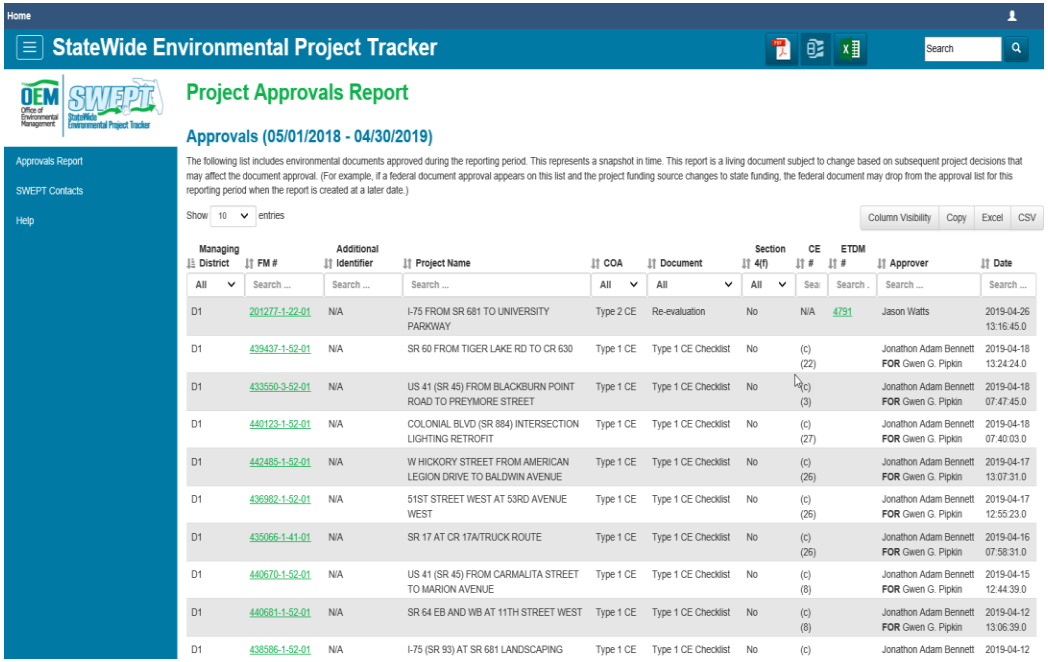
Office of Environmental Management

FDOT NEPA Assignment Training

for FHWA Auditors – *Audit # 3*

Trainers: Marjorie Kirby
Katasha Cornwell
Victor Muchuruza
Peter McGilvray
Ruth Roaza



May 1, 2019

FDOT

Logistics

- GoTo Meeting – everyone is on mute. Please type your questions into the chat box and will answer as appropriate
- Recording – this webinar will be recorded and provided on our OEM NEPA Assignment Website under the SWEPT at:

http://www.fdot.gov/environment/NEPAAssignment.shtm

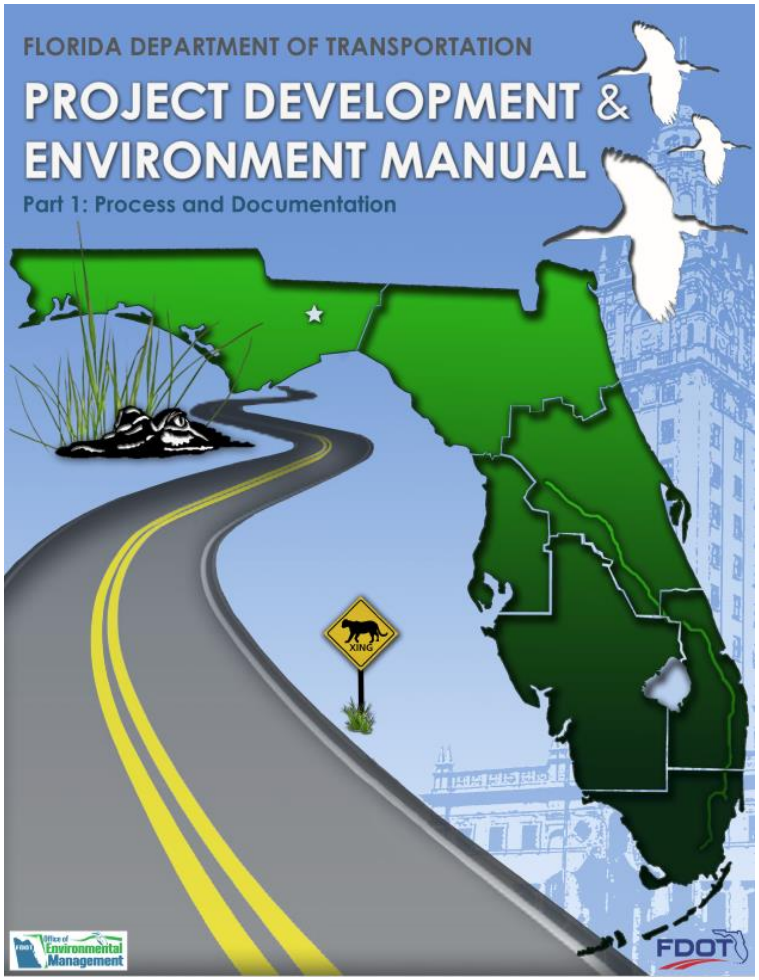
Topics

- How does FDOT Comply with NEPA
- FDOT Environmental Processes
- StateWide Environmental Project Tracker (SWEPT)
- Using SWEPT to Support FHWA Audits

How does FDOT comply with NEPA?

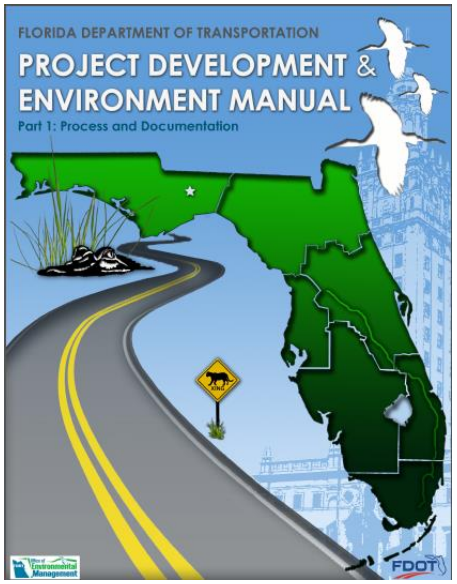
FDOT Compliance with NEPA

The PD&E Manual



Project Development & Environment (PD&E) Process

- FDOT's means to comply with NEPA, federal and state laws, regulations, and requirements
- FDOT's Office of Environmental Management (OEM) maintains a "PD&E Manual" that provides comprehensive guidance
- Provides framework for consistent technical and environmental documentation of transportation projects
- Used for both federal and non-federal actions
- Environmental documentation depends on the specific project and its impacts



Transportation Project Development Process

ACRONYMS:
1 Long Range Transportation Plan
2 Cost Feasible Plan
3 Transportation Improvement Plan

Planning

- Existing Conditions
- Needs & Assessment
- Planning Analysis
- Travel Demand
- LRTP[1], CFP[2], TIP[3]
- Purpose and Need
- Work Program

PD&E Scoping

PD&E

- Federal or State Process
- Purpose and Need
- Alternative Analysis
- Environmental Studies
- Technical Reports
- Env. Doc. Approval

Design Scoping

Design

- Detailed Design
- Construction Plans
- Specifications
- Cost Estimates
- Permits
- Env. re-evaluation
- Commitment Tracking

