsite Required Trigger and if it so whether Mitigation Pool Funding will be used. If Mitigation Pool funding will be used, Cost Estimates and a preliminary form must be completed and submitted to the PWQ Program Manager at FIR. Please see Section 4 of the PWQ Program Manual for Mitigation Pool Requirements and for PWQ Mitigation Pool tracking requirements see [Design Bulletin 2015-5: Tracking PWQ Mitigation Pool Money](#) and [Construction Bulletin 2015-6: Tracking PWQ Mitigation Pool Money](#).

FOR: For projects using Pool funding, a FOR level cost estimate must be provided if Mitigation Pool funding is requesting Mitigation Pool funding.

Between FOR & AD: The PWQ Questions must be answered in the Environmental Tab of CJ20N. Form numbers 3, 12, 13, and Part IV correspond to the Environmental Tab PWQ Questions.

AD (or equivalent for Innovative Contracting): A final completed PWQ Evaluation and Tracking form accompanied by a completed PWQ Form Inventory Map (including table) and cost estimate (if using Mitigation Pool funding) is due to the PWQ Program Manager by advertisement (or equivalent for Innovative Contracting Projects). A copy of the form and attachments must also be placed in the project file. Anytime PWQ will be installed a copy of the form and attachments must also be sent to the PWQ Program Manager.

Other Deadlines: Forms must be amended anytime there is a change in the type of PWQ CM used or anytime the treatment area changes. The WPCM or Water Quality Specialist must evaluate these changes to ensure the project still is compliant with the PWQ Program requirements and the amended form must be submitted to the PWQ Program Manager for tracking purposes. If the changes result in

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any engineering calculations or changes maintenance conditions the appropriate approvals must be re-obtained.

Who Completes and Signs the Form:

All forms should be completed and signed by the consultant or Local Agency PM responsible for the PWQ requirements on the project. Additionally, all relevant documents must be reviewed by the appropriate staff. There are up to three types of reviews that may be required. These are a Water Quality, Engineering, and/or Maintenance review. All three types of review are required for any project installing PWQ CMs. The details of which signatures are required on which types of project and who is considered the appropriate person to sign is described here:

(Division 2015, pg. 26 I.E.2.c.v.(A)2.a.v and Part I.E.2.c.v.(A)2)

Signatures for Projects that do not require PWQ Evaluation (Over An Acre or Outside MS4)

Water Quality Signature - Required: May be signed by the Region Water Quality Specialist, WPCM or other Qualified Environmental Specialist. In order to be considered a qualified Environmental Specialist you must fully understand the PWQ Program requirements.

Engineer: No Signature Required

Maintenance: No Signature Required.

Signatures for Projects that do not require PWQ CMs but are over an acre and in MS4

Water Quality Signature - Required: May be signed by the Region Water Quality Specialist or WPCM only.

Engineer - Signature Required - May be signed by any engineer adequately enough familiar with the following project elements and requirements to be able to review and approve the percent impervious area in form number 15.c: project boundary, impervious area, pervious area and the PWQ requirements for calculating the % impervious area (described below).

Maintenance: No signature required.

Signatures for Projects that require and/or are installing PWQ CMs

Water Quality Signature - Required: May be signed by the Region Water Quality Specialist or WPCM only. The Water Quality Review is to ensure the form and associated documents are in compliance with the permit and PWQ Program requirements.

Hydraulic Engineer - Signature Required: Must be signed by a CDOT hydraulic engineer. The hydraulic engineer review includes the drainage report, the PWQ construction plans and the O&M Manual, and the impervious area calculations required in form number 15. The Engineer review is for hydraulic engineering only. In particular to ensure the CM meets the permit design standards. If the hydraulic engineer is not qualified to review the calculation in form number 15, they may have this portion of the review performed by another engineer who is qualified. In this case, the hydraulic engineer should attach documentation (email or signed note) by the person who did the review. To be considered qualified the calculation should be reviewed by an engineer adequately enough familiar with the following to review and approved the percent impervious area calculations required in 15.c: project boundary, impervious area, pervious area and the PWQ requirements for calculating the % impervious area described in these directions.

