

Introduction to Permix and FAQ's

1) What is Permix?

Web based software and iPad application that DOT, contractors, and consultants will use to record storm water permit compliance on projects where the DOT is the Contracting Authority. iPad app will be available to internal users only.

2) What will Permix do?

- Improve efficiency of collecting, reporting, tracking, and auditing of site inspection info
- Easily collect and store/maintain information in a format to support compliance

3) How do I get access to Permix?

First confirm with the project's RCE that Permix will be used on your project (see Question 5 for more info).

RCE staff should then contact the Permix Team dot.permix@iowadot.us or Melissa Serio Melissa.Serio@iowadot.us. Please provide user's name, email, company (if external user), and iPad G number (if DOT staff). Also, please provide project or contract numbers. Melissa will handle initial set-up of the project and storm water permit in Permix.

Once an account is created by the Permix Team:

- External users will receive an email and access Permix at <https://idot.permix.net/portal/portal/login.aspx>
- Internal DOT users will access Permix thru the iPad app or the website version thru myapps.microsoft.com . Please be aware that internal users have a couple extra steps involving IT coordination that will be handled by the Permix Team. This might take a couple days to get processed.

Please note this is the current process, but it is subject to change as usage increases.

4) How will an inspector use Permix?

- At any point, DOT inspector can create an erosion/sediment control deficiency or needed work by creating an "Action Record" in Permix (see **Figure 1**)
 - Describe control (type and location)
 - Describe action required (such as install, maintain, or remove)
 - System will assign due date based on when contractor receives weekly inspection report
- DOT inspector and contractor will inspect site like normal (minimum once every 7 calendar days)
- DOT inspector will create weekly inspection report in Permix
 - Inspector to update or create Action Records (see above and **Figure 2** showing Unresolved Actions list)
 - Inspector will then create inspection report (see **Figure 3**). This involves inspector entering some basic information on attendees, time, weather, etc. There will also be several required summary questions. This information entry will typically take less than 5 minutes. The Permix system will pull in all unresolved actions and resolved actions since the last inspection (this is the Action Records information the inspector updated or created in the previous bullet).

BMP Action >

Project Number: 01162018 Project Test Contract ID #: 16-Jan-2018 Project Status: Construction

+ additional information

[← BMP List](#) [Save Changes](#) [BMP Map](#) [Add New Action](#) [Add QA Observation](#) [Unresolved Actions !](#) [Pending Observations](#)

Created Action.

Information about this BMP is presented below. Some users can edit BMP Information using the EDIT link. All findings for the BMP are organized and accessible below. Click the flag or warning triangle to access the finding record. Actions/Resolutions and Deficiencies/Acknowledgement details and be viewed and edited below. ?

Findings for BMP

Finding Date	Type	Status
5/24/2019	Maintain	Unresolved
5/24/2019	Maintain	Unresolved
3/20/2018	Installed	Resolved
3/20/2018	Install	Accepted
2/23/2018	Removed	Resolved
1/19/2018	Removed	Resolved

BMP Information [EDIT]

BMP TYPE: 2602-0000020 SILT FENCE

Use Type: Temporary Install Units: LF Road Segment: Example Road 2

Beginning Station: 1+50 Ending Station: 2+50 Side: L Install Status: Active

Comments: Example data Click to select BMP location

BMP Record Created Date: 1/16/2018

Action

Action type: **Maintain** Line Number: Item Number:

Estimated Quantity:

Units: LF

Description:

Inspection Report Date: **New** Adjusted Due Date: not available for input

Notification Date: **New** Reason for Date Adjustment: not available for input

Due Date: **New**

Pictures:

Type

Location

Optional comment

Optional photo

Figure 1: Website screenshot showing Action Record

Project Unresolved Actions >

Project Number: 01162018 Project Test Contract ID #: 16-Jan-2018 Project Status: Construction

+ additional information

BMP Type Action Type Road Segment Beginning Station Ending Station

Side

Back to BMP List Apply Filters Reset Filters Save Changes Punch List PDF

All unresolved actions are displayed below. Actions may be resolved from this screen by selecting the Action Taken and Resolved Date. Users are encouraged to enter the Actual Quantity also. The Action Status flag provides access to the individual action records where additional information can be provided. Yellow flags are seven days old or less while red flags indicate older action items. If the due date has >> it has been adjusted from the original due date. If the due date has * then it has not been recorded on an inspection report yet. A punch list can be generated and given to the contractor at any time. A bid item report can be run to support project contract administration if actual quantities have been recorded correctly. ?