Right of Way

- Appraisal
- Negotiations
- Acquisition
- Relocation

Advertise / Award Contract

Construction

- Build and Deliver
- Continued Commitment Tracking

Post construction - Maintenance

ETDM Screening

- Screening Environmental Issues

Planning and Environmental Linkage

- Subarea and Corridor Studies
- Alternatives Corridor Evaluation
- Interchange Access Study

SWAT Process

- Project Scoping

Public Outreach and Interagency Coordination

NEPA – Classes of Action

Class I: Environmental Impact Statement (EIS)

- Projects anticipated to have significant impacts
- Draft EIS, Final EIS, Record of Decision
- Final EIS and ROD should be combined

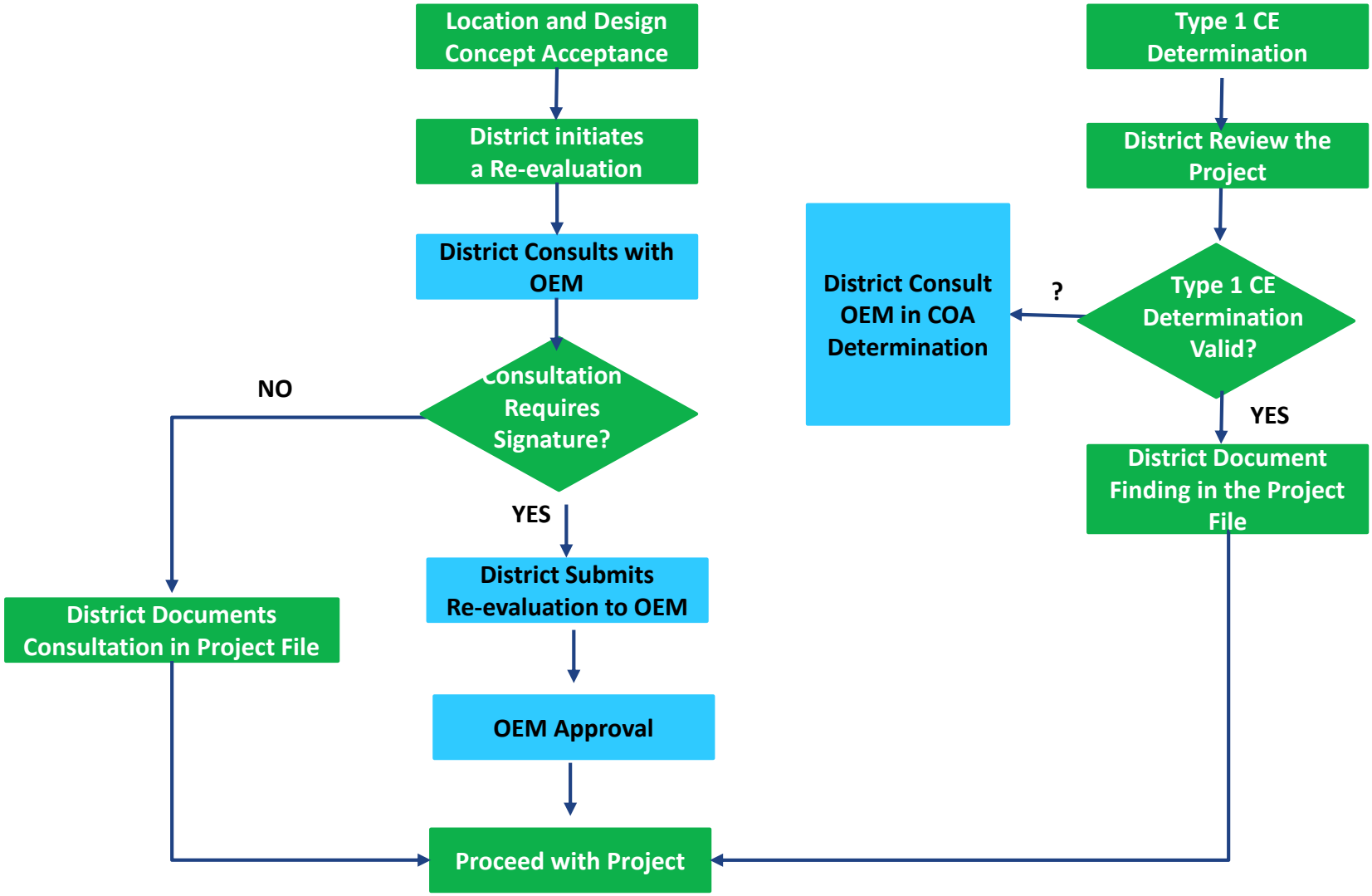
Class II: Categorical Exclusions (CE)

- Projects without significant impacts, excluded from requirement to prepare EA or EIS
- Type 1: Fits within a low-impact threshold checklist of project types
- Type 2: Non-significant impacts that need further explanation

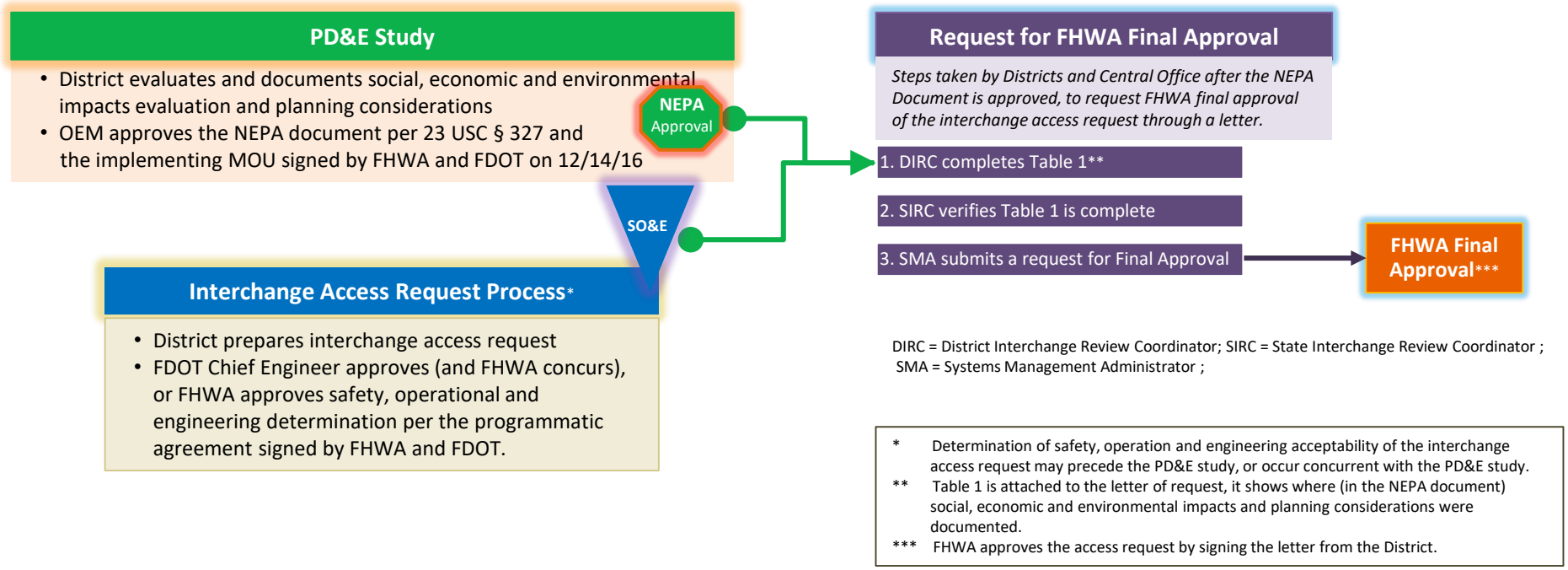
Class III: Environmental Assessment (EA)