Maintenance: Signature Required - Maintenance personnel familiar with their Patrols equipment and PWQ CMs should be invited to the FIR and/or FOR meeting and be provided with appropriate documents so they can provide feedback on maintenance concerns with the

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proposed CM. If maintenance review is requested, but maintenance is unable to attend the WQ Specialists may note under their signature that maintenance was invited but unable to attend.

Form Submittal Requirements:

- If the project is outside the MS4 and under an acre the project does not have to document using this form. Documenting in CJ20N will be adequate documentation.
- When the project is over an acre, in the MS4, Onsite PWQ Is Not Required and will not be installed, the form must be completed and placed in the project file. It does not need to be submitted to HQ. CJ20N must also be completed.
- When PWQ is being installed for any reason the form must be completed and placed in the project file. It must also be submitted to HQ. CJ20N must also be completed.

Part I: Project Information (*Must be filled out at scoping*)

1. **Project Name:** Enter the Project Name as it appears in SAP.
2. **CDOT Region:** Region number (e.g., Region 1).
3. **CDPS-SCP Number:** CDPS-Stormwater Construction Permit number. The format of this number is always COR-####. The first # symbol may be a letter, for example, COR-03J123.
4. **Subaccount #:** The 5 digit subaccount/project code # (e.g., 19235).
5. **Project #:** The project number (e.g. STU- 0253-126).
6. **Ad Date:** Date the project was advertised for bids (or equivalent for Innovative Contracting such as DB or CMGC). This date is important for tracking purposes.
7. **Project Description:** Provide a brief description of the project. Note the purpose of the work. (I.E. This is an intersection reconstruction, adding additional turn lanes and updating lighting and traffic signals). (Division 2014, pg. 7.b.v).
8. **Detailed Project Location:** Provide the project location such as latitude and longitude, start and end cross streets, etc.
9. **Is this a modification of an existing PWQ form?** If you have previously filled out a PWQ form for this project, but are updating it with this form, please indicate here. If you check YES, you must also attach the old form and a brief explanation of what you are changing and why. If the project fell under the Interim NDRD Program requirements please use the Interim NDRD Tracking and Evaluation form located on the [PWQ Program website](#) (Division 2015, pg. 23 I.E.2.a.v(A)3). Note that any changes to the plans must go through review again to ensure the changes are compliant with the permit. (Division 2015, pg. 23 I.E.2.a.v(A)2))
10. **Does the project discharge to the Cherry Creek Reservoir Drainage Basin?** Does the water coming off the site enter the Cherry Creek Reservoir Drainage Basin? If the answer is YES, the portion(s) of the site discharging to Cherry Creek Reservoir drainage basin must meet the requirements for permanent BMPs as per the [Cherry Creek Reservoir Control Regulation \(5 CCR 1002-72\)](#), Part 72.7.2(c). Complete the Cherry Creek Reservoir Evaluation Supplement to the PWQ Evaluation and Tracking Form. If the answer is NO then the project does not have to meet the requirements of regulation 72. Both a Yes or No answer should go to Part II. See [PWQ Program Manual Section 3.1.1: Determine if Onsite PWQ](#)

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Evaluation Needed Per the Cherry Creek Trigger & Section 3.2.2: Determine if Onsite PWQ Required per the Cherry Creek Trigger (Division 2015, pg. 19 I.E.2 Cherry Creek Development Projects”).

Part II: Determining if further PWQ Evaluation is needed

For additional guidance on questions 11 - 15 see [PWQ Program Manual Section 3.1: Step 1 Determine if Onsite PWQ Evaluation is Needed Per the PWQ Required Triggers](#).

