



Environmental Training for Florida Turnpike Enterprise

Project File and Records Management

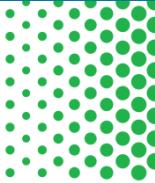


August 2020

The environmental review, consultation, and other actions required by applicable federal environmental laws described in this training are carried out by FDOT pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016 executed by FHWA and FDOT.



Introduction: Project file contents



The project file should include information FDOT considered or presented which was reasonably available during the process, including documentation of contrary opinions or conflicting data and resolution of issues or concerns raised and any resolution made in response.

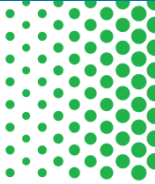
Project file includes, but is not limited to:

- Environmental Document and Supporting Materials
- Technical Reports and Studies
- Public Involvement Transcript and other documentation, when required
- Correspondence, meeting notes and other records as generated

Topic No. 650-000-001 Project Development and Environment Manual Project File and Records Management	Effective: January 14, 2019
PART 1, CHAPTER 15	
PROJECT FILE AND RECORDS MANAGEMENT	
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Introduction: What is an Administrative Record?



- All documents and materials directly or indirectly considered or relied upon by the agency decision-maker at the time of final decision in the NEPA review process
 - Includes the decision documents
 - Documents generated or received by the agency during the environmental project review
- FDOT's official record of the NEPA decision-making process
- It is **NOT** the Project File

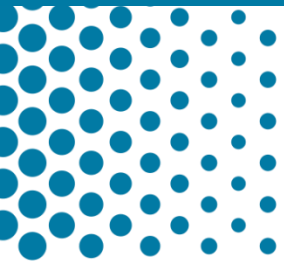


Most Important Factor Relating to the Project File

If it's not in the record,
it **didn't** happen!



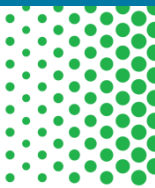
Lesson 1: Data Management and Retention Requirements



Record Retention and Access

- Records Management and Disposal Requirements
 - PD&E Manual, Part 1, Chapter 15
 - FDOT Records Management Procedure (Topic Number 050-020-025)
 - FDOT Retention and Disposal Schedule GS1-SL(167)
 - FHWA Records Disposition Manual (Field Offices) Chapter 4, FHWA Order No. 1324.1 B, issued July 29, 2013
 - 2 C.F.R. §§ 200.333-200.337 (Record Retention and Access)
- Access to Files
 - Public Record Laws
 - FHWA Inspection

PD&E Manual, Part 1, Chapter 15



Topic No. 650-000-001
Project Development and Environment Manual
Project File and Records Management

Effective: January 14, 2019

PART 1, CHAPTER 15

PROJECT FILE AND RECORDS MANAGEMENT

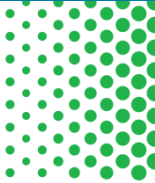
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[PD&E Manual, Part 1, Chapter 15](#)



FDOT Records Management Procedure



Approved:


Department of Transportation

Effective: August 5, 2013
Office: Support Services
Topic No.: 050-020-025-g

RECORDS MANAGEMENT

PURPOSE:

To assist each office within the Department of Transportation (Department) with maintaining effective records management.

AUTHORITY:

Sections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S.)

REFERENCES:

- Chapter 119, F.S., Public Records
- Chapter 257, F.S., Public Libraries and State Archives
- Chapter 334, F.S., Transportation Administration
- Section 283.55, F.S., Purging of Publication Mailing Lists
- Rule Chapter 1B-24, F.A.C., Department of State, Public Records Scheduling and Disposition
- Rule Chapter 1B-26, F.A.C., Department of State, Records Management- Standards and Requirements
- Policy No. 001-325-060, Security and Use of Information Including E-Mail, Internet and Anti Virus
- Procedure No. 325-080-003, Electronic Document Management System (EDMS) Requirements

<http://fdotwp1.dot.state.fl.us/ProceduresInformationManagementSystemInternet/?viewBy=1&procType=pr#>

Retention and Disposal Schedule GS1-SL(167)

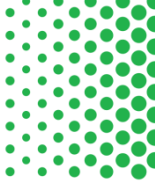
Records retained for 5 fiscal years after the completion of the project, reporting requirement or other applicable activity.



Countdown begins when Work Program reports the project is completely closed (FM# Status = 100)



FHWA Records Disposition Manual



The screenshot shows the FHWA Records Disposition Manual (Field Offices) website page. The page title is "FHWA Records Disposition Manual (Field Offices) CHAPTER 4". The content includes an introduction to the schedule, which covers Environmental Planning and Program Development records. It also details "ENVI 1 Environmental Policy and Procedures" and "ENVI 2 National Environmental Policy Act (NEPA) and Related Documents". Under ENVI 2, it lists project categories and provides specific disposition instructions for "Final NEPA Documents" and "Supporting Material".

U.S. Department of Transportation
Federal Highway Administration

About Programs Resources Briefing Room Contact

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Home / Resources / Legislation, Regulations and Guidance / Directives and Memorandum / Orders

FHWA Records Disposition Manual (Field Offices)

CHAPTER 4

This schedule covers Environmental Planning and Program Development records maintained in the Federal-Aid Divisions (field offices) of the Federal Highway Administration and reflects disposition authorities granted under N1-406-09-20 and the General Records Schedules (GRS). This schedule is media neutral, i.e., the disposition instructions apply to the described records in all media (including electronic information), unless the schedule identifies a specific medium for a specific series. For administrative records not covered below, field offices will follow the FHWA Records Disposition Schedule for Field Office Administrative Records in Chapter 1 and the GRS.

ENVI 1 Environmental Policy and Procedures.
Correspondence, background material and related material relative to the interpretation, administration, and execution of environmental aspects of the Federal-aid highway program. (N1-406-09-20/4)

DISPOSITION: Destroy 6 years after superseded.