- Projects where significance of impacts is unknown
- Results in either a Finding of No Significant Impact (FONSI) or EIS

Re-evaluation



Environmental Review and the Final Approval of Interchange Access Requests

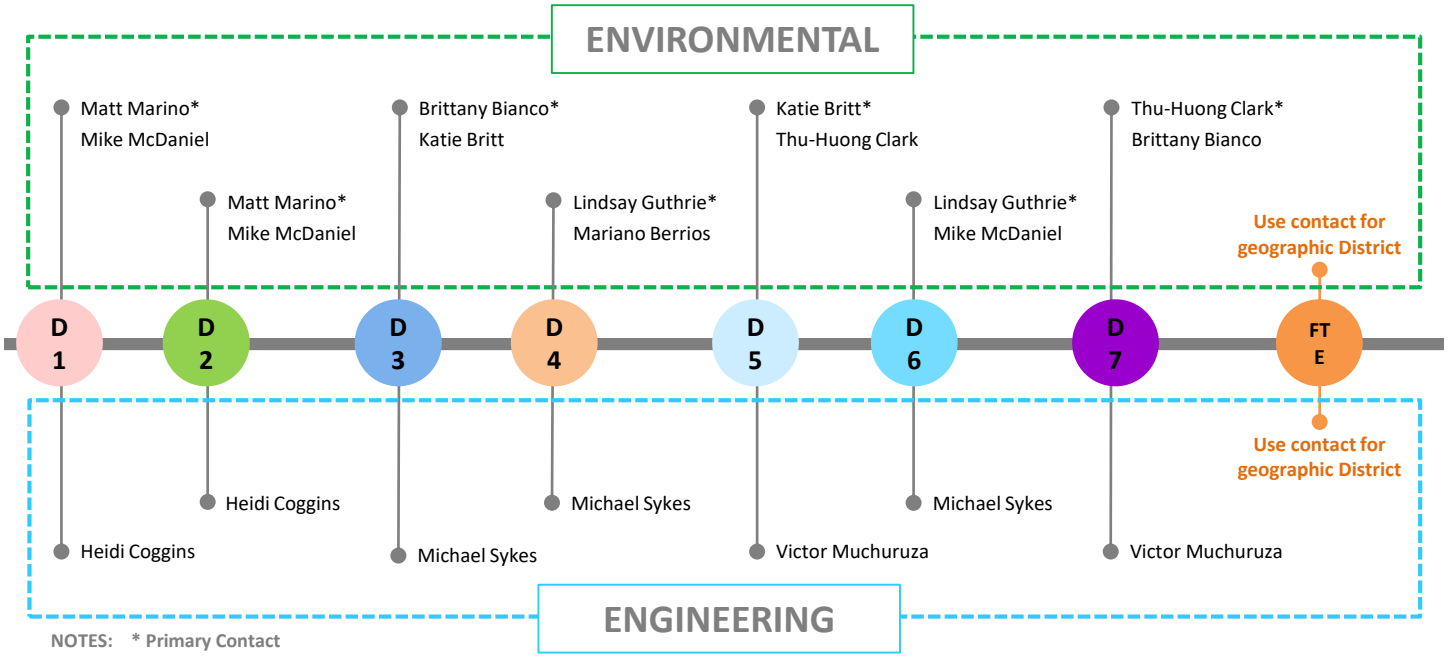


DIRC = District Interchange Review Coordinator; SIRC = State Interchange Review Coordinator ;
SMA = Systems Management Administrator ;

* Determination of safety, operation and engineering acceptability of the interchange access request may precede the PD&E study, or occur concurrent with the PD&E study.
** Table 1 is attached to the letter of request, it shows where (in the NEPA document) social, economic and environmental impacts and planning considerations were documented.
*** FHWA approves the access request by signing the letter from the District.

FDOT Environmental Processes

OEM Points of Contact



OEM Director

Jason Watts

Administrator Support to all Districts

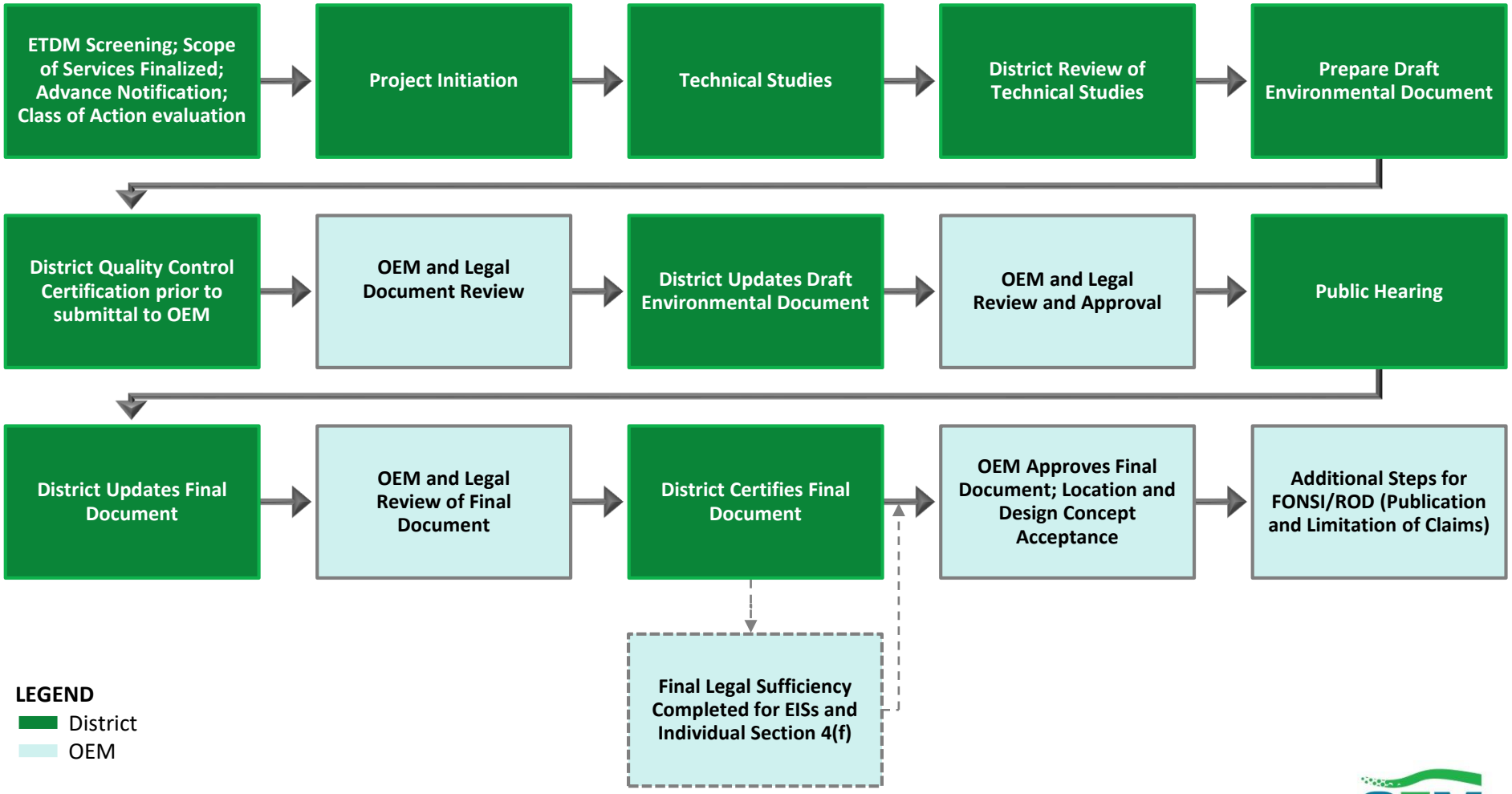
- Marjorie Kirby
- Victor Muchuruza
- Katasha Cornwell
- Peter McGilvray

