The Environment Module

The Environmental module allows users to document the actions taken in preparing the Environmental document for the Project.

Contents

Environmental Determination

The Environmental Determination section displays the fields populated during the setup of the Environmental module. If an ETDM Number was provided, a hyperlink is made available to view the information in the Efficient Transportation Decision Making (ETDM) System. Select the hyperlink and the link will open in a separate window. The default for the Environment Module will state "Environment section has not been set up yet" and action is required before the submodules are accessible. This initial setup is required on EACH project individually. Once this initial setup for a Project has been done, it will not have to be done again. The information from this sub-module is also pulled into the Project Commitment Record (PCR).

Setting Up the Module

1. Select the Environment module from the Module Menu. The Environment Module will be displayed. (Because the Environmental Dates and Environmental ERC sub-modules are read-only, they are visible before the set up.)
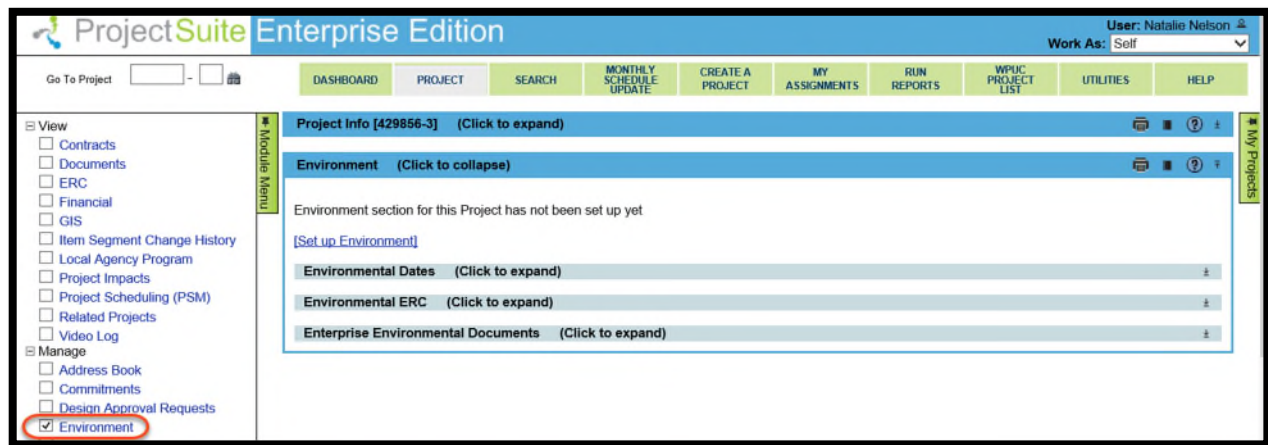
2. Select the Set up Environment link.
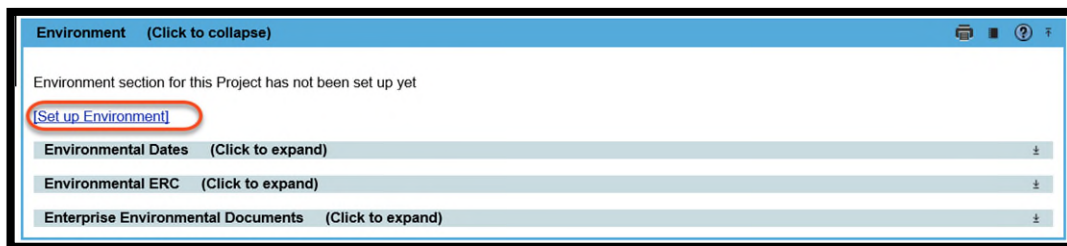
3. Enter the details in the displayed window to begin working in the Environmental module.

- Status [Required]: Select the Status from the Set Up Environment Status drop down. The choices are 'IN PROGRESS' or 'COMPLETE'.