ENVI 2 National Environmental Policy Act (NEPA) and Related Documents.
Project level documents, including correspondence, background material, references, policies, procedures, program information, planning studies, traffic studies and data, working papers, drafts, and reports. Includes, but is not limited to, Environmental Impact Statement (EIS) and Record of Decision (ROD) documents; Environmental Assessment (EA) and Finding of No Significant Impacts (FONSI) documents; and Categorical Exclusions (CE). Also includes, but is not limited to, all official correspondence related to the preparation of those NEPA documents, reports, studies, and meeting minutes (electronic or paper). Studies and reports include those related to or pursuant to the Clean Water Act, Endangered Species Act, Section 4(f) of the Department of Transportation Act of 1968, Section 6(f) of the Land and Water Conservation Fund, Section 106 of the National Historic Preservation Act, Clean Air Act, wetlands, floodplains, water quality, visual resources, tribal coordination, social impacts, economic impacts, environmental justice, public outreach, traffic and engineering data, air quality, noise impacts, hazardous waste, and environmental consultation, coordination, and commitments. (N1-406-09-20/5)

There are four categories of projects: Significant Transportation Projects, Federal Oversight Transportation Projects, Tier 1 EIS Projects, and Other Transportation Projects.

A. Significant Transportation Projects. Projects that significantly enhance the transportation system, or that have a significant impact upon the economic vitality of the surrounding community, such as the construction of a major tunnel or bridge; "first of a kind" or those establishing precedents are expected to be historic in less than 50 years (NRHP); or are the subject of widespread media attention or Congressional scrutiny as determined by the Division Administrator (DA) in consultation with the Director of Field Services (DFS). (N1-406-09-20/5a)

(1) **Final NEPA Documents.** Include published versions of the Draft EISs, Final EISs, Supplemental EISs, RODs, EA documents which relate to why the particular project is significant or historic may be included if deemed.

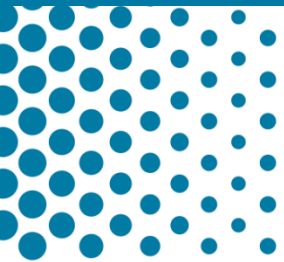
DISPOSITION: PERMANENT. Cut off paper records when the final construction voucher is processed. Transfer to the National Archives and Records Center (FRC) 3 years after cutoff and transfer to the National Archives and Records Administration (NARA) 3 years after cutoff, according to 36 CFR 1235.10.

(2) **Supporting Material.** Documentation includes supporting documents, Notice of Intent (NOI), EIS Implementation Schedule, etc.

<https://www.fhwa.dot.gov/legsregs/directives/orders/envi-reg.cfm>



Lesson 2: Maintaining the Project File in SWEPT

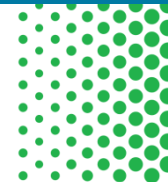


Support for Records Management

- Electronic Document Management System (EDMS)
 - Stores and Archives files
 - Maintains appropriate retention and disposal schedule.
 - Makes documents available to other FDOT computer applications.
- StateWide Environmental Project Tracker (SWEPT)
 - Provides an interface to EDMS, integrated with project work flow

The screenshot shows the SWEPT web application interface. At the top, there is a navigation bar with the text "Home" on the left, a hamburger menu icon, the title "StateWide Environmental Project Tracker", and a search bar on the right. Below the navigation bar, there is a main content area with a sidebar on the left and a grid of six main menu items. The sidebar contains the OEM logo, the SWEPT logo, and a "My Alerts" section with two dropdown menus: "Project Dashboards" and "Project Input / Setup". The main content area contains six menu items, each with an icon and a label: "Project Dashboards" (bar chart icon), "Project Input / Setup" (flowchart icon), "Project Documents" (document icon), "Quality & Performance Management" (checkmark and gear icon), and "Team Management" (group of people icon).

Responsibility for Record Management



StateWide Environmental Project Tracker

Project Documents

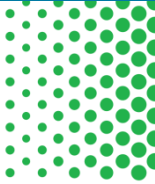
Show all Collapse all Show files

Topic/Document

- PD&E Provisions for Work
- Planning
- Environmental Review Process
 - Type 2 Categorical Exclusion Determination Form
 - Type 2 CE Checklist (Draft)
 - Environmental Document Submittal form
 - Environmental Document Submittal (Certified)
 - Status of Environmental Certification form
 - Status of Environmental Certification for Federal Project
- Environmental Analysis
- PD&E Engineering
- Public Involvement
- Re-evaluations
 - Re-evaluation Form
 - 42450112201-CE2-07-424501-1_Type_2_CE_Updated_Reevaluation_3-22-17-2017-0322.pdf
 - Re-evaluation (Draft)
 - Documents Supporting the Re-evaluation Form
 - Commitment Status Documentation
 - 42450112201-CE2-07-424501-1_Type_2_CE_Updated_Reevaluation_3-22-17-Commitment_Status-2017-0322.pdf
 - Permit Status Documentation

- The Project Manager is responsible for maintaining an accurate and up-to-date project file in SWEPT.
- The project team members may assist by uploading files and checking that they are accurate and up-to-date.

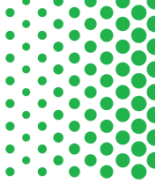
Electronic Document Management System (EDMS)



- FDOT's Electronic Document Management System (EDMS), as defined in FDOT's **Information Technology Resource User's Manual, Procedure, Topic Number 325-000-002** (Chapters 12 and 13), serves as the environmental file of record for NEPA Assignment Program actions.
- The EDMS stores and archives files, provides backup and disaster recovery while maintaining document access and managing records to appropriate retention and disposal schedules.
- Files in EDMS are reviewed before being published to the archive, and made available to other FDOT computer applications.



Attributes of EDMS



Environmental Management Search Form

Profile Search

Document Details

Bus Area Name [] ...

Document Name []

Document Group [] ...

Document Type [] ...

Document Date [] Search using MM/DD/YYYY or MM/DD/YYYY TO MM/DD/YYYY

Exempt from Public Record

Commitment []

Description []

Enter anything to describe this document (ie. Verbal desc. Additional Roadway Id's, or Route #'s)

Geographic Location

On/Off SHS [] Is document tied to a state highway system facility?