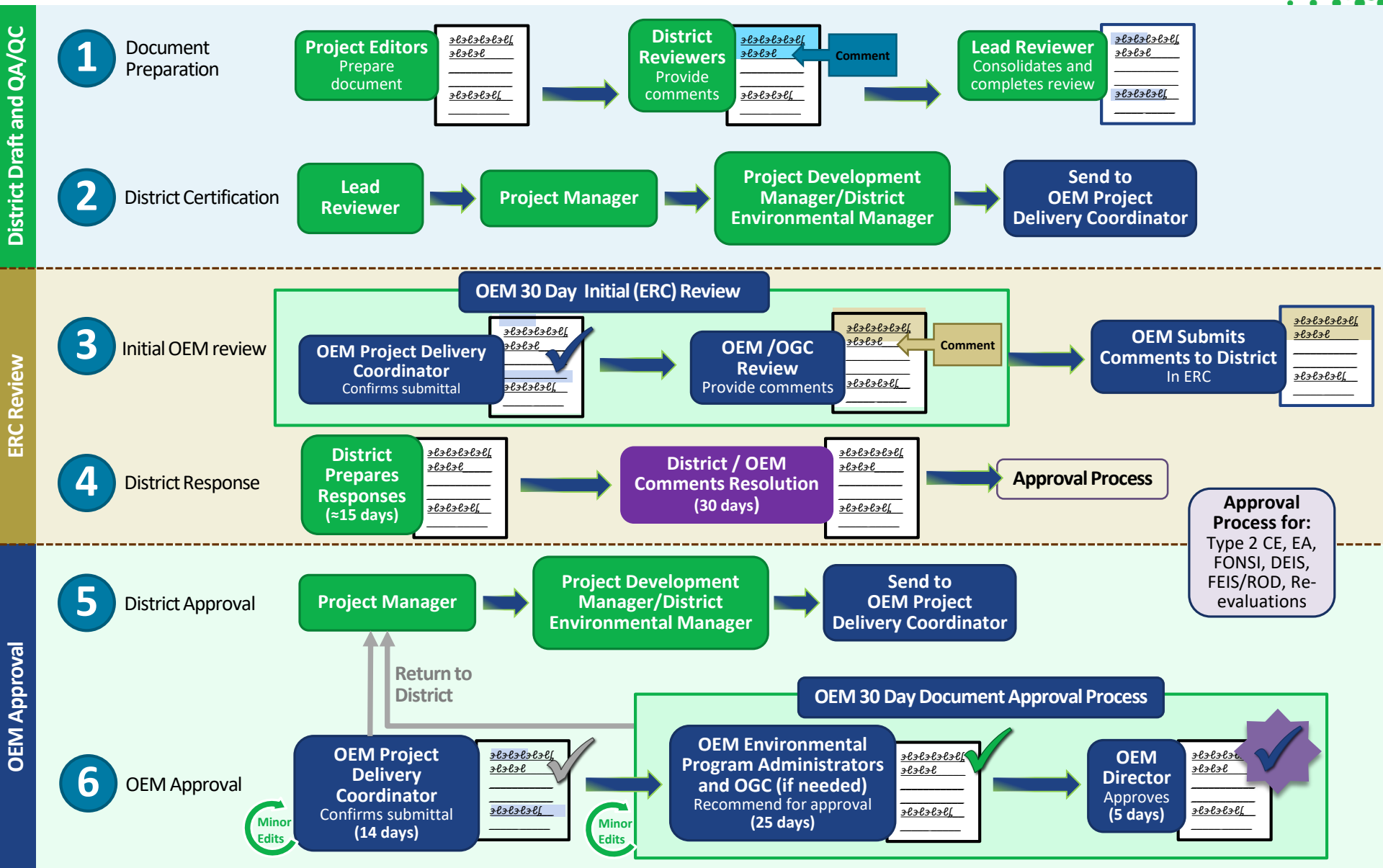
Office of General Counsel

- Kathleen Toolan
- Nona Shaffner
- George Reynolds

April 15, 2019

Overview of Environmental Review Process




District Draft and QA/QC
1
Document Preparation
Project Editors
Prepare document
District Reviewers
Provide comments
Comment
Lead Reviewer
Consolidates and completes review
2
District Certification
Lead Reviewer
Project Manager
Project Development Manager/District Environmental Manager
Send to OEM Project Delivery Coordinator
ERC Review
3
Initial OEM review
OEM 30 Day Initial (ERC) Review
OEM Project Delivery Coordinator
Confirms submittal
OEM /OGC Review
Provide comments
Comment
OEM Submits Comments to District
In ERC
4
District Response
District Prepares Responses
(≈15 days)
District / OEM Comments Resolution
(30 days)
Approval Process
Approval Process for:
Type 2 CE, EA, FONSI, DEIS, FEIS/ROD, Re-evaluations
OEM Approval
5
District Approval
Project Manager
Project Development Manager/District Environmental Manager
Send to OEM Project Delivery Coordinator
Return to District
6
OEM Approval
OEM 30 Day Document Approval Process
Minor Edits
OEM Project Delivery Coordinator
Confirms submittal
(14 days)
Minor Edits
OEM Environmental Program Administrators and OGC (if needed)
Recommend for approval
(25 days)
OEM Director
Approves
(5 days)

Quality Assurance and Quality Control

Quality Assurance / Quality Control (QA/QC)

