

## Guidance for creating BITS Forms

Considerable data entry time can be saved by using an existing BITS form as a template for creating a new form, rather than starting each new BITS form from scratch. Refer to the table below for selecting an appropriate source form.

To create this type of form in BITS ...	Use:
<ul style="list-style-type: none"> <li>▪ <b>Initial CO-2 for the primary project</b> (i.e., 5-digit project code and "000" subproject code)</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>New (blank) "CO-2" form.</b></li> </ul>

To create this type of form in BITS ...	Use this type of form as the "Copy Form To" source form:
<ul style="list-style-type: none"> <li>▪ <b>Revised CO-2 for the primary project</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-2 for the primary project.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Initial CO-2 for a subproject</b> (i.e., 5-digit project code and not the "000" subproject code)</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-2 for the primary project.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Revised CO-2 for a subproject</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-2 for the same subproject.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Initial CO-4</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-2 for specific project/subproject.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Revised CO-4</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-4 revision for specific project/subproject.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Initial CO-5</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-4 revision for specific project/subproject.</b> (If a CO-4 does not exist, then use the latest approved CO-2 for the specific project/subproject.)</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Revised CO-5</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-5 revision for specific project/subproject.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Initial CO-6</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-5 for specific project/subproject.</b> (If a C-5 does not exist, then use the latest approved CO-2 for the specific project/subproject.)</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Revised CO-6</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-6 revision for specific project/subproject.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Initial CO-8</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-2 for specific project/subproject</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Revised CO-8</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-8 revision for specific project/subproject.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Initial CO-14</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-2 for specific project/subproject</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Revised CO-14</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-14 revision for specific project/subproject.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Initial CO-17</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Use a blank "CO-17" form.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Revised CO-17</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-17 revision for specific project/subproject.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Initial CO-13.3, 13.4 or 13.5</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Related CO-17 form.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Revised CO-13.3, 13.4 or 13.5</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Latest approved CO-13.3, 13.4 or 13.5 revision for specific project/subproject</b></li> </ul>

**Please do not use a "BO form" (e.g., CO-17, CO-13.3, 13.4 or 13.5) as the source document from which to create a "CO form" (e.g., CO-2, 4, 5, 6, 8, or 14).**