District []

County [] ...

City Name [] Enter text up to 40 Characters

Project Limits [] Description of Project

Roadway ID [] Enter main line | Search additional roadway Id's in description

Structure No []

Enter single or multiple structure numbers separated by commas

US Route # [] (Include Blanks) US or L ____ US __10_ 1* 95

State Route # [] (Include Blanks) SR_ ____ SR __61_ SR __ 61A SR * A1A

Local Road Name []

Contract Information

Financial Management # []

Other or Related FM # []

Construction Record # []

Contract # []

Agreement # []

Work Completed By

Project Manager []

Consultant - Prime []

Consultant - Sub []

Received From []

Permit Information

Permit Agency Name [] ...

Permit # []

DM Required

Document # []

Author [] ...

Application [] ...

Pages []

File Size (kb) []

Index Operator []

Retention Years []

Date Stored []

Retention Start Date []

Secure Document [Edit]

Document Status

[]

QC Review

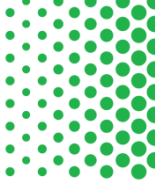
Published to Archive

ETDM Information

Etdm # []

[OK] [Cancel]

EDMS Groups/Type



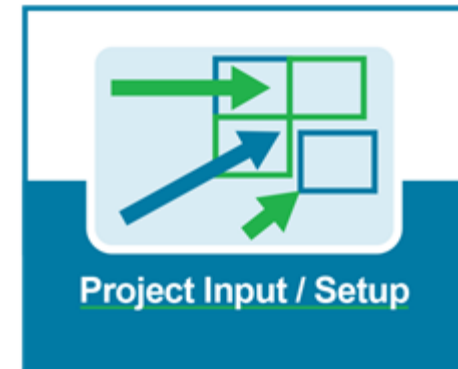
A	B	C	D	E	F
BUS_AREA_ID	BUS_AREA_NAME	DOCUMGRP_ID	DOCUMGRP_DESC	DOCUMTYPE_ID	DOCUMTYPE_DESC
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS07	ETDM	EMDMS219	ETDM PROJECT UPDATES IN PD&E
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS099	AN PACKAGE & RESPONSES
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS100	CERTIFICATIONS
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS101	CLASS OF ACTION DETERMINATION
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS102	GENERAL CORRESPONDENCE
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS103	DETAILED DAMAGE INSPECTION REPORT
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS104	DRAFT ENVIRONMENTAL DOCUMENT
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS105	FINAL ENVIRONMENTAL DOCUMENT
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS106	ICAR REVIEWS
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS107	LOCATION AND DESIGN CONCEPT ACCEPTANCE
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS108	NOTICE OF INTENT
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS109	PROJECT DEVELOPMENT SUMMARY REPORT
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS110	RECORD OF DECISION
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS112	STATUS OF ENVIRONMENTAL CERTIFICATION
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS113	TYPE 1 CE CHECKLIST
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS208	NOTICE OF AVAILABILITY
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS213	NOTICE TO PROCEED
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS214	PD KICK OFF MEETING ANNOUNCEMENT
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS215	PROJECT INITIATION NOTIFICATION
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS222	TYPE 1 CE CHECKLIST SUPPORTING DOCUMENTATION
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS232	DRAFT TYPE 2 CE
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS233	DRAFT EA
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS234	DRAFT EIS
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS235	FINAL TYPE 2 CE
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS236	FINAL EA WITH FONSI
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS237	FINAL EIS/ROD
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS238	FINAL EA
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS239	FINAL EIS
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS240	SIGNIFICANT HIGHWAY PROJECT
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS241	AUDIT MATERIALS
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS242	SELF-ASSESSMENTS
EMDMS	ENVIRONMENTAL MANAGEMENT OFFICE	EMDMS08	NATIONAL ENVIRONMENTAL POLICY ACT	EMDMS243	ATTORNEY WORK PRODUCTS



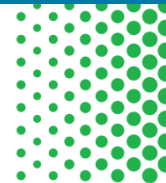
We use SWEPT to help meet documentation requirements

Includes tools for the project team to:

- Archive documents in EDMS
- Organize project files consistently
- Apply consistent naming conventions
- Provide timely access to files
- Provide system quality assurance checks to ensure document accuracy and completeness



Document Naming Convention



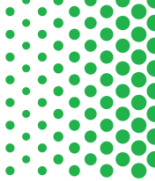
FM#-COA-District-Document_Name-Date

Where:

- FM# = The full work program Financial Management Number (at least item number and item segment, and phase type, phase group and sequence number if provided), with dashes removed.)
- COA = Abbreviated Class of Action: CE1, CE2, SEIR, EA, EIS
- District = Abbreviated district # or FTE for Turnpike: D1, D2,...FTE
- Archive documents in EEDMS
- Document_Name = The original file name, minus extension, with spaces replaced by underscores (or use Document Type and subtype)
- Date = Date the document was created or last modified (or in the case of correspondence, the date when it was sent), formatted YYYY-MMDD



SWEPT Project Page



Home > Project Page - SR 12 FROM N CORRY STREET TO SR 63 (US 27)

StateWide Environmental Project Tracker

Search

SR 12 FROM N CORRY STREET TO SR 63 (US 27)

FM Number
433300-1-32-01 [ISO TIP&STIP P&EE](#)

Related FM Numbers
Not Available

Additional Identifiers
None

FAP Number
4661 012 P

Group Identifiers
CATX

District
FDOT District 3

County
Gadsden County

Project Description
SR 12 MULTI-USE PATH FROM CORRY STREET TO SR 63 (US 27), GADSDEN COUNTY, FLORIDA