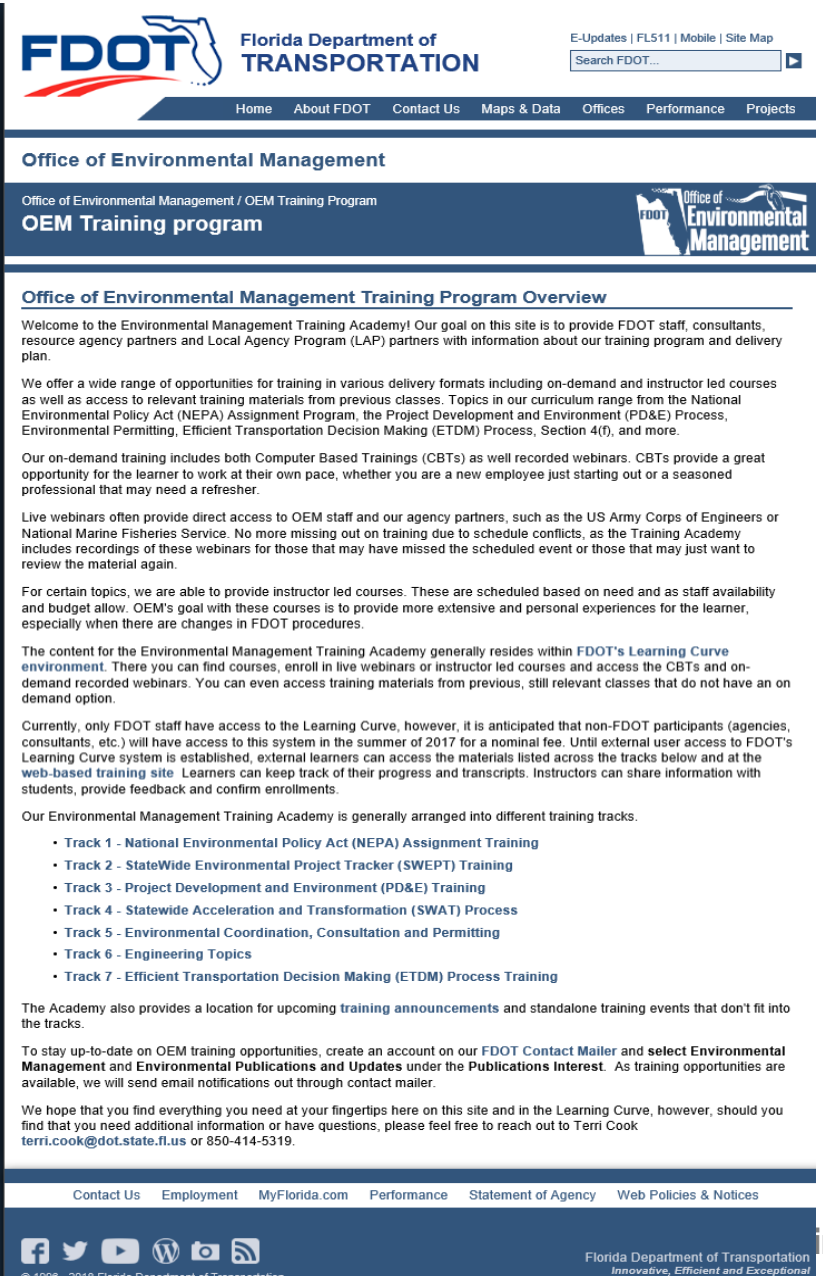
- Consultants conduct QC for the PD&E Studies
- Districts reviews Consultants work and verify QC was performed
- OEM performs quality assurance
- NEPA Assignment Quality Assurance and Quality Control Plan **revised 2/21/2019 (PDF)**

Guidance:

- QA/QC Policy Topic No.: 001-260-001
- FDOT Project Management Handbook, Part 1, Chapter 16
- Scope of Services for PD&E Studies

Training

FDOT OEM Training Program



Florida Department of TRANSPORTATION

E-Updates | FL511 | Mobile | Site Map

Search FDOT...

Home | About FDOT | Contact Us | Maps & Data | Offices | Performance | Projects

Office of Environmental Management

Office of Environmental Management / OEM Training Program

OEM Training program

Office of Environmental Management

Office of Environmental Management Training Program Overview

Welcome to the Environmental Management Training Academy! Our goal on this site is to provide FDOT staff, consultants, resource agency partners and Local Agency Program (LAP) partners with information about our training program and delivery plan.

We offer a wide range of opportunities for training in various delivery formats including on-demand and instructor led courses as well as access to relevant training materials from previous classes. Topics in our curriculum range from the National Environmental Policy Act (NEPA) Assignment Program, the Project Development and Environment (PD&E) Process, Environmental Permitting, Efficient Transportation Decision Making (ETDM) Process, Section 4(f), and more.

Our on-demand training includes both Computer Based Trainings (CBTs) as well recorded webinars. CBTs provide a great opportunity for the learner to work at their own pace, whether you are a new employee just starting out or a seasoned professional that may need a refresher.

Live webinars often provide direct access to OEM staff and our agency partners, such as the US Army Corps of Engineers or National Marine Fisheries Service. No more missing out on training due to schedule conflicts, as the Training Academy includes recordings of these webinars for those that may have missed the scheduled event or those that may just want to review the material again.

For certain topics, we are able to provide instructor led courses. These are scheduled based on need and as staff availability and budget allow. OEM's goal with these courses is to provide more extensive and personal experiences for the learner, especially when there are changes in FDOT procedures.

The content for the Environmental Management Training Academy generally resides within FDOT's Learning Curve environment. There you can find courses, enroll in live webinars or instructor led courses and access the CBTs and on-demand recorded webinars. You can even access training materials from previous, still relevant classes that do not have an on demand option.

Currently, only FDOT staff have access to the Learning Curve, however, it is anticipated that non-FDOT participants (agencies, consultants, etc.) will have access to this system in the summer of 2017 for a nominal fee. Until external user access to FDOT's Learning Curve system is established, external learners can access the materials listed across the tracks below and at the web-based training site Learners can keep track of their progress and transcripts. Instructors can share information with students, provide feedback and confirm enrollments.

Our Environmental Management Training Academy is generally arranged into different training tracks.

- Track 1 - National Environmental Policy Act (NEPA) Assignment Training
- Track 2 - StateWide Environmental Project Tracker (SWEPT) Training
- Track 3 - Project Development and Environment (PD&E) Training
- Track 4 - Statewide Acceleration and Transformation (SWAT) Process
- Track 5 - Environmental Coordination, Consultation and Permitting
- Track 6 - Engineering Topics
- Track 7 - Efficient Transportation Decision Making (ETDM) Process Training

The Academy also provides a location for upcoming training announcements and standalone training events that don't fit into the tracks.

To stay up-to-date on OEM training opportunities, create an account on our FDOT Contact Mailer and **select Environmental Management** and **Environmental Publications and Updates** under the **Publications Interest**. As training opportunities are available, we will send email notifications out through contact mailer.

We hope that you find everything you need at your fingertips here on this site and in the Learning Curve, however, should you find that you need additional information or have questions, please feel free to reach out to Terri Cook terri.cook@dot.state.fl.us or 850-414-5319.