- Class of Action [Required]: The Class of Action determines the level of documentation that must be done for a Project. Select the required field from Class Of Action drop down

- ETDM Project Number[Optional]: If it is known, enter the ETDM number associated with the Project

4. Select Save when all information is entered.

The ETDM (Efficient Transportation Decision Making) Project number will be a hyperlink. By clicking the number, a new window to the Environmental Screening Tool will open.
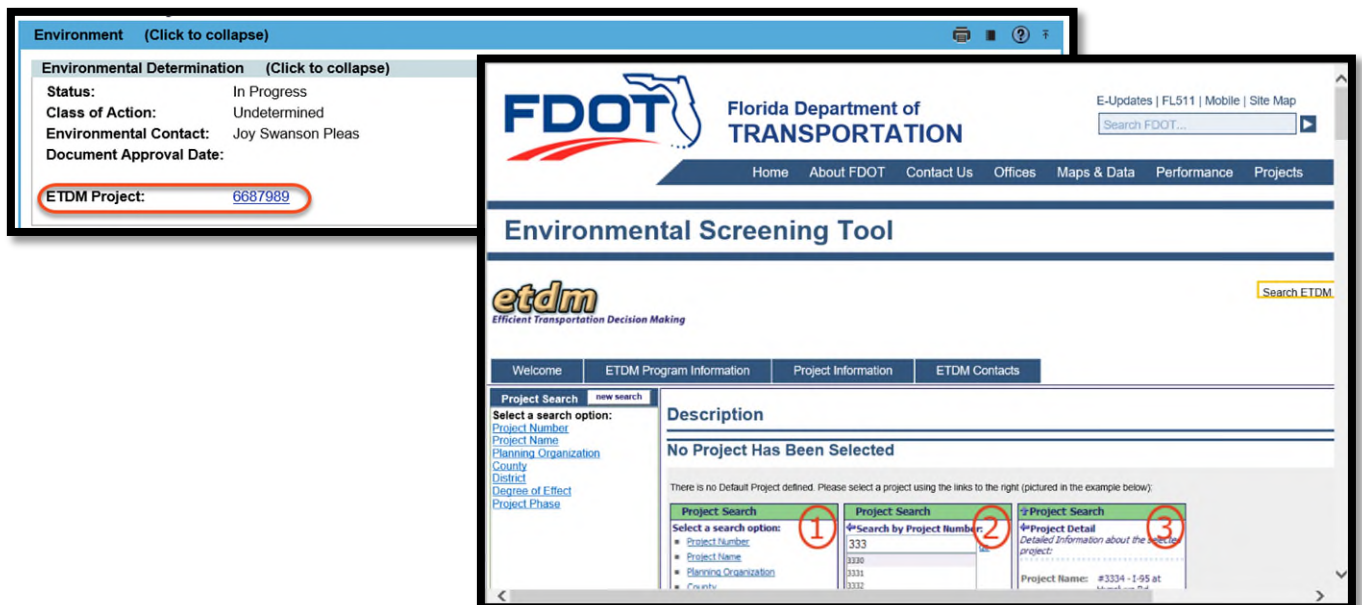
Editing Environmental Determination information

1. Click the Edit link.
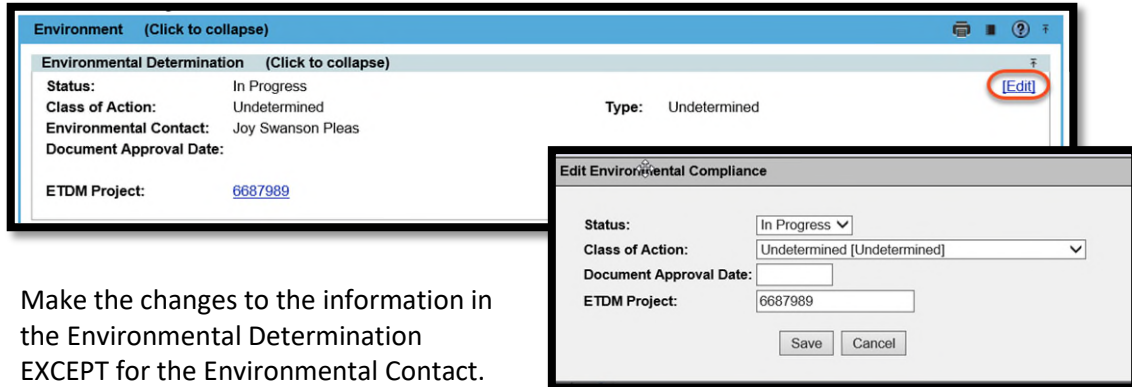
2. Make the changes to the information in the Environmental Determination EXCEPT for the Environmental Contact.