Work Mix/Activity Type
PD&E/EMO STUDY

Class of Action
Type 2 CE

ETDM Number
NA

Local Agency Program (LAP)
No

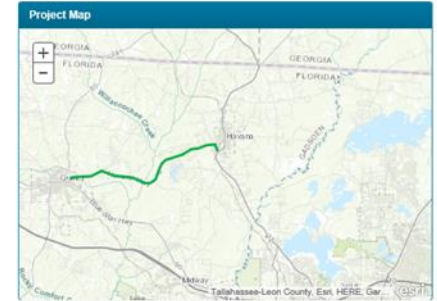
District Project Team
Alaghemand, Sherry [Email](#) (850) 636-0250 x1510 - Project Manager
Fren, David [Email](#) 850 656 9027 - Editor
Wietheel, Ryan [Email](#) (850) 553-3509 - Editor
Widness, Katelyn [Email](#) 8505533505 - Editor

OEM Reviewers
[Blanco, Brittany A.](#) [Email](#) (850) 414-5217 OEM Project Delivery Coordinator Lead
[Overton, Maria](#) [Email](#) 850-414-5269 OEM Engineering Lead
[Sykes, Michael M.](#) [Email](#) (850) 414-5226 OEM Engineering Lead

OGC Reviewers
None Assigned

Project Contact Details
[Project Contact List](#)

Project Notifications Details
[Project Notifications](#)



Schedule Data

Project schedule information is from a PSM export file dated 11/14/2019 12:38 am, not a live connection to the PSM database.

ETDM Program Screen Start	ETDM Program Prelim Sum Report Pub	ETDM Program Final Sum Report Pub	PD&E Scope - Schedule Complete	AN	PD&E Advertisement	Type 2 CE Start	Public Info Meeting	Public Hearing	Planning Consistency Completion	Alt Workshop	Alt Dev Complete	District QC of Draft Env Doc	Type 2 to OEM	LDCA	LDCA Public Notice	Prepare Env Doc Reveal	Prepare for Public Meeting	Prepare for Public Hearing	EMO Study
		05/27/2014 A		02/24/2014 A	01/28/2013 A	06/02/2014 A		07/30/2015 A	10/19/2016 A		05/30/2014 A			09/13/2017 A				05/14/2015 A	09/13/2017 A

Is PSM Actual Date on or before Projected Start Time ■ On time or Early ■ Behind by less than 2 weeks ■ More than 2 weeks Behind Schedule

Project Documents

Show all Collapse all Show files

Topic/Document

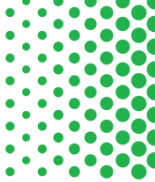
- PD&E Provisions for Work
- Planning
- Environmental Review Process

Time 3 Palmetto Evolution Determination Exam





Project Documents



Home > Project Page :SR 12 FROM N CORRY STREET TO SR 63 (US 27)

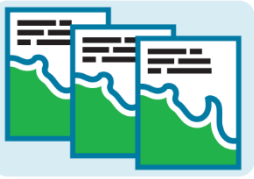
StateWide Environmental Project Tracker

Project Documents

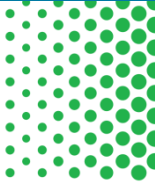
Show all Collapse all Show files

Topic/Document

- PO&E Provisions for Work
- Planning
- Environmental Review Process
 - Type 2 Categorical Exclusion Determination Form
 - Approved Type 2 CE Checklist
 - [43338013201-CE2-D3-Type2CEDeterminationReport_SR_12_FROM-2017-0913.pdf](#) EDMS Document [6442816](#)
 - Supporting Documents (5)
 - Project Location Map
 - [43338013201-CE2-D3-Figure_2.1_ProjectLocation-2014-0724.jpg](#) EDMS Document [6442812](#)
Publication Date Jul 24, 2014 File Size 343.8 KB Upload Date Aug 21, 2017 Attachment
 - Environmental Document Submittal form
 - Approved Type 2 CE Request for Approval (09-13-2017)
 - [43338013201-CE2-D3-Environmental_Document_Submittal_Form_-_Request_for_Approval_\(Approved\)_SR_12_FROM-2017-0913.pdf](#) EDMS Document [6442825](#)
 - Supporting Documents (3)
 - Project Plan Consistency Documentation
 - [43338013201-CE2-D3-SR_12_Planning_Consistency_Checklist_03.30.17-2017-0403.pdf](#) EDMS Document [6442820](#)
Publication Date Apr 03, 2017 File Size 541.2 KB Upload Date Jul 24, 2017 Attachment
 - [43338013201-CE2-D3-PlanningConsistencyDocumentation170817-2017-0817.pdf](#) EDMS Document [6442805](#)
Publication Date Aug 17, 2017 File Size 7.8 MB Upload Date Aug 21, 2017 Attachment
 - Environmental Analysis
 - Social & Economic
 - Sociocultural Effects (SCE) Evaluation
 - Social
 - Supporting Documentation Specific to Social Resources
 - [43338013201-CE2-D3-SR_12_Supporting_Documentation-2017-0906.pdf](#) EDMS Document [6442811](#)
Publication Date Sep 06, 2017 File Size 114.5 KB Upload Date Sep 06, 2017 Attachment
 - [43338013201-CE2-D3-SR12_Supporting_Documentation_170818-2017-0818.pdf](#) EDMS Document [6442827](#)
Publication Date Aug 18, 2017 File Size 113.5 MB Upload Date Aug 22, 2017
 - Economic
 - Land Use Changes
 - Supporting Documentation Specific to Land Use Changes
 - [43338013201-CE2-D3-D3_Condition_Documentation-2017-0906.pdf](#) EDMS Document [6442811](#)



Project Documents



Project Documents

Class of Action Determination for Highway Projects

Document	File Name
Environmental Certification	1938331520-2016-0926
Draft Type 2 CE	1938331520

Public Involvement

Document	File Name
Public Involvement Plan (PIP)	No file uploaded

- Sociocultural Effects Evaluation
- Archaeological and Historical Resources
- Wetlands and Other Surface Waters
- Aquatic Preserves and Other Outstanding Florida Waters
- Protected Species and Habitat
- Essential Fish Habitat

Upload Documentation

Choose File Allowed file formats: DOC, DOCX, PDF, PNG, JPG
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Describe Document Enter a brief description of document you are uploading