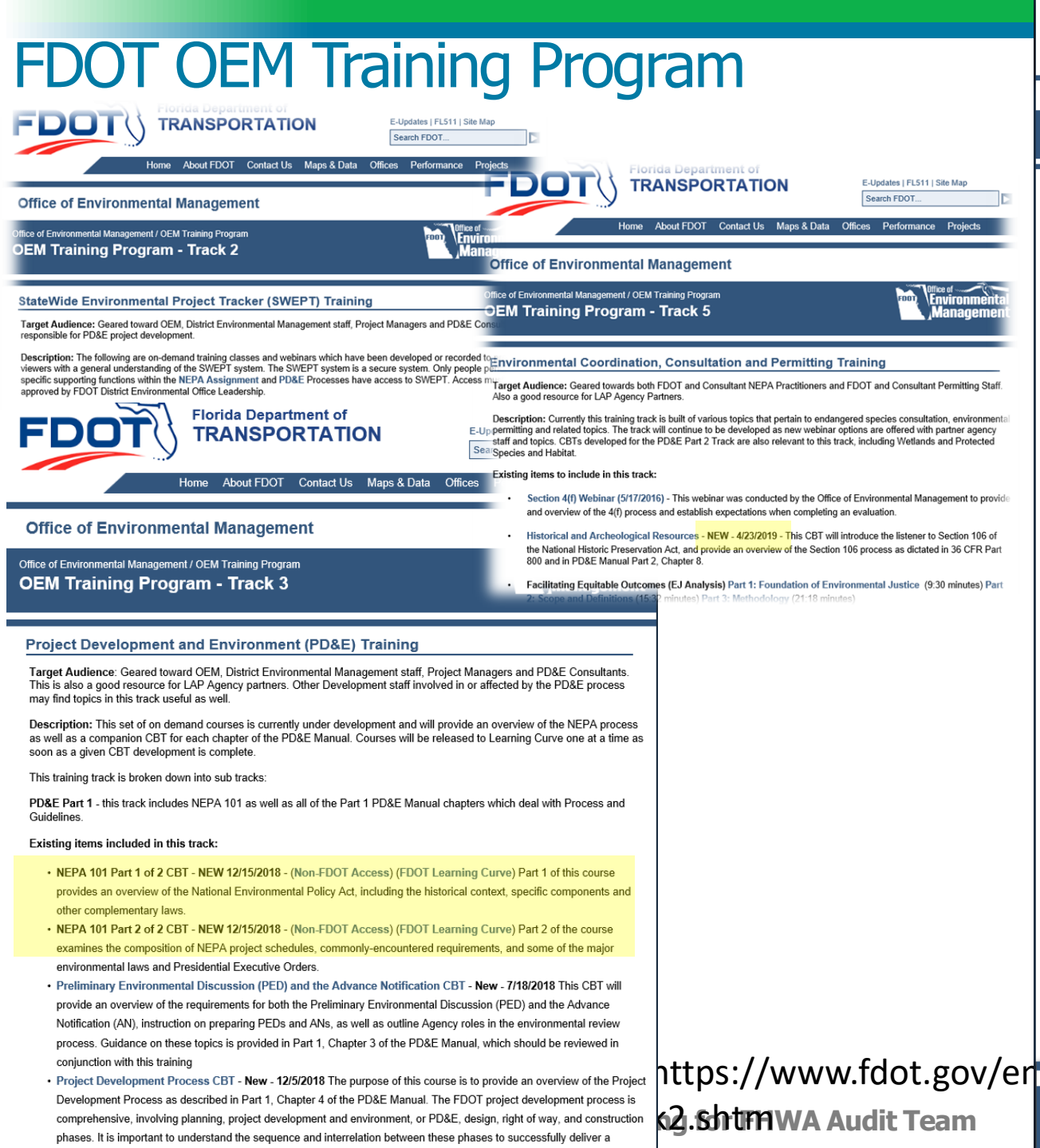
Contact Us | Employment | MyFlorida.com | Performance | Statement of Agency | Web Policies & Notices

Florida Department of Transportation

Innovative, Efficient and Exceptional

- **OEM TRAINING OPPORTUNITIES:**
- Links to lots of training videos describing the OEM Training.
- http://www.fdot.gov/environment/sched/train1.shtm
- **SWEPT RECORDED DEMONSTRATIONS AND TRAINING OPPORTUNITIES:**
- Links to lots of training videos describing and demonstrating functionality within the StateWide Environmental Tracker (SWEPT).
- http://www.fdot.gov/environment/sched/track7.shtm
- **PD&E MANUAL AND MATERIALS:**
- Links to the PD&E Manual and materials describing the process.
- http://www.fdot.gov/environment/pubs/pdeman/pdeman1.shtm
- **ETDM MANUAL AND MATERIALS:**
- Links to the ETDM Manual and materials describing the process.
- http://www.fdot.gov/environment/sched/track1.shtm
- **NEPA ASSIGNMENT TRAINING AND MATERIALS:**
- Links to the ETDM Manual and materials describing the process.
- http://www.fdot.gov/environment/sched/track1.shtm

FDOT OEM Training Program



Florida Department of TRANSPORTATION

E-Updates | FL511 | Site Map

Search FDOT...

Home | About FDOT | Contact Us | Maps & Data | Offices | Performance | Projects

Office of Environmental Management

Office of Environmental Management / OEM Training Program

OEM Training Program - Track 2

StateWide Environmental Project Tracker (SWEPT) Training

Target Audience: Geared toward OEM, District Environmental Management staff, Project Managers and PD&E Consultants responsible for PD&E project development.

Description: The following are on-demand training classes and webinars which have been developed or recorded to provide viewers with a general understanding of the SWEPT system. The SWEPT system is a secure system. Only people performing specific supporting functions within the NEPA Assignment and PD&E Processes have access to SWEPT. Access must be approved by FDOT District Environmental Office Leadership.

Florida Department of TRANSPORTATION

Home | About FDOT | Contact Us | Maps & Data | Offices

Office of Environmental Management

Office of Environmental Management / OEM Training Program

OEM Training Program - Track 3

Project Development and Environment (PD&E) Training

Target Audience: Geared toward OEM, District Environmental Management staff, Project Managers and PD&E Consultants. This is also a good resource for LAP Agency partners. Other Development staff involved in or affected by the PD&E process may find topics in this track useful as well.

Description: This set of on demand courses is currently under development and will provide an overview of the NEPA process as well as a companion CBT for each chapter of the PD&E Manual. Courses will be released to Learning Curve one at a time as soon as a given CBT development is complete.

This training track is broken down into sub tracks:

PD&E Part 1 - this track includes NEPA 101 as well as all of the Part 1 PD&E Manual chapters which deal with Process and Guidelines.

Existing items included in this track:

- **NEPA 101 Part 1 of 2 CBT - NEW 12/15/2018** - (Non-FDOT Access) (FDOT Learning Curve) Part 1 of this course provides an overview of the National Environmental Policy Act, including the historical context, specific components and other complementary laws.
- **NEPA 101 Part 2 of 2 CBT - NEW 12/15/2018** - (Non-FDOT Access) (FDOT Learning Curve) Part 2 of the course examines the composition of NEPA project schedules, commonly-encountered requirements, and some of the major environmental laws and Presidential Executive Orders.
- **Preliminary Environmental Discussion (PED) and the Advance Notification CBT - New - 7/18/2018** This CBT will provide an overview of the requirements for both the Preliminary Environmental Discussion (PED) and the Advance Notification (AN), instruction on preparing PEDs and ANs, as well as outline Agency roles in the environmental review process. Guidance on these topics is provided in Part 1, Chapter 3 of the PD&E Manual, which should be reviewed in conjunction with this training
- **Project Development Process CBT - New - 12/5/2018** The purpose of this course is to provide an overview of the Project Development Process as described in Part 1, Chapter 4 of the PD&E Manual. The FDOT project development process is comprehensive, involving planning, project development and environment, or PD&E, design, right of way, and construction phases. It is important to understand the sequence and interrelation between these phases to successfully deliver a

Florida Department of TRANSPORTATION

E-Updates | FL511 | Site Map

Search FDOT...

Home | About FDOT | Contact Us | Maps & Data | Offices | Performance | Projects

Office of Environmental Management

Office of Environmental Management / OEM Training Program

OEM Training Program - Track 5

Environmental Coordination, Consultation and Permitting Training

Target Audience: Geared towards both FDOT and Consultant NEPA Practitioners and FDOT and Consultant Permitting Staff. Also a good resource for LAP Agency Partners.

Description: Currently this training track is built of various topics that pertain to endangered species consultation, environmental permitting and related topics. The track will continue to be developed as new webinar options are offered with partner agency staff and topics. CBTs developed for the PD&E Part 2 Track are also relevant to this track, including Wetlands and Protected Species and Habitat.