3. Click the Save button.

Managing an Environmental Contact

Environmental Liaison can be added individually to projects through the Address Book by a user with the appropriate privilege or to EVERY project in a specific district by the District Admin. ALL internal contacts with a contact type of 'Environmental Contact will appear in the Environmental Determination sub-module.

Adding the Environmental Contact at the Global Level

NOTE: This action must be completed by a District or Statewide Admin

1. Open the Admin Tools by selecting the wrench in the top right corner.

2. From the Admin Menu, select the Environmental Contact.
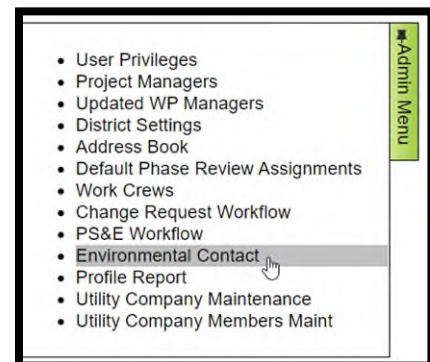
3. Select the [Set] link to add a new contact.

4. When the dialog box opens, begin typing the name of the user who will be added as the Environmental Contact for all projects in the District.

Removing an Environmental Contact at the Global Level

1. Open the Admin Tools by selecting the wrench in the top right corner.

2. From the Admin Menu, select the Environmental Contact.

3. Select the [Remove] link to add a new contact.

   There will be no warning or confirmation box. The user will be removed immediately.

Adding the Environmental Contact At the Project Level

1. Open the Address Book Module.

2. Select the Create Internal Contact.

3. Begin typing the first and/or last name of the user to add. A list of matching names will begin to appear. Select the name.
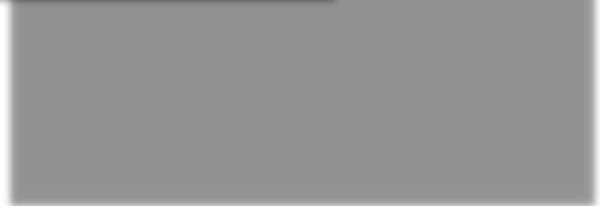
4. Choose a Contact Type of Environmental Contact. Select Save when all data is complete.

5. The selected name is displayed in the Address Book, as well as in the Environmental Determination sub-module.

Removing an Environmental Contact at the Project Level

1. Open the Address Book Module.

2. Click the Remove link next to the contact to be removed. Click OK to confirm the removal.

Environmental Dates

Environmental Dates is a read only section. It is a filtered view of the PSM module with dates related to Environmental tasks. The following list of PSM Activity Codes are currently configured in PSEE to display schedule activities beginning with these codes. User cannot update any data in the Environmental Dates sub-modules. The assigned responsible person can make updates to activities through the Scheduling module or by contacting the Production Management office in their district.

PSM Activity Codes	Description
329	ENVIRONMENTAL REVIEW
331	SPEC ENG/ENV STUDIES
333	ARCHAEOLOGICAL COORD & SURVEYS
336	ENVIRONMENTAL REEVALUATION
353	TYPE 1 CATEGORICAL EXCLUSION
354	PCE (PROGRAM CATEG EXCLUSION)
355	NMSA (NON MAJOR STATE ACTION)
356	EIS (ENVIRON IMPACT STATEMENT)
357	TYPE 2 CE (CATEG EXCLUSION)
358	EA/FONSI (ENVIRON ASSESMENT)
360	SEIR (STATE ENV IMPACT REPORT)
365	PREPARE FOR PUBLIC MEETING
366	PREPARE FOR PUBLIC HEARING

PSM Activity Codes	Description
135	E.M.O. STUDY
223	MAJ/NON-MAJ STATEMENT
224	EARLY NOTICE TO CLEARINGHSE
237	FHWA AUTHORITY RECEIVED
239	P.D.& E. CONTRACT EXECUTED
258	SUBMIT DRAFT ENV DOCUMENTS
259	ENV DRAFT CIRCULATION
262	CONDUCT PUBLIC HEARING
263	LOC/DES APPROVAL
286	FINAL ENV DOC TO FHWA
287	FHWA REVIEW FIN ENV DOC
295	PREPARE ENVIRONMENT. DOC.
296	ENV. IMPACT STATEMNT IMPACT

The Environmental Dates section provides a list of some of the important details, such as Activity, Description, Person Responsible, Start Date, Finish Date, Remaining Days, and Total Float. The letter "A" displayed beside a date indicates it is an Actual Date rather than a Scheduled Date.