Publication Date

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Replace

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Send to EDMS

Add New

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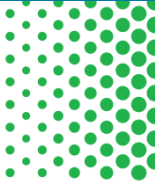
Correspondence

Add More

Document	File Name	Last Edited	In EDMS		
Email Re: Water Habitat	19383315201-CE2-D1-Correspondence_Email_Re:_Water_Habitat -2016-0520	05/20/2016	No	<input type="button" value="Replace"/>	<input type="button" value="Delete"/>
Letter Inquiry to FDOT	19383315201-CE2-D1-Correspondence_Email_Re:_Water_Habitat -2016-0620	06/20/2016	No	<input type="button" value="Replace"/>	<input type="button" value="Delete"/>



Project Documents



Project Documents

Class of Action Determination for Highway Projects

Document	File Name	Last Edited	In EDMS	
Environmental Certification	19383315201-CE2-D1-Draft_Status_of_Environmental_Certification_for_Federal_Project_CHARLOTTE-2016-0926	9/26/2016	No	Add More Replace Delete Send to EDMS
Draft Type 2 CE	19383315201-CE2-D1-Draft_Checklist_CHARLOTTE-2016-1014	10/14/2016	No	Replace Delete Send to EDMS

Public Involvement

Document	File Name	Last Edited	In EDMS	
Public Involvement Plan (PIP)	19383315201-CE2-D1-Public_Involvement_Plan-2016-1015.pdf	10/15/2016	No	Add More Replace Delete Send to EDMS

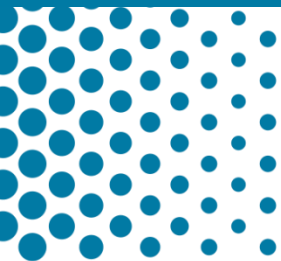
- Socio-Cultural Effects Evaluation
- Archaeological and Historical Resources
- Wetlands and Other Surface Waters
- Aquatic Preserves and Other Outstanding Florida Waters
- Protected Species and Habitat
- Essential Fish Habitat

Correspondence

[Add More](#)

Document	File Name	Last Edited	In EDMS	
Email Re: Water Habitat	19383315201-CE2-D1-Correspondence_Email_Re:_Water_Habitat-2016-0520	05/20/2016	No	Replace Delete
Letter inquiry to FDOT	19383315201-CE2-D1-Correspondence_Email_Re:_Water_Habitat-2016-0620	06/20/2016	No	Replace Delete

Lesson 3: Retrieving Documents in SWEPT



Finding a Document

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Quality & Performance Management
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Alerts

43 items need your attention.

Show 5 entries Search:

Alert Date	FM Number	Project Name	Due Date	Action
07/14/2017	440388-1-52-01	SR202/JTB @ GATE PARKWAY		Review comments and re-submit
08/09/2017	428494-1-52-01	I-95(SR9) & SR13 @ MAIN STREET BRIDGE NO.720086		Review the project name change on the Project Overview page
08/30/2017	432054-1-52-01	I-10(SR8) AUCILLA RIVER BR NO350055 EB & BR NO350038 WB		Review comments and re-submit
10/02/2017	436158-1-52-01	SR5(OLD KINGS ROAD) FROM: PHILIPS HIGHWAY TO: MAIN STREET		Review the project name change on the Project Overview page
10/02/2017	433993-1-52-01	SR20(US27) FROM: SW BLUE JAY CT TO: TD BANK BUILDING		Review the project name change on the Project Overview page

Showing 1 to 5 of 43 entries

Previous 1 2 3 4 5 ... 9 Next

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Categories

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Districts

- Statewide
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- Turnpike

Number of Results per Page

- 10
- 25
- 50
- All

Results 25 per page

Projects

[US 41\(VENICE BYPASS\) FROM CENTER ROAD TO S OF US BUS 41 NORTH](#)
FM number: 198017-1-31-01

[US 41\(VENICE BYPASS\) FROM CENTER ROAD TO S OF US BUS 41 NORTH](#)
FM number: 198017-2-31-01

← Previous Next →

1 - 2 of 2 results

Documents

[19801723101-CE1-D1-MiscNotes-2016-0610.pdf](#)
Type: Supporting Documentation
Status: Draft
Project: US 41(VENICE BYPASS) FROM CENTER ROAD TO S OF US BUS 41 NORTH

[19801765602-CE1-D1-SupportingDocumentation-2016-0610.pdf](#)
Type: Supporting Documentation
Status: Approved
Project: US 41 -VENICE BYPASS FROM CENTERROAD TO GULF COAST BLVD

[19753425699-Type_1_CE-FDOT District 1-SupportingDocumentation-2016-0610.pdf](#)
Type: Supporting Documentation
Status: Approved

People

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0 - 0 of 0 results



VETERANS XWAY ARTERIAL DMS IMPROVEMENTS

FM Number
442621-1-52-01 [ISO TIP/STIP PSEE](#)

Related FM Numbers
443634-2-52-01 [ISO TIP/STIP PSEE](#)
443634-3-52-01 [ISO TIP/STIP PSEE](#)
443878-2-52-01 [ISO TIP/STIP PSEE](#)

Additional Identifiers
None

Group Identifiers
ITS - SIS

District
Florida's Turnpike Enterprise

County
Hillsborough County

Project Description
This NMSA covers four related projects:

[Show More](#)

Work Mix/Activity Type
DYNAMIC MESSAGE SIGN

Class of Action
NMSA

ETDM Number
N/A

[Log Formal Issue Resolution](#)

Schedule Data

Project schedule information is from a [PSM](#) export file dated 08/21/2020 12:41 am, not a live connection to the [PSM](#) database.

