

# **PART 1, CHAPTER 1**

## **INTRODUCTION**

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# PART 1, CHAPTER 1

## INTRODUCTION

### 1.1 PURPOSE

The process outlined in the [Project Development and Environment \(PD&E\) Manual](#) is the Florida Department of Transportation's (FDOT's) procedure for complying with the **National Environmental Policy Act (NEPA) of 1969, Title 42 U.S.C. § 4321, et seq.**, and associated federal and state laws and regulations. The [PD&E Manual](#) provides project analysts and Project Managers with a framework for the consistent development of transportation projects to achieve compliance with federal and state laws, regulations, and requirements. The [PD&E Manual](#) also serves as FDOT's standard policies and procedures, supporting quality control and quality assurance in project development.

### 1.2 AUTHORITY

**Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)**

### 1.3 SCOPE

This **Manual** is intended for use by FDOT environmental staff and environmental practitioners, who conduct work on behalf of FDOT. The **PD&E Manual** is used by the following FDOT program areas: State Environmental Management Office (SEMO), District Environmental Offices [District Environmental Management Offices (DEMOs), and Planning and Environmental Management Offices (PEMOs)], District Planning, District Design, District Right of Way (ROW), and District Construction Offices as well as their Central Office counterparts. **PD&E Manual** users outside the FDOT include consultants and other state agencies, such as the Department of Environmental Protection (DEP), State Historic Preservation Officer (SHPO), Department of Economic Opportunity (DEO), Florida Fish and Wildlife Conservation Commission (FWC), and the Federal Highway Administration (FHWA) Florida Division.

### 1.4 BACKGROUND

On November 21, 1991, the Secretary of the FDOT approved [Procedure Number 650-000-001 \(Chapter 1\)](#), establishing the use of the [PD&E Manual](#) for project development purposes. The approved procedure also established the process for modifying and updating the [PD&E Manual](#). SEMO is responsible for the maintaining this **Manual**.

The **PD&E Manual** is comprised of two volumes (**Parts 1 and 2**) and is the primary resource for addressing the environmental requirements associated with planning and delivering highway projects. The **PD&E Manual** is a compilation of environmental procedures and processes related to environmental, cultural, historic, and social resources. The **PD&E Manual** provides project analysts and Project Managers with information necessary to develop projects that comply with federal and state laws.

The **PD&E Manual** is designed to work in conjunction with FDOT handbooks, guidance documents and Design Standards that are used in FDOT's project delivery process. The **PD&E Manual** aids project analysts and Project Managers in understanding various aspects of the environmental review processes which occur throughout the planning, project development, design, and construction phases. The **PD&E Manual** provides support and direction in various technical areas, including engineering analysis and environmental documentation, permitting, and public involvement. This **Manual** also provides analysts and Project Managers guidance for completing the environmental review process for state, local, or privately funded projects.

As used herein, the term "environmental review process" means the process of preparing an Environmental Impact Statement, Environmental Assessment, Categorical Exclusion, or other document prepared under **NEPA**, and includes the process for and completion of any environmental permit, approval, review, or study required for a project under any state or federal law other than **NEPA**.

By using this **Manual**, project analysts and Project Managers can produce consistent technical and environmental documents, meeting the requirements of **NEPA** and other related federal and state laws, rules, and regulations. Following the procedures in this **Manual** supports projects in moving from the Planning phase to construction through sound environmental and engineering practices and decisions.

## 1.5 DISTRIBUTION

The **PD&E Manual** is available online through the [SEMO Website: http://www.dot.state.fl.us/emo/](http://www.dot.state.fl.us/emo/).

## 1.6 REVISIONS

While SEMO has the ultimate responsibility for the development of, and updates to, this **Manual**, this responsibility is exercised in collaboration with the Districts. SEMO regularly evaluates and updates the **PD&E Manual** in response to changing environmental requirements, standards and policies consistent with the procedures established by the FDOT Forms and Procedures Office. Revisions to chapters are made as needed based on the last revision date, currency of information, District-identified issues or suggested modifications, changes in other FDOT Manuals, or changes in federal or state law, rule, policy or guidance.

Chapters are reviewed annually by SEMO for currency. Chapters requiring revisions are identified and updated over the course of the upcoming year. As chapters are updated, they are checked for consistency and for opportunities to clarify, simplify, and focus process and procedures.

Any major changes or substantive revisions or additions (i.e., policy changes, new chapters) to the **PD&E Manual**, are approved by Executive Management through the process established in [Procedure No. 025-020-002, Standard Operating System](#).

## 1.7 TRAINING

There is no mandatory training required by this **Manual**. However, training courses pertaining to topics in this **Manual** include: Project Development and Environment Process Training (BT-19-0034) and PD&E Part 1 Training (BT-19-0047). It is recommended that staff preparing environmental documents or performing environmental review tasks take these training courses. PD&E Process Training (BT-19-0034) is required for Local Agency Program (LAP) agency certification.

## 1.8 FORMS

Forms required by this **Manual** are identified in applicable chapters. Links are provided in the **PD&E Manual** where applicable, for electronic forms that are available through the FDOT's Forms and Procedures website.

## 1.9 REFERENCES

Council on Environmental Quality, Executive Office of the President, 1978. Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act. Reprint 43 FR 55978-56007, 40 CFR §§ 1500-1508

Federal Register, August 28, 1987, Volume 52, No. 167, Part 771-Environmental Impact and Related Procedures, 23 CFR §771

National Environmental Policy Act of 1969 (Title 42 U.S.C. § 4321, et seq.)

The Florida Transportation Plan

Title 23 U.S.C-Highways

Title 49 U.S.C Chapter 53- Public Transportation

## 1.10 HISTORY

10/25/2001, 6/27/2007: Pen & Ink to move History explanation to Background,

7/29/2009: Pen and Ink to clarify the **PD&E Manual** update process