

CHAPTER 1

INTRODUCTION

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CHAPTER 1

INTRODUCTION

1.1 PURPOSE

The purpose of this **Manual** is to provide transportation planners, project analysts, project managers, and other practitioners with sufficient information to consider as they review qualifying transportation projects during the Efficient Transportation Decision Making Process (ETDM) Planning and Programming Screens. It sets the standard procedure by which qualifying projects are screened through the ETDM process. This **Manual** also provides guidance for the potentially affected community and stakeholder involvement in the transportation planning phase during project development.

This **Manual** supports project development in conjunction with related State Environmental Management Office (SEMO) Handbooks, the Environmental Screening Tool (EST), and the two-part [Project Development and Environment \(PD&E\) Manual \(Procedure Number 650-000-001\)](#). The [PD&E Manual](#) describes the process for satisfying the requirements of the **National Environmental Policy Act (NEPA)** and other related state and federal laws, rules, and regulations.

Transportation professionals use this **Manual** during the Planning phase of transportation project delivery, specifically the ETDM Planning and Programming Screens. The **Manual** is organized as follows:

Chapter 1 – Describes the purpose and organization of the **Manual**

Chapter 2 – Describes the ETDM process in general

Chapter 3 – Details Planning Screen procedures

Chapter 4 – Details Programming Screen procedures

Chapter 5 – Discusses the transition from the ETDM process to the PD&E phase

Chapter 6 – Describes procedures for managing data through the EST

Acronyms – Provides a list of acronyms used in the **Manual**

This **Manual** and the [PD&E Manual](#) are both available at the FDOT State Environmental Management Office (SEMO) website (<http://www.dot.state.fl.us/emo/>).

1.2 AUTHORITY

This **Manual** was developed under the authority of **Section 334.044, Florida Statutes (F.S.)** and **Section 339.155, F.S.**, and supports objectives identified in the following:

1. **Title 23 United States Code (U.S.C.), Highways, as amended**
2. **23 Code of Federal Regulations (CFR Part 450** [Federal Highway Administration (FHWA) Planning Assistance and Standards]
3. **49 CFR Part 613** [Federal Transit Administration (FTA) Planning]
4. **23 CFR Part 771** (Environmental Impact and Related Procedures)
5. **Title 42 U.S.C. Chapter 55, National Environmental Policy, as amended**
6. **40 CFR §§ 1500 – 1508** (Council on Environmental Quality regulations implementing **NEPA**)
7. State and federal agency ETDM agreements (various dates)

FDOT began developing the ETDM process in 1999 to support environmental streamlining objectives identified in **Section 1309** of the **Transportation Equity Act for the 21st Century (TEA-21) (Pub. L. No. 105-178)**. Subsequently, in December 2005, the FHWA determined that Florida's ETDM process was consistent with federal legislation under the **Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)**, **23 U.S.C § 135(d)**, which requires the protection and enhancement of the environment as well as the promotion of consistency between transportation improvements and State and local planned growth and economic development patterns, and grandfathered the process as satisfying **Section 6002b** of **SAFETEA-LU**. The ETDM process supports **Subparts B (Sections 1201-1203)** and **C (Section 1301-1323) of the Moving Ahead for Progress in the 21st Century Act (MAP-21)**.

On March 16, 2006, the FDOT Secretary approved [Procedure Number 650-000-002](#), which established statewide use of the **Manual**. The approved procedure also established the process by which this **Manual**, or portions thereof, will be subsequently revised and updated.

1.3 SCOPE

The following organizational entities are affected by or are most likely to use this **Manual**: FDOT District Environmental Management, Planning, and Design offices and their FDOT Central Office counterparts. **Manual** users outside FDOT could also include the FHWA - Florida Division, the FTA, Metropolitan Planning Organization (MPOs), Transportation Planning Organization (TPOs), other ETAT members, consultants, and other state and federal agencies to support their role in the ETDM process.

1.4 INCORPORATION BY REFERENCE

This **Manual** is hereby incorporated by [Procedure No. 650-000-002](#) and made a part of the **Standard Operating System** of FDOT ([see Procedure No. 025-020-002](#))

1.5 DISTRIBUTION AND REVISIONS

SEMO is responsible for the preparation and maintenance of this **Manual**. Copies of this **Manual** may be obtained by downloading and printing from the FDOT SEMO website (<http://www.dot.state.fl.us/emo/>).