Production Date	CRAS
06/09/2020 A	06/03/2020 A

Is PSM Actual Date on or before Projected Start Time ■ On time or Early ■ Behind by less than 2 weeks ■ More than 2 weeks Behind Schedule

Project Documents

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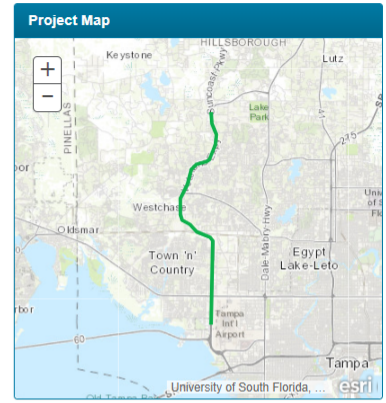
Topic/Document

Environmental Review Process	Upload
Non-Major State Action Checklist	

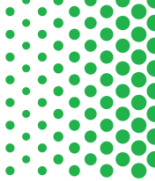
District Project Team
Stein, Philip [Email](#) (407) 264-3301 - Editor
Zang, Doug [Email](#) 407-264-3409 - Editor

Project Contact Details
[Project Contact List](#)

Project Notifications Details
[Project Notifications](#)



Project Lists



Home>Reports>Project Approvals Report

StateWide Environmental Project Tracker

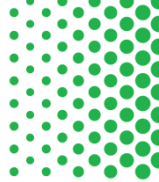
Approvals (01/01/2020 - 08/24/2020)

The following list includes environmental documents approved during the reporting period. This represents a snapshot in time. This report is a living document subject to change based on subsequent project decisions that may affect the document approval. (For example, if a federal document approval appears on this list and the project funding source changes to state funding, the federal document may drop from the approval list for this reporting period when the report is created at a later date.)

Show entries

Managing District	FM #	Related FM #s	Environmental Certification	Additional Identifier	Project Name	COA	Document	Section 4(f)	CE #	ETDM #	Approver	Approval Date
FTE	444292-1-52-01	N/A	N/A	N/A	LIGHTING RENOVATIONS TO BOCA TOLLS DATA CENTER PARKING LOT	NMSA	State Environmental Certification	No	N/A	N/A	Philip Stein	2020-08-07 15:12:30.0
FTE	444292-1-52-01	N/A	Not Completed	N/A	LIGHTING RENOVATIONS TO BOCA TOLLS DATA CENTER PARKING LOT	NMSA	NMSA Checklist	No	N/A	N/A	Philip Stein	2020-08-07 15:11:52.0
FTE	443880-1-52-01	N/A	N/A	N/A	LIGHTING RENOVATIONS TO FHP PARKING LOT AT SNAPPER CREEK PLAZA (MP 19)	NMSA	State Environmental Certification	No	N/A	N/A	Philip Stein	2020-08-07 12:54:14.0
FTE	443880-1-52-01	N/A	Not Completed	N/A	LIGHTING RENOVATIONS TO FHP PARKING LOT AT SNAPPER CREEK PLAZA (MP 19)	NMSA	NMSA Checklist	No	N/A	N/A	Philip Stein	2020-08-07 12:53:20.0
FTE	440294-3-31-01	440294-4-31-01	N/A	N/A	SPOT RESURFACING TURNPIKE MAINLINE SOUTH LAKE COUNTY	NMSA	State Environmental Certification	No	N/A	N/A	Philip Stein	2020-07-29 16:15:55.0
FTE	440294-3-31-01	440294-4-31-01	Not Completed	N/A	SPOT RESURFACING TURNPIKE MAINLINE SOUTH LAKE COUNTY	NMSA	NMSA Checklist	No	N/A	N/A	Philip Stein	2020-07-29 16:12:47.0
FTE	440294-1-52-01	N/A	N/A	N/A	SPOT RESURFACING MAINLINE IN LAKE COUNTY MP 279.0 TO MP 287.7	NMSA	State Environmental Certification	No	N/A	N/A	Philip Stein	2020-07-20 09:40:04.0
FTE	437986-5-52-01	N/A	N/A	N/A	BRIDGE IMPROVEMENTS TO 940076 & 940951, TPK ML ST.LUCIE CNTY, MP150.7	NMSA	State Environmental Certification	No	N/A	N/A	Philip Stein	2020-07-06 12:51:28.0
FTE	437986-5-52-01	N/A	Not Completed	N/A	BRIDGE IMPROVEMENTS TO 940076 & 940951, TPK ML ST.LUCIE CNTY, MP150.7	NMSA	NMSA Checklist	No	N/A	N/A	Philip Stein	2020-07-06 12:50:27.0
FTE	442621-1-52-01	443634-2-52-01 443878-2-52-01 443634-3-52-01	N/A	N/A	VETERANS XWAY ARTERIAL DMS IMPROVEMENTS	NMSA	State Environmental Certification	No	N/A	N/A	Philip Stein	2020-06-09 15:50:44.0
FTE	442621-1-52-01	443634-2-52-01 443878-2-52-01 443634-3-52-01	Not Completed	N/A	VETERANS XWAY ARTERIAL DMS IMPROVEMENTS	NMSA	NMSA Checklist	No	N/A	N/A	Philip Stein	2020-06-09 15:49:15.0
FTE	440700-1-52-01	440700-2-52-01	N/A	N/A	RESURFACE TURNPIKE MAINLINE OSCEOLA COUNTY MP 190.5-198.5	NMSA	State Environmental Certification	No	N/A	N/A	Philip Stein	2020-06-09 10:03:59.0
FTE	440700-1-52-01	440700-2-52-01	Not Completed	N/A	RESURFACE TURNPIKE MAINLINE OSCEOLA COUNTY MP 190.5-198.5	NMSA	NMSA Checklist	No	N/A	N/A	Philip Stein	2020-06-09 10:01:22.0
FTE	442621-1-52-01	443634-2-52-01 443878-2-52-01 443634-3-52-01	N/A	N/A	VETERANS XWAY ARTERIAL DMS IMPROVEMENTS	NMSA	State Environmental Certification	No	N/A	N/A	Philip Stein	2020-05-13 15:56:07.0
FTE	442621-1-52-01	443634-2-52-01 443878-2-52-01 443634-3-52-01	Not Completed	N/A	VETERANS XWAY ARTERIAL DMS IMPROVEMENTS	NMSA	NMSA Checklist	No	N/A	N/A	Philip Stein	2020-05-13 15:55:47.0
FTE	444003-1-52-01	N/A	N/A	N/A	IMPROVEMENTS TO CULVERT 91Q002 IN OKEECHOBEE CNTY, TPK ML MP 185.7	NMSA	State Environmental Certification	No	N/A	N/A	Philip Stein	2020-03-13 12:42:20.0
FTE	444003-1-52-01	N/A	Not Completed	N/A	IMPROVEMENTS TO CULVERT 91Q002 IN OKEECHOBEE CNTY, TPK ML MP 185.7	NMSA	NMSA Checklist	No	N/A	N/A	Philip Stein	2020-03-13 12:42:20.0