Existing items to include in this track:

- **Section 4(f) Webinar (5/17/2016)** - This webinar was conducted by the Office of Environmental Management to provide and overview of the 4(f) process and establish expectations when completing an evaluation.
- **Historical and Archeological Resources - NEW - 4/23/2019** - This CBT will introduce the listener to Section 106 of the National Historic Preservation Act, and provide an overview of the Section 106 process as dictated in 36 CFR Part 800 and in PD&E Manual Part 2, Chapter 8.
- **Facilitating Equitable Outcomes (EJ Analysis) Part 1: Foundation of Environmental Justice** (9:30 minutes) Part 2: Scope and Definitions (15:32 minutes) Part 3: Methodology (21:18 minutes)

Florida Department of TRANSPORTATION

E-Updates | FL511 | Site Map

Search FDOT...

Home | About FDOT | Contact Us | Maps & Data | Offices | Performance | Projects

Office of Environmental Management

Office of Environmental Management / OEM Resources / PD&E Manual

PD&E Manual

Project Development and Environment Manual (PD&E Manual) Effective January 14, 2019

Pursuant to **23 United States Code (U.S.C.) 327** and the implementing Memorandum of Understanding (MOU) executed on December 14, 2016, the FDOT has assumed Federal Highway Administration's (FHWA's) responsibilities under **NEPA** for highway projects on the State Highway System (SHS) and Local Agency Program (LAP) projects off the SHS. In general, FDOT's assumption includes all highway projects in Florida whose source of federal funding comes from FHWA or which constitute a federal action through FHWA. This includes responsibilities for environmental review, interagency consultation and other activities pertaining to the review or approval of **NEPA** actions. Consistent with law and the MOU, FDOT will be the Lead Federal Agency for highway projects with approval authority resting in the Office of Environmental Management (OEM).
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. section 4321, et seq.**, and the MOU mentioned above and describes FDOT's environmental review process.
To stay up-to-date on PD&E Manual updates and training opportunities, create an account on our FDOT Contact Mailer and select **Environmental Management** and **Environmental Publications** and **Updates** under the **Publications Interest**. As training opportunities are available, we will send email notifications out through contact mailer. Existing PD&E Manual Training materials found on our training website.

Published January 14, 2019

Part 1: Processes and Documentation

Chapter	Table of Contents
1:	Introduction
2:	Class of Action Determination for Highway Projects
3:	Preliminary Environmental Discussion and Advance Notification (WBT)
4:	Project Development Process (WBT)
5:	Type 2 Categorical Exclusion
6:	Environmental Assessment
7:	Finding of No Significant Impact (FONSI) (WBT) (LC)
8:	Draft Environmental Impact Statement (DEIS) (LC)
9:	Final Environmental Impact Statement (FEIS)
10:	State, Local, or Privately Funded Project Delivery
11:	Public Involvement
12:	Environmental Permits
13:	Re-evaluations
14:	Transit Project Delivery (WBT)
15:	Project File and Records Management (WBT)

Acronyms List

Entire January 2019 PD&E Manual (single PDF)
Part 1 (single PDF)
Part 2 (single PDF)

OEM Review and Approval Process Diagrams
Overall Approval Process
Type 2 CE Approval Process

OEM PDC and Engineering Leads

Part 2: Topics and Analysis

Chapter	Table of Contents
1:	Project Description and Purpose and Need (PPT)
2:	Traffic Analysis
3:	Engineering Analysis (Training)
4:	Sociocultural Effects Evaluation
5:	Aesthetic Effects (WBT)
6:	Farmland (WBT)
7:	Section 4(f) Resources (CBT)
8:	Archaeological and Historical Resources (CBT)
9:	Wetlands and Other Surface Waters (WBT)
10:	Aquatic Preserves and Outstanding Florida Waters (WBT)
11:	Water Quality and Stormwater (CBT)
12:	Wild and Scenic Rivers
13:	Floodplains (CBT)
14:	Coastal Zone Consistency (WBT)
15:	Coastal Barrier Resources
16:	Protected Species and Habitat (WBT)
17:	Essential Fish Habitat
18:	Highway Traffic Noise
19:	Air Quality
20:	Contamination (WBT)
21:	Utilities and Railroads
22:	Commitments (WBT) (CBT)

For Archived PD&E Manual chapters, click below:
PD&E Manual (2016)
PD&E Manual (2017)

2019 - Application for Federal Assistance
OEM Bulletins and Memorandums

WBT = Web Based training (can be taken by people without an FDOT account). FDOT staff should take classes through Learning Curve - quick training links for FDOT staff are noted with (LC)

Contact Us | Employment | MyFlorida.com | Performance | Statement of Agency | Web Policies & Notices

© 1996 - 2019 Florida Department of Transportation

Florida Department of Transportation
Innovative, Efficient and Exceptional

https://www.fdot.gov/en
x2.shtm

FHWA Audit Team

Any Questions?

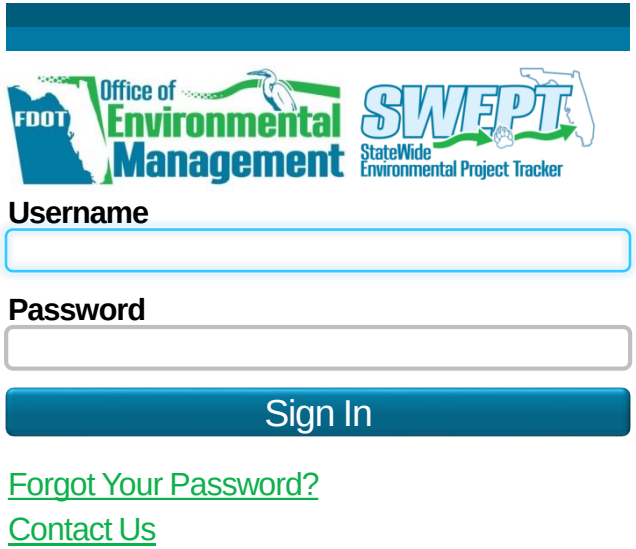
SWEPT
StateWide
Environmental Project Tracker

Overview

Key Features

SWEPT will provide tools to help:

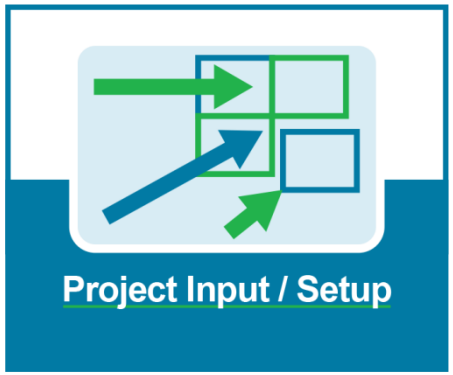
- Track environmental project schedules
- Integrate PD&E Scopes of Service
- Assign and document environmental document reviews
- Provide for consistent and reliable file management and retention
- Support Self-Assessment and FHWA audits of environmental documents
- Report quality and performance management results

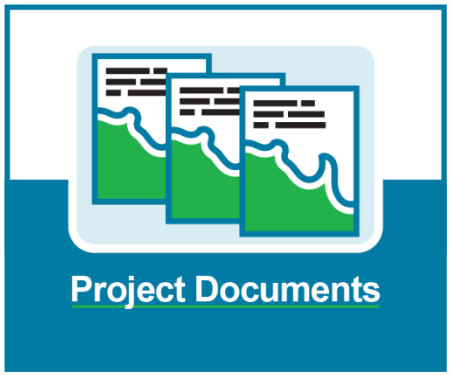


SWEPT User Community

- District Environmental Administrators and Managers
- District PD&E Managers, Project Managers, & Team Members
- OEM Project Delivery Coordinators & Managers
- OEM Quality Assurance and Quality Control Staff
- OGC Environmental Document Reviewing Attorneys
- FHWA Auditors