Frequent changes in federal and state environmental laws require flexibility to update this **Manual** often and quickly. At a minimum, this **Manual** will be reviewed annually and updated, if required. Updated versions of the **Manual** will be posted on the SEMO website.

SEMO is responsible for all **ETDM Manual** revisions, which will be accomplished through the ETDM Committee. The Committee is composed of each District ETDM Coordinator, Turnpike ETDM Coordinator, SEMO Manager, SEMO Natural and Community Resources Administrator, SEMO Project Screening and Technologies Administrator, and a FHWA Florida Division representative. The FHWA representative serves as a non-voting member. The SEMO Manager chairs the ETDM Committee. The committee is notified by email, and a majority opinion is obtained before approving major revisions. Committee representatives have one vote, and six committee members comprise a quorum. A majority vote is required to approve a change to this **Manual**. The SEMO Manager is responsible for the deciding vote. Revisions to standards and policies set by the FHWA, and laws, rules, or regulations will not be subject to this majority vote.

Any major changes or substantive revisions or additions (e.g., policy changes, new chapters) to this **Manual**, as determined by the ETDM Committee, will be approved by the FDOT Executive Committee through the process established by FDOT in [Procedure No. 025-020-002, Standard Operating System](#)

The SEMO Project Screening and Technologies Administrator will issue minor revisions or corrections to this **Manual** after approval by the ETDM Committee and consultation with other affected parties. Prior to issuance, these revisions will be coordinated with ETDM Coordinators and ETAT members, as appropriate.

1.6 TRAINING

Training courses available from FDOT pertaining to this **Manual** include **Efficient Transportation Decision Making Overview (BT-19-0045)** and courses on the use of the EST. This training is required for users of the secure EST website and is highly recommended for others engaged in the ETDM process.

FDOT offers additional courses covering procedures supportive of the FDOT environmental programs and the ETDM process. Training opportunities on related subjects may become available based on user-identified needs. See the SEMO website (<http://www.dot.state.fl.us/emo/>) for more training opportunities. Additional training is available through the EST for authorized users.

1.7 FORMS

Results of the Planning and Programming Screens completed during the ETDM process are documented within the EST. Interaction with this database system is managed by the FDOT ETDM Coordinators, who are responsible for advancing projects through the Planning and Programming Screens and working with the Project Managers to maintain the project database during the PD&E phase. Persons involved with the Planning and Programming Screens provide input directly into forms and fields that exist within the EST. Results are permanently stored in FDOT's archive system, the Environmental Electronic Document Management System. All forms required by the ETDM process are provided within the EST. Information about accessing and using the EST is available in the [Environmental Screening Tool Handbook](#).

1.8 REFERENCES

23 CFR Part 450. Planning Assistance and Standards.

23 CFR Part 771. Environmental Impact and Related Procedures.

40 CFR §§ 1500 – 1508. Regulations for implementing the procedural provisions of the National Environmental Policy Act.

42 U.S.C. Chapter 55. National Environmental Policy.

49 CFR Part 613. Federal Transit Administration Planning.

Florida Department of Transportation. 2007. Standard Operating System (Procedure Number 025-020-002). Accessed at <http://www.dot.state.fl.us/proceduraldocuments/procedures.shtm> on 8/11/2015.

Florida Department of Transportation. 2015. Environmental Screening Tool Handbook. Accessed at <https://etdmpub.fla-etat.org/est/?startPagelD=493&keywords=EST&categoryList=82#> on 11/11/2015.

Florida Department of Transportation. 2015. Project Development and Environment Manual (Procedure Number 650-000-001). Accessed at <http://www.dot.state.fl.us/emo> on 8/11/2015.

Florida Department of Transportation. State and federal agency Master Agreements and Agency Operating Agreements regarding ETDM, various dates. Accessed at <https://etdmpub.fla-etat.org/est/?startPagelD=493&categoryList=85#> on 11/11/2015.

Moving Ahead for Progress in the 21st Century Act (MAP-21). 2012.

National Environmental Policy Act (NEPA) of 1969.

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). 2005.

Section 334.044, Florida Statutes. Florida Transportation Plan.

Section 339.155, Florida Statutes. Transportation Planning.

Title 23 U.S.C. (as amended). Highways.

Transportation Equity Act for the 21st Century (TEA-21). 1998.

1.9 HISTORY

03/2006: Original publication

07/2013: Updated to reflect current laws, requirements, and practices

12/2015: Edited to reduce redundancy with Chapter 2 and references to CEMO changed to SEMO