11. **Is this a Water Quality Only Project?** Answer YES if the main purpose of this project is to build PWQ CM(s). IE there are no transportation components. If YES answer Questions 12-15 then proceed to form Part IV and answer Applicable to numbers 20 and 22 and Not Applicable to 19 and 21.
12. **Is the project located within the MS4 Permit boundary?** Indicate whether the entire project or portions of the project are within the MS4 boundary by checking YES- Entirely or YES-Partially. If you check either YES or YES - Partially, proceed to 13. No means the project is entirely outside the MS4 boundary. If the answer is NO, then PWQ is not required. If you answered No, when you get to 20 check Applicable to Onsite PWQ Not Required. Both Yes and No answers Go to 13. (Division 2015, pg. 5, Part I A.1.a)
13. **Does the project have greater than one are of disturbance?** Check Yes if the project disturbs one or more acres or if the project disturbs less than an acre, but is part of a common plan of development. If you checked Yes to both 12 and 13 the project must be evaluated further to determine if Onsite PWQ is required. Go To 14. If you answered No to number 12 or 13, Onsite PWQ is not required. Go To 20 and check Applicable to Onsite PWQ Not Required. (Division 2015, pg. 18, Part I E.2 “Onsite PWQ Required Development Projects”)
14. **Previous Permit Standard:** PWQ Trigger projects may fall under the previous permit requirements when the PWQ CM was fully implemented prior to March 1, 2017 when the CMs were substantially designed and had started the review process prior to March 1, 2017, the CMs were substantially designed and approved by the permittee prior to March 1, 2017. Substantially designed means that the drainage and hydraulic calculation were completed for the CM(s). Note that CM(s) installed under a prior permit term or the interim program standard shall not be removed unless replaced by another CM that meets the requirements of Part I.E.2.a.iii. (Division 2015, pg. 20 I.E.2.a.iii (A)5)). For more information on determining if the Previous Permit Term standard applies see the [PWQ Program Manual Section 5.3.2: Previous Permit Term Standard](#).
15. **How much does the project increase the impervious area?** This question is required for tracking purposes. The %N calculated below is required in additional steps. Areas of the project that were impervious prior to the start of the project are not considered to increase the impervious area (i.e. they are not new impervious). Only new impervious area counts toward the 20% in later questions. **For the purposes of this form, the project area should be the same as the project area as defined in the SWMP permit. If the project area changes during the project PWQ may need to be reconsidered.**

E= Project area that was impervious at the start of the project

N= Project new Impervious Area (areas where pervious is now impervious)

T = Total Project Impervious Area at project completion

$$T = N+E$$

N% = Percent increase of Project Impervious Area

1. $N = T-E$

2. $\%N \text{ increase} = N/E \times 100$ OR $\%N \text{ increase} = T/E - 1 \times 100$

(Division 2015, pg. 24, Part I E.2.b.iii Part I I.1.g.ii(A)&(B))

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Part III: Determining if Onsite PWQ is Required per an Onsite PWQ Required Trigger