Environmental Commitment

The Environmental Commitments section allows users to view or create Commitments related to Environmental issues.

Commitments Created within this Project

In this subsection, a commitment can be added, edited, copied, linked and removed. External Contacts related to specific commitments can be added, edited and removed. These actions require the appropriate privilege to be granted.

Adding a Commitment in PSEE

The option to 'Add Commitment to PSEE' will be visible under the paging for the subsection.

1. Select the Add Commitment to PSEE link at the bottom of the Environmental Commitments sub-module.

2. A new window appears. This is where the details of the Commitment are entered. The ⚠ indicates fields that are required to save the entry.

> *Affects Any Other Environmental Commitment*: Yes / No choice if the commitment being entered has any impact to another existing Environmental Commitment.

> *Title*: A brief summary of the commitment. Must be unique to differentiate commitments on a project.

Current Discipline: The discipline or FDOT Phase currently responsible for the management of the commitment and its status.

Project Manager: The individual in the current discipline responsible for managing the commitment and its status. This individual must be listed in the Address Book with the appropriate Contact Type. Below is a table correlating disciplines and contact types.

DISCIPLINE	CONTACT TYPE
Project Development & Environment	• Planning Project Manager • PD&E Project Manager • EMO Project Manager • Contamination PM
Design	• In-house Project Manager • Consultant Project Manager • Scoping Project Manager
Right of Way	• RW PM
Construction	• Construction Project Manager • Construction Engineer Inspector
Operation and Maintenance	• Maintenance Project Manager

Status: Dropdown selection based on the Current Discipline. The following table lists status options along with an explanation of the status meanings.

STATUS TYPE	EXPLANATION
Transmitted to Design	The commitment responsibility has been handed over to the Design Office.
Transmitted to Right of Way	The commitment responsibility has been handed over to the Right of Way Office.
Transmitted to Construction	The commitment responsibility has been handed over to the Construction Office.
Transmitted to Operations and Maintenance	The commitment responsibility has been handed over to the Operations and Maintenance Office.
Commitment Added	The commitment has been created and entered in ProjectSuite.
Commitment Changed	The commitment purpose or title has changed from the original obligation.
Commitment Fulfilled	The commitment to the external contact has been satisfied and no additional work effort is needed.
Commitment In Progress	The commitment has ongoing work effort and has not been completed.
Commitment No Longer Valid	The obligation or agreement is no longer necessary due to changes to the project or project area.

Transmitted Date: This is the date responsibility of managing a commitment is passed from one discipline to another. This date field should be updated only when a status of 'Transferred to …' is selected.

Description: Detailed explanation of the commitment is entered here.

Made Date: The date the commitment was initially made to the external contact.

Commitment Approved Date: The date when the Department officially agreed to the commitment with the external contact.

Due Date: Planned date to have the commitment fulfilled.

Authorized By: The representative from the Department who 'approved' the commitment with the external contact.

Implementation Discipline: The discipline or FDOT division where the commitment is expected to be fulfilled.

Commitment Fulfillment Date: The date when the obligation to the external contact is fulfilled.

Comments/Commitment Update: This area is for adding notes, specific comments, and/or details about a status update. An entry here is optional EXCEPT when a status of Commitment Changed, Commitment Fulfilled or Commitment No Longer Valid is selected. This is a great area for storing information to be accessed and used by other users who may be responsible for this commitment.

Commitment Made To: The external contact to whom the commitment is made is added here. This area is connected to the Address Book's external contacts within PSEE. A new external contact may be added directly into the PSEE Address Book prior to adding a new commitment to ensure that the external contact is available for selection in this field. There may be times when the external contact is already in the Address Book.

NOTE: If changes are made to the external contact's information, it will change for all projects and commitments associated to that external contact.

3. Select Save and the Commitment will be created and displayed in the Commitment list. Once a Commitment has been created, the user may add more information such as documents and additional Contacts. Those steps will be addressed in later sections of this User Manual.