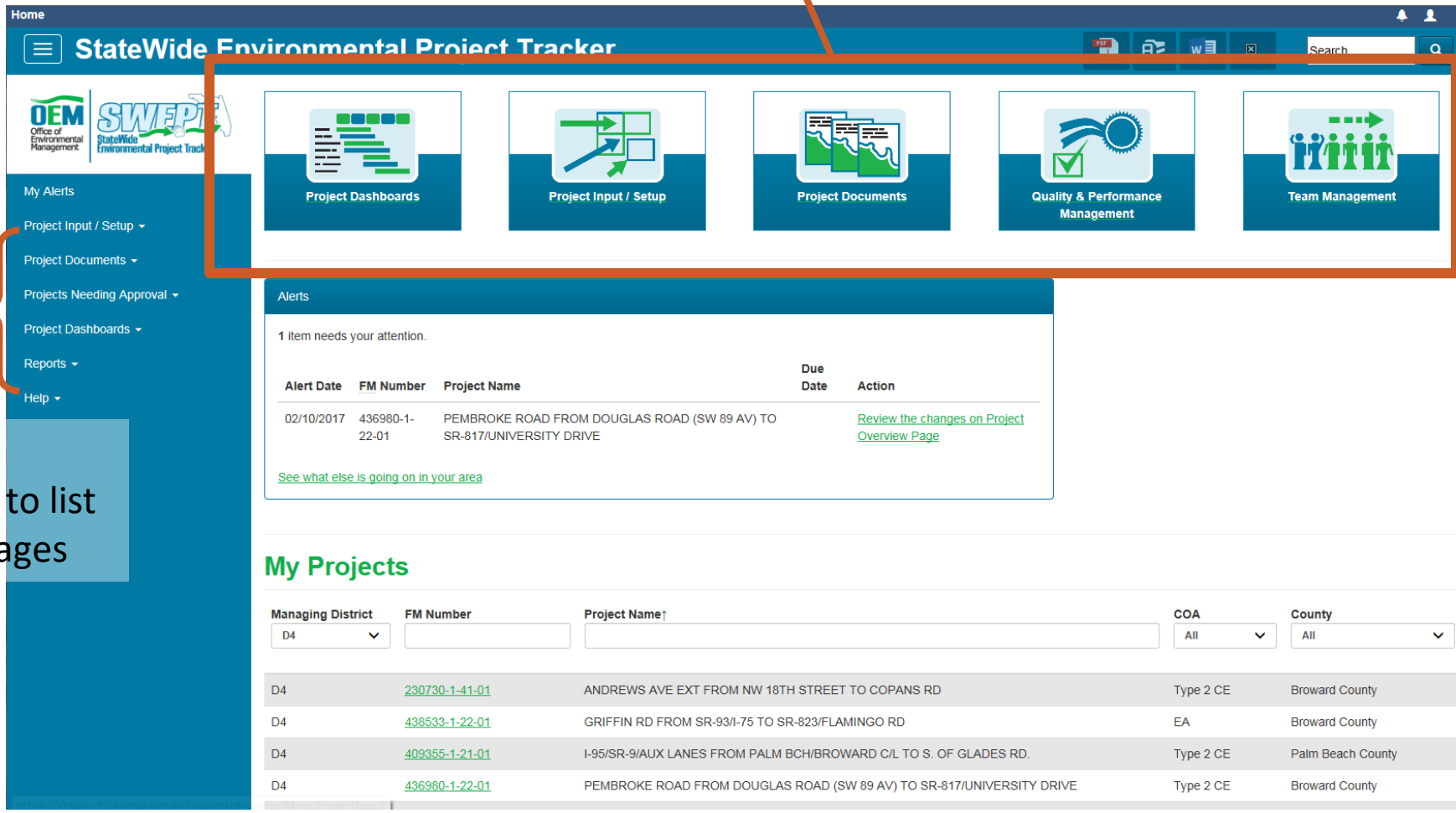
SWEPT Components





SWEPT Home Page

Click box to go to module



Menus expand to list more pages

SWEPT Demonstration

- General Navigation

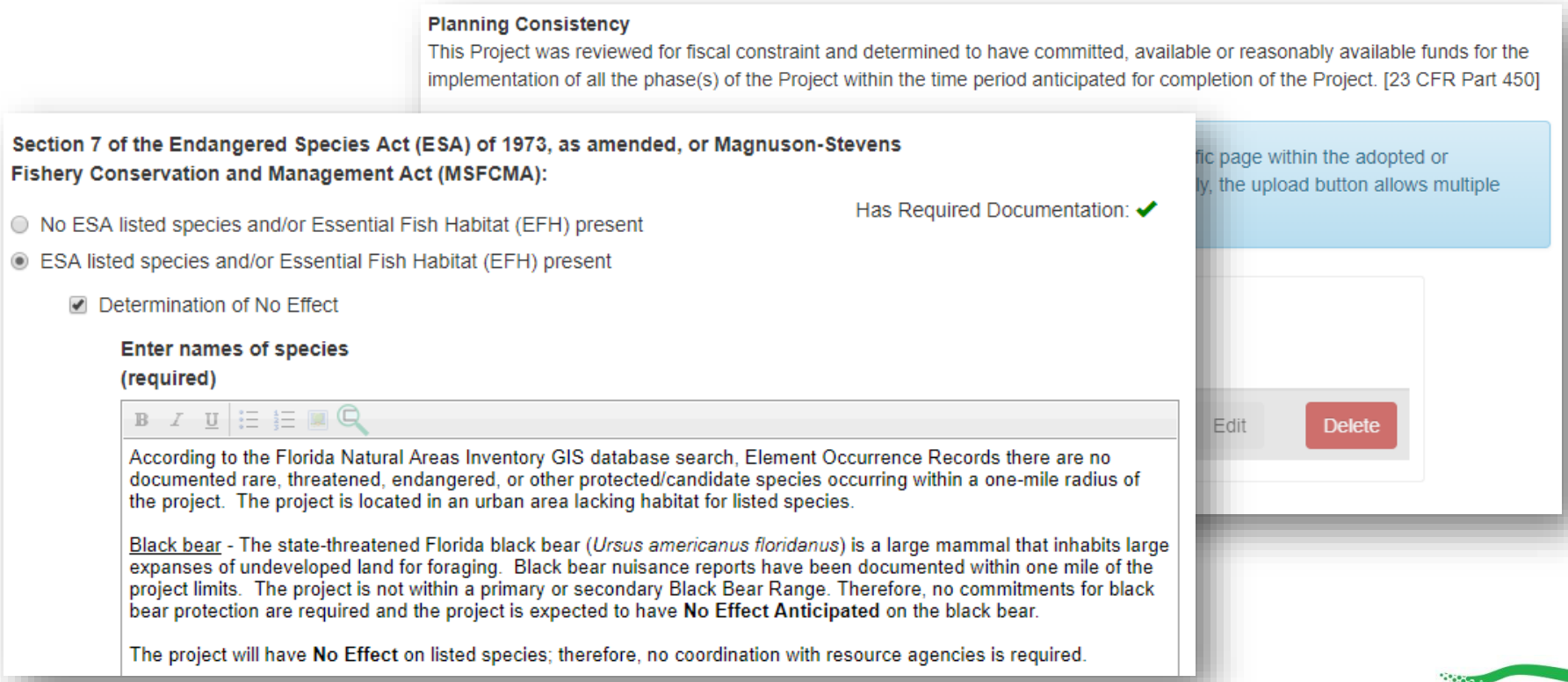
Relevant SWEPT