- 16. 303 (d) Onsite PWQ Required Project Trigger:** Answering the questions under 16 will determine if your project is considered an Onsite PWQ Required project per the 303(d) Onsite PWQ Required trigger. If you answer **YES** all 3 times (a, c and d) then the project is considered a 303(D) Onsite PWQ Required Trigger Project. Only the portions of the project draining to the listed impaired segments are considered Onsite PWQ Required. These portions of the project must be treated by a PWQ CM even if the project is also an **EA/EIS Onsite PWQ Required Trigger**. When you get to number 19.b check **Applicable to Onsite PWQ Required per the 303(d) Trigger**. If you answer **NO** just once (to either a, c or d) then the project is not considered a 303 (d) Onsite PWQ Required Project (it may still be determined an Onsite PWQ Required Project under Part IV). When you get to number 19.b check **Not Applicable to Onsite PWQ Required per the 303(d) Trigger**. Even if you answer **NO** to a question, the remainder of the questions must be filled out for documentation purposes. See [PWQ Program Manual Section 3.2.3: Determine if Project triggers the 303\(d\) Onsite PWQ Required Trigger](#) (Division 2015, pg. 21, Part I E.2.a.iii.(A)(i-iii))
- Does the project discharge to a 303(d) listed segment?** You may use [C-Plan Environmental Maps](#) CDPHE Impaired Waterways Layer to make your initial determination, but this should be verified by checking the table in [regulation 93](#) (93.3). Note: If you have GIS you can use CDPHE's GIS maps: <http://www.colorado.gov/cs/Satellite/CDPHE-WQ/CBON/1251616086138> to see the segment and impairment. Check YES or NO as appropriate and then proceed to b. (Division 2015, pg. 18 Part I E.2 "Onsite PWQ Required Development Projects" and "Roadway Pollutants of Concern")
 - List each segment and associated pollutant(s):** If you answered YES to a) list all of the 303(d) listed segments that your project discharges to and the pollutants resulting in the segment being listed. For example: COARUA10 listed for Cu, COGUNF04 listed for FE (Trec). If the project does not drain to any 303 (d) listed segments write "N/A". In either case proceed to c. (Division 2015, pg. 18 Part I E.2 "Roadway Pollutants of Concern")
 - Are any of the impairments listed a Roadway Pollutant of Concern?** Check to see if any of the listed segments in b. are impaired for arsenic (total and potentially dissolved), cadmium (total and potentially dissolved), chromium (total and potentially dissolved), copper (total and potentially dissolved), magnesium (total and potentially dissolved), manganese (total and potentially dissolved), zinc, ammonia nitrogen, total phosphorous, chloride, sodium, oil and grease. If any of the segments from b are listed for these pollutants check YES and circle the appropriate pollutant(s) in this field. (Division 2015, pg. 18 Part I E.2 "Roadway Pollutants of Concern")
 - Does the project increase the impervious area by 20% or more?** Use the N% you calculated in 15.c above. If the project added 20% or more new impervious area (where none existed before) check YES. If less than 20% check NO. (Division 2015, pg. 24, Part I E.2.b.iii Part I I.1.g.ii(A)&(B))
- 17. EA/EIS Trigger:** Answering the questions under question 17 determines if your project requires onsite treatment per the EA/EIS Onsite PWQ Required Trigger. If you answer **YES** to both a & b then the project is required to install Onsite PWQ per the EA/EIS Trigger. When you get to number 19.c check **Applicable to Onsite PWQ Required per the EA/EIS Trigger**. If you answer **NO** to either a or b then the project does not require PWQ to be installed On Site per the EA/EIS Trigger. When you get to number 19.c check **Not Applicable to Onsite PWQ Required per the EA/EIS Trigger**. Even if you answer **NO** to one question the others must be completed for documentation purposes. (Division 2015, pg. 18 Part I E.2.a.iv(A)):
- If the project is part of an EA/or EIS than mark YES.
 - Use the N% you provided in # 15 c above.

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18. Does your project meet any of the PWQ Program Onsite PWQ Required Exceptions? The following types of projects are not considered Onsite PWQ Required projects even if they trigger the EA/EIS or 303(d) triggers: above and underground utilities, guardrail/cable rails, sidewalk/trail/bike lane slab repair/installation, curb and gutter repair, resurfacing projects falling under the maintenance definition, maintaining existing shoulders, culvert drainage repairs, fence installation/repair, and concrete slab repair. If your project is any of these types of project answer Yes to this question and Go To 19.b and 19.c and check Not Applicable to Onsite PWQ Required for the 303(d) and EA/EIS Triggers. If you also previously checked Not Applicable to 19.a you can check Applicable next to Onsite PWQ Not Required in 20. If you answer no to this question the PWQ categories determined in 16 and 17 remain the same.

Part IV: Documenting Applicable PWQ Categories

(Division 2015, pg. 18 Part I E.2.b.iii)

The purpose of Part IV is to document which PWQ Categories apply to your project. These categories help you determine which requirements apply to your project and, if you are using PWQ Pool funds, which application process you need to follow. The previous questions should have helped you make determinations for question 19. If you have not completed question 19 please return to Parts I - III to determine which of these categories apply. They are summarized again here and guidance is given on questions 20-22:

19. Onsite PWQ Required Per the Following Trigger? Check **Applicable** if you are required to Install PWQ per any PWQ Triggers. To determine the answer complete questions 10-18 and the Cherry Creek Reservoir Evaluation Supplement to the PET Form, if applicable. If you answered **Applicable** to any of a,b or c below you should also answer **YES** to 19. If you answer **Not Applicable** to all of a, b and c below then you should answer **NO** to 19.