Editing a Commitment in PSEE

Users with appropriate privileges may edit the details of a Commitment.

1. Select the **Edit** link and a window will open that allows you to Edit the details of the Commitment.

2. Edit the Commitment fields as desired and select the **Save** button.

Adding External Contacts to Commitments

When a Commitment is created it is required to include the person or organization that the Commitment was Made To. Sometimes, there are additional contacts other than the "Made To" person that need to be added for a Commitment.

1. From the list of Commitments, select the plus sign to expand the Commitment details, and select the Add External Contact link.

2. A dialog box with appropriate fields will display. Fill in the information just as when recording the details for the Commitment Made To contact. At least one method of contact (phone number, email address or street address) must be provided to save the record.

   Start typing the name of the contact in the Name field and a list of matching names will display in a dropdown list just below. If found, select the contact from this list and PSEE will automatically populate the remaining fields. For new contacts simply fill out the information as needed.

3. Select Save and the contact will be created and displayed in the Commitment Contacts list.

Edit/Remove Commitment Contacts

From the details of the Commitment Contact section, the option to Edit or Remove Contacts may be available.

To edit a Contact, select the Edit link. A dialog box with appropriate fields will display with the contact's information. Edit the contact's information as desired and select the Save button.

To Remove a Contact, select the Remove link. A confirmation dialog box will display. Select the OK button to delete the contact from the Commitment, or select Cancel to retain the Commitment in PSEE.

Adding Documents to Commitments

Documents may be attached to a Commitment. There is not a limit on the number of documents that can be attached.

1. Expand the details of the Commitment. From the Commitment Documents section, select the Upload Document link.

2. A new window appears. Select the document you wish to upload by selecting the Select File button. Add a description for the document (required) and then select the Save button.

   The document is now added and listed in the Commitment Documents section.

Attached documents have the View, Edit and Remove links within the Commitment's details.

- Select the View link to retrieve the document for display. The document will be opened in its native application.

- Select the Edit link to change the description of the document.

- Select the Remove link to remove the document from the Commitment. You will be prompted with a confirmation dialog box. Select OK to remove the document or Cancel to retain it.

Delete a Commitment

On occasion, a commitment may need to be deleted from the project. This deletion is captured in the Journal along with the date and user who deleted it.

1. From the list of Commitments, select the Remove link for the commitment to be deleted.

2. A confirmation dialog box will display. Select OK to delete the Commitment, or select Cancel to retain the Commitment.

If another project or projects are linked to this commitment, the Link must be removed before the commitment can be deleted.

Commitments Linked from Another Project

In this subsection, a commitment listed was originally created under a different project number. These environmental commitments can be managed, edited and removed. External Contacts can be added, edited and removed. These actions require the appropriate privilege to be granted.

Editing a Commitment in PSEE

Users with appropriate privileges may edit the details of a Commitment.

1. Select the **Edit** link and a window will open that allows you to Edit the details of the Commitment.

2. *Edit the Commitment fields as desired and select the* **Save** *button. The Read-only fields must be updated in the original commitment it was linked from. The copied Comments/Commitment Update entries can be removed from the Linked Commitment. This does not remove them from the original commitment.*

Adding External Contacts to Commitments

When a Commitment is created it is required to include the person or organization that the Commitment was Made To. Sometimes, there are additional contacts other than the "Made To" person that need to be added for a Commitment.

1. From the list of Commitments, Select the plus sign to expand the Commitment details, and select the Add External Contact link.

2. A dialog box with appropriate fields will display. Fill in the information just as when recording the details for the Commitment Made To contact. At least one method of contact (phone number, email address or street address) must be provided to save the record.

    Start typing the name of the contact in the Name field and a list of matching names will begin to display in a dropdown list just below. If found, select the contact from this list and PSEE will automatically populate the remaining fields. For new contacts simply fill out the information as needed.

3. Select Save and the contact will be created and displayed in the Commitment Contacts list.

Edit/Remove Commitment Contacts

From the details of the Commitment Contact section, the option to Edit, Name Change or Remove Contacts may be available.

To edit a contact, select the Edit link. A dialog box with appropriate fields will display with the contact's information. Edit the contact's information as desired and select the Save button.

To change the name of a contact, such as last name or spelling correction, select the Name Change link. If no other project is using the contact, it will simply update the name. If the contact is used by another project, the change will be sent to a ProjectSuite Admin to be updated.