Action Status	BMP Type	Action Type	Road Segment	Beginning Station	Side	Due Date	Action Taken	Actual Quantity	Resolved Date
	SILT FENCE	Install	Example Road 2	1	M	11/7/2018	Unresolved		
	MOBILIZATIONS, EMERGENCY EROSION CONTROL	Maintain	Virginia Street Ramp	100+00	L	2/19/2019	Unresolved		
	SILT FENCE	Install	Example Road 2	1	M	4/29/2019	Unresolved		
	SILT FENCE	Maintain	Example Road 2	1343	L	*	Unresolved		

Color Showing Status

Type


Required Action

Location

Due Date

Figure 2: Website screenshot showing List of Unresolved Actions

Created on 5/24/2019

 **Storm Water Inspection Management**
Weekly Stormwater Inspection Report
Inspection Date: 9/14/2018

Project Summary

<u>Inspection Project Number(s):</u> 01162018 Project Test 01232018 Project Test	<u>Work Type</u> System Testing System Testing
---	---

Contract ID Number: 16-Jan-2018 **Prime Contractor:**
NPDES Permit Number(s): 9999-99999

Inspection Summary

Inspection Made By: Melissa Serio	<u>Training Type</u> Certified ECT	<u>Expires Date</u> 3/31/2023
--	--	---

Contractor Representative:
Inspection Day Weather:
Most recent precipitation date: **Amount that fell (in):**
Other precipitation dates and amounts (since last inspection):
Current Activity:
Scope of Inspection: all disturbed areas, all discharge points, all entrance/exit locations, all storage areas

A WEEKLY STORMWATER INSPECTION was conducted for this project. Findings of this inspection are included in the following report and allow IDOT to determine the environmental compliance status and necessary actions.

Total Unresolved Actions included in this Inspection Report: 12
Oldest Unresolved Action: 4/4/2018

Figure 3: Image showing first page of an inspection report

5) Can Permixon be used on projects in progress or does it have to wait until a new project?

It can be used on either. Beginning with the October 2018 letting, Permixon was added to the specifications, and it is up to the RCE on whether Permixon is used on a project.

6) What are some “extras” or benefits provided by Permixon?

- Ease of including photos with an inspection report. Specifically, photos can be associated with a deficiency or show general conditions of the site. Just remember the old saying - “A picture is worth a thousand words!”
- Helps track deficiency items.

- Green/yellow/red colors provide quick status of controls. This will help identify items that need to be addressed or are overdue to be corrected.
- Contractors/subcontractors can view a punch list of all items that currently require work.
- Emailed notifications – such as:
 - Past due inspections
 - Past due deficiencies
 - Training expiration reminders
- Contractor can sign report in the field from inspector's iPad. Additionally, report can be signed online.
- Uncertified or untrained individuals will be unable to sign reports. This helps ensure permit compliance.

7) How will this work with DocExpress?

Permix and DocExpress systems will not be linked.

If the contractor is set-up as a Permix user, the contractor can review and sign weekly inspection reports in Permix. Permix will then become the home for storm water inspection reports, and they will not need to be uploaded to DocExpress. At project completion, a summary report of all inspections performed on a project in Permix can be uploaded to DocExpress to assist with auditing.

If the contractor is not set-up as a Permix user, Permix creates a pdf of the inspection report. The inspector can then easily upload the report to DocExpress. Contractor can then sign report in DocExpress.

Material documentation (such as material certifications) will remain in DocExpress.

8) If inspections are completed in this system, does an inspector also have to fill out pdf inspection form (Form 830214)?

No. The inspector will not need to make an inspection report in Permix and complete a separate report on the fillable pdf form. However, until the Prime Contractor is set-up in Permix for a project, the inspector will need to upload a copy of the Permix inspection report to DocExpress for contractor signature. Once the Prime Contractor is set-up in Permix, the Prime Contractor will review and sign inspection reports in Permix or onsite using a finger signature on the inspector's iPad.

9) How will this work with FieldBook/FieldManager?

Permix and FieldBook/FieldManager systems will not be linked.

10) Who does....?

-Project and user set-up:

See Question 3 regarding access. For early projects, most project and user set-up will be completed by Melissa Serio in the Construction & Materials Bureau. However, RCE or their delegate will be able to add DOT users.

After Permix is being used on wider basis, the current plan is that the Construction & Materials Bureau will still perform most project set-up, including uploading permit documents. Construction & Materials Bureau will also set up the RCE and their delegate as users. It will then be the RCE

office's responsibility to manage their RCE Office users/inspectors. The Prime Contractor will be responsible for managing its own company users and for adding subcontractors.

-Passwords:

All users will manage their own passwords. DOT users will use their "normal" DOT username and password.

-Inspections:

Inspectors will update Action Records prior to creating weekly report. See Question 4.

Quality Assurance (QA) inspections can also be performed in Permix. User privileges on a project can be adjusted allowing an inspector the ability to perform weekly or QA inspection. Items found during QA inspection can then be accepted by project inspector or rejected.

11) What training is provided?

- Quick start or help guide for internal & external users at https://iowadot.gov/construction_materials/permix-information
- DOT users can be added to a test project to play around in the system. If interested, email the Permix Team at dot.permix@iowadot.us
- Other training as needed. Contact the Permix Team for in-person demos onsite or at RCE offices.

12) If something isn't working correctly, who do I contact?

Permix Team dot.permix@iowadot.us

Melissa Serio Melissa.Serio@iowadot.us or 515/239-1280