- a. **Cherry Creek Reservoir Trigger** - Check **Applicable** if you answered **YES** to question 10 and your completed Cherry Creek Reservoir Evaluation Supplement to the PET Form indicates you require onsite PWQ meeting the Cherry Creek Control regulation requirements. Make sure to attach your supplemental form. Check **Not Applicable** if you answered **NO** to 10 or if you answered **YES** to 10 but you are not required to install PWQ per the Cherry Creek Reservoir Evaluation Supplement to the PET Form.
- b. **303(d) Onsite PWQ Required Trigger:** Check **Applicable** if you are required to install onsite PWQ per question 16 - Determining if Onsite PWQ is required per the 303(d) Trigger. Check **Not Applicable** if you are not required to install PWQ per question 16.
- c. **EA/EIS Trigger:** Check **Applicable** if you are required to install onsite PWQ per question 17 - Determining if Onsite PWQ is required per the EA/EIS Trigger. Check **Not Applicable** if you are not required to install PWQ per Part 17.

20. Onsite PWQ Not Required? Check **Applicable** if you are not required to install PWQ per any of the triggers in question 19. This means you answered No to all of 19, a, b and c. Check **Not Applicable** if you are required to install PWQ Onsite per any of the triggers in 19. This means you answered Applicable to at least one of 19 a, b, or c.

21. Plus Project: Check **YES** if you are installing more PWQ than is required (either when installing PWQ treatment when Onsite PWQ is Not Required or when Onsite PWQ is Required per a PWQ Trigger but you are treating more than the area required by the trigger). Check **NO** if you are not installing more treatment than is required (PWQ is not required and you are not installing any PWQ or when treatment is required and you are only treating the minimum required).

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22. **Water Quality Only Project** - If you check **YES** to this all questions 18-20 should be marked **NO**. If you check **YES** this is a water quality project with no transportation elements. To be considered a Water Quality Only Project Water Quality has to be the main purpose of the project.

Part V: Onsite PWQ Requirements and Documentation

23. **Design Standards:** Check which Design Standard(s) your project will follow. You may use one or any combination of the below Design Standards as long as the requirements are fully met. Indicate which ones have been used on site. (Division 2015, pg. 18 Part I E.2.b.iii)
- Water Quality Capture Volume (WQCV):** Indicate **YES** if the WQCV standard is used anywhere on site.
 - Infiltration Standard:** Indicate **YES** if the Infiltration Standard is used anywhere on site.
Pollutant Removal Standard/80% TSS Removal: Indicate **YES** if the Pollutant Removal Standard is used anywhere on site.
24. **Will any of the sites Control Measure(s) be maintained by a local agency or other entity?** If yes, the project must obtain a PWQ Maintenance IGA prior to advertisement. Procurement has a template PWQ Maintenance IGA.
25. **Are Requesting Mitigation Pool Funding:** If YES see the [PWQ Program Manual Sections 4.4 Eligibility and 4.5 Funding Process of the PWQ Guidance](#). Please contact the PWQ Program Manager with funding specific questions.
26. **Attach an Inventory Map:** All Onsite PWQ Required, Plus, and PWQ Only Projects must submit an inventory map. Make sure to distinguish Onsite PWQ Required and Cherry Creek areas on the map and to clearly mark the CDOT MS4 permit boundary. The map shall clearly show the project boundary, the new impervious area, the CDOT MS4 boundary, the local agency boundary, the drainage area for the Control Measure, including an identification of the impervious area and total drainage area that is located in and outside of the CDOT permit area. The map legend should clearly indicate each of these elements. Additionally CDOT MS4 area treated should be shown for each CM in a table.
27. Fill out and attach a treatment area spreadsheet. The required spreadsheet can be found on the [PWQ website](#).

Important Program Note: At completion of the project PWQ electronic records must be submitted to Region project environmental staff and a copy provided to HQ; records shall include CDOT GIS information including compatible polygon of the actual area treated by each Control Measure(s), a geodatabase, digital copies of all associated PWQ associated documents to include, but not limited to IGA's, Drainage Plans, as-builts and if it meets CDOTs current design standard, operation and maintenance manuals, etc. This step is required for final acceptance. (pg. 7 b.v and pg. 9 d.i (B) (i) (c).

Part VI: Notes

Please provide any notes that further explain treatment onsite or that clarify your reasoning in determining a category or treatment.

References:

Colorado Water Quality Control Division (Division 2015), Authorization to Discharge Under the Colorado Discharge Permit System Permit Number COS000005: Colorado Department of Transportation, Effective August 25, 2015.

CDOT Environmental Programs Branch (EPB 2015), CDOT PWQ Program Manual, Effective March 1, 2017. Located on the [PWQ Program website](#).