To remove a Contact, select the Remove link. A confirmation dialog box will display. Select the OK button to delete the contact from the Commitment, or select Cancel to retain the Commitment in PSEE.

Adding Documents to Commitments

Documents may be attached to any Commitment. There is not a limit on the number of documents that can be attached.

1. Expand the details of the Commitment. From the Commitment Documents section, select the Upload Document link.

2. A new window appears. Select the document you wish to upload by selecting the Select File button. Add a description for the document (required) and then select the Save button.

The document is now added listed in the Commitment Documents section.

Attached documents have the View, Edit and Remove links within the Commitment's details.

- Select the View link to retrieve the document for display. The document will be opened in its native application.

- Select the Edit link to change the description of the document.

- Select the Remove link to remove the document from the Commitment. You will be prompted with a confirmation dialog box. Select OK to remove the document or Cancel to retain it.

Delete a Commitment
On occasion, a commitment may need to be deleted from the project. This deletion is captured in the Journal along with the date and user who deleted it.

1. From the list of Commitments, select the Remove link for the commitment to be deleted.

2. A confirmation dialog box will display. Select OK to delete the Commitment, or select Cancel to retain the Commitment.

Environmental ERC

The Environmental ERC section displays submittals that are related to the environmental comments from the Electronic Review Comments System (ERC). ERC information is Read only. A PSEE User cannot update any data in the ERC system through PSEE.

Expand the Environmental ERC section for a Item & Item-Segment to find the details.
This section displays important list of details such as Submittal, Phase, Status, Date Received, Comment Due, and Response Due.

1. Select the plus sign to the left of a Submittal, to view more information related to the Submittal.

2. If the selected Submittal had Comments submitted in the ERC, it displays all the Comments with the details as: Categories, Status, Reference, and Created By. There is a Comment Category dropdown to allow filter by all comments or a specific category. This is beneficial for those projects with pages of comments.

3. Select the plus sign of a comment, to further expand and view more details related to the Reviewer and Designer comments.

Environmental Notes

The Environmental Notes allows the users to create notes related to Environmental Tracking. Users can keep a log of all the actions they have taken in researching Environmental issues for the Project.

Add Environmental Notes

1. Select the Add Environmental Note link to add the notes related to Environment.

2. A new window appears to enter the environmental note.

    *   Title [Required] can be no more than 60 characters in length, and must be unique for the selected Project.

    *   Date [Required] Enter a valid status date.

    *   Details [Required] Can be no more than 2048 characters in length

3. Select the Save button to add Environmental Note.

    The Environmental Notes entry is now displayed.

Edit the Environmental Notes

1. Select the Edit link

2. Edit the Environmental Notes fields as desired. Select the Save button or Cancel to retain it.

Remove the Environmental Notes

1. Click the Remove link to remove the Environmental Notes. A confirmation dialog box will display. Click the OK button to delete the entry.

PSEE Environmental Documents

Add Documents

1. Select the Upload Document link

2. A new window appears. Select the document you wish to upload by selecting the Select File button.

    Select the file type of Environment or Contamination.

    Add a description for the document (required) and then select the Save button.

The document is now added listed in the Commitment Documents section.

View/Edit/Delete Documents

Attached documents have the View, Edit and Remove links within the Commitment's details.

- Select the View link to retrieve the document for display. The document will be opened in its native application.

- Select the Edit link to change the description of the document.

- Select the Remove link to remove the document from the Commitment. You will be prompted with a confirmation dialog box. Select OK to remove the document or Cancel to retain it.

Enterprise Environmental Documents

Enterprise Environmental Documents displays the documents that are related to the project's environmental document from the Enterprise Electronic Document Management System (EEDMS). The Enterprise Documents are uploaded to the Department's Enterprise Electronic Document Management System (EEDMS) by a system other than PSEE. This will include documents uploaded to StateWide Environmental Project Tracker (SWEPT).

A list of documents that are considered Environmental based on the Business Area, Group and Type attributes are returned. These same attributes are used to filter the Enterprise Documents. Each drop-down selection will include a number. This is the number of documents that meet that particular selection. If there are no additional values in the drop-down list, then you cannot filter on that field. Click the 'View' link to open a document.