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Project Documents

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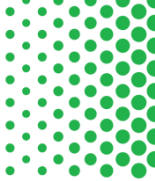
Topic/Document

📁 Environmental Review Process		Upload	
📁 Non-Major State Action Checklist			
📁 Approved Non-Major State Action Checklist (06-09-2020)		Edit	
📄 44262115201-NMSA-FTE-NMSA_Form_VETERANS_X-2020-0609.pdf			EDMS Document 10231307
📎 Supporting Documents (17)			
📄 Create New Non-Major State Action Checklist		Create	
📁 Other Environmental Document Supporting Documentation			
📄 44262115201-NMSA-FTE-442621-1-52-01_Vets_Arterial_DMS_Improvements_Hillsborough_TPK_map-2020-0306.pdf <small>Publication Date Mar 06, 2020 File Size 2.5 MB Upload Date May 13, 2020 Attachment</small>	Modify	Delete	EDMS Document 10120134
📄 44262115201-NMSA-FTE-442621-1_General_AOI_report-2020-0513.pdf <small>Publication Date May 13, 2020 File Size 459.1 KB Upload Date May 13, 2020 Attachment</small>	Modify	Delete	EDMS Document 10120139
📄 44262115201-NMSA-FTE-442621-1_All_DMS_Poles_Contamination_AOI_500'Buffer-2020-0410.pdf <small>Publication Date Apr 10, 2020 File Size 2.5 MB Upload Date May 13, 2020 Attachment</small>	Modify	Delete	EDMS Document 10120138
📄 44262115201-NMSA-FTE-442621-1_PA_Form_Sent_to_SHPO-2020-0306.pdf <small>Publication Date Mar 06, 2020 File Size 339.5 KB Upload Date May 13, 2020 Attachment</small>	Modify	Delete	EDMS Document 10120141
📄 44262115201-NMSA-FTE-442621-1_Contamination_GIS_Report_DMS_Poles_Area_of_Interest-2020-0409.pdf <small>Publication Date Apr 09, 2020 File Size 517.2 KB Upload Date May 13, 2020 Attachment</small>	Modify	Delete	EDMS Document 10120143
📄 44262115201-NMSA-FTE-443634-2_Letter_to_SHPO_2020-2444_NorthernTPK-CCTVInstallation_FDOT-Turnpike-2020-0514.pdf <small>Publication Date May 14, 2020 File Size 4.7 MB Upload Date Jun 09, 2020 Attachment</small>	Modify	Delete	EDMS Document 10231306
📄 44262115201-NMSA-FTE-443634-2_General_AOI_Report-2020-0608.pdf <small>Publication Date Jun 08, 2020 File Size 1.5 MB Upload Date Jun 09, 2020 Attachment</small>	Modify	Delete	EDMS Document 10231309
📄 44262115201-NMSA-FTE-443634-2_All_CCTV_Poles_AOI_500'_Contamination_Buffer-2020-0518.pdf <small>Publication Date May 18, 2020 File Size 6.7 MB Upload Date Jun 09, 2020 Attachment</small>	Modify	Delete	EDMS Document 10231308
📄 44262115201-NMSA-FTE-443634-2_CCTV_GIS_Report_for_Contamination-2020-0410.pdf <small>Publication Date Apr 10, 2020 File Size 1.2 MB Upload Date Jun 09, 2020 Attachment</small>	Modify	Delete	EDMS Document 10231311
📄 44262115201-NMSA-FTE-443634-3_GIS_Analysis_Report_for_Contamination-2020-0607.pdf <small>Publication Date Jun 07, 2020 File Size 451 KB Upload Date Jun 09, 2020 Attachment</small>	Modify	Delete	EDMS Document 10231310
📄 44262115201-NMSA-FTE-443634-3_Letter_from_SHPO_2020-2448_WesternTPK-CCTV-SR589_FDOT-Turnpike-2020-0514.pdf <small>Publication Date May 14, 2020 File Size 3.2 MB Upload Date Jun 09, 2020 Attachment</small>	Modify	Delete	EDMS Document 10231313
📄 44262115201-NMSA-FTE-443878-2_General_AOI_report-2020-0609.pdf <small>Publication Date Jun 09, 2020 File Size 1.2 MB Upload Date Jun 09, 2020 Attachment</small>	Modify	Delete	EDMS Document 10231312
📄 44262115201-NMSA-FTE-443634-3_All_CCTV_Poles_Combined_500'_Contamination_Buffers-2020-0424.pdf	Modify	Delete	EDMS Document 10231315

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Access to Environmental Documents



ProjectSuite Enterprise Edition

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DASHBOARD PROJECT SEARCH MONTHLY SCHEDULE UPDATE CREATE A PROJECT

View

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- GIS
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- Related Projects
- Video Log

Manage

- Address Book
- Approved Scope
- Commitments
- Design Approval Requests
- Design Development Documentation
- Environment**
- Final Plans Processing
- Permits
- Phase Review
- Project Fact Sheet
- Project Status
- Resolution Tracking
- Utilities

Change Requests

- Change Management
- Initial Project Request
- Scheduling
- Journal

Module Menu

Version: G1 PSEE Project Manager: Yang Zhao

ROADWAY IMPROVEMENTS

Roadway ID	Roadway Side
10470000	RIGHT RDWY
10470000	LEFT RDWY
10470000	RIGHT RDWY
10470000	LEFT RDWY
10470000	LEFT RDWY
10470000	RIGHT RDWY
10470000	LEFT RDWY
10470000	RIGHT RDWY
10470000	LEFT RDWY
10470000	RIGHT RDWY
10470000	RIGHT RDWY
10470000	RIGHT RDWY
10470000	LEFT RDWY

Length: 11,465

Documents stored in SWEPT are uploaded in the EDMS for long term storage and management. This also makes the documents available in other Department systems able to read from EDMS

Enterprise Environmental Documents (Click to collapse)

Location: CO : 21

Business Area: ENVIRONMENTAL MANAGEMENT OFFICE : 21

Group: ALL : 21

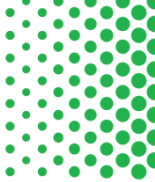
Type: NA

EDMS Doc No	Document Name	Description	Group	Type	
10231319	44262115201-NMSA-FTE-443878-2_ALL_CONTAMINATION_500'_BUFFER_MAPS_COMBINED-2020-0609.PDF	443878-2 ALL CONTAMINATION 500' BUFFER MAPS COMBINED	NATIONAL ENVIRONMENTAL POLICY ACT	ENV DOC SUPPORTING MATERIALS	View
10231318	44262115201-NMSA-FTE-APPROVED_STATE_ENVIRONMENTAL_CERTIFICATION_VETERANS_X-2020-0609.PDF	STATE ENVIRONMENTAL CERTIFICATION	STATE DOCUMENTATION	FINAL ENVIRONMENTAL CERTIFICATION	View
10231317	44262115201-NMSA-FTE-443878-2_LETTER_FROM_SHPO_2020-2366_NEW_DMSSIGNINSTALLATIONFORSERVICEPLAZAS_FDOT-TURNPIKE-2020-0518.PDF	443878-2 2020-2366_NEW/DMSSIGNINSTALLATIONFORSERVICEPLAZAS_FDOT-TURNPIKE	NATIONAL ENVIRONMENTAL POLICY ACT	ENV DOC SUPPORTING MATERIALS	View
10231316	44262115201-NMSA-FTE-443634-3_GENERAL_AOI_ANALYSIS_REPORT-20-20-0608.PDF	443634-3 GENERAL AOI ANALYSIS REPORT	NATIONAL ENVIRONMENTAL POLICY ACT	ENV DOC SUPPORTING MATERIALS	View
10231315	44262115201-NMSA-FTE-443634-3_ALL_CCTV_POLES_COMBINED_500'_CONTAMINATION_BUFFERS-2020-0424.PDF	443634-3 ALL CCTV POLES COMBINED_500' CONTAMINATION BUFFERS	NATIONAL ENVIRONMENTAL POLICY ACT	ENV DOC SUPPORTING MATERIALS	View
10231314	44262115201-NMSA-FTE-443878-2_GIS_ANALYSIS_REPORT_FOR_CONTAMINATION-2020-0609.PDF	443878-2 GIS ANALYSIS REPORT FOR CONTAMINATION	NATIONAL ENVIRONMENTAL POLICY ACT	ENV DOC SUPPORTING MATERIALS	View
10231313	44262115201-NMSA-FTE-443634-3_LETTER_FROM_SHPO_2020-2448_WESTERNTPK-CCTV-SR589_FDOT-TURNPIKE-2020-0514.PDF	443634-3 2020-2448_WESTERNTPK-CCTV-SR589_FDOT-TURNPIKE	NATIONAL ENVIRONMENTAL POLICY ACT	ENV DOC SUPPORTING MATERIALS	View
10231312	44262115201-NMSA-FTE-443878-2_GENERAL_AOI_REPORT-2020-0609.PDF	443878-2 GENERAL AOI REPORT	NATIONAL ENVIRONMENTAL POLICY ACT	ENV DOC SUPPORTING MATERIALS	View
10231311	44262115201-NMSA-FTE-443634-2_CCTV_GIS_REPORT_FOR_CONTAMINATION-2020-0410.PDF	443634-2 CCTV GIS REPORT FOR CONTAMINATION	NATIONAL ENVIRONMENTAL POLICY ACT	ENV DOC SUPPORTING MATERIALS	View
10231310	44262115201-NMSA-FTE-443634-3_GIS_ANALYSIS_REPORT_FOR_CONTAMINATION-2020-0607.PDF	443634-3 GIS ANALYSIS REPORT FOR CONTAMINATION	NATIONAL ENVIRONMENTAL POLICY ACT	ENV DOC SUPPORTING MATERIALS	View

Page 1 2 3 (Showing Items 1 to 10 of 21) Show per page 10 25 50



Notifications



The screenshot shows an email window with the following content:

Type 1 CE Approval Request for FM# 198005-1-31-01 US 41 BUS FROM PALERMO PLACE TO US 41 BUS (BYPASS N)

admin@fla-etat.org

To: Gwen Pipkin; Jonathon.Bennett@dot.state.fl.us
Cc: mrutishauser@hntb.com

Thursday, October 13, 2016 12:56 PM

- Retention Policy: All Users Deleted Items 14 Days (14 Days) Expires: 10/27/2016
- This item will expire in 10 days. To keep this item longer, apply a different Retention Policy.

The following Type 1 Categorical Exclusion is ready for your review and approval.

FM Number: 198005-1-31-01
Project Name: US 41 BUS FROM PALERMO PLACE TO US 41 BUS (BYPASS N)
Work Mix/Activity Type: NEW ROAD CONSTRUCTION
District: 1
County: Sarasota County
Project Description: Enter into a lease agreement with the City of Venice for public parking under the south side of the Hatchett Creek Bridge.
FAP Number:
CE Number: (d) (6) Approvals for disposal of excess right-of-way or for joint or limited use of right-of-way, where the proposed use does not have significant adverse impacts

Please log into [SWEPT](#) and provide the necessary approval, comments, or resolution. Use this link to go directly to the Type 1 CE review form: <https://www.fl-etat.org/est/swept/ProjectChecklist.do?projectId=140>

Questions

- If you have questions or need additional information, please contact the help desk at:

◆ swept@fla-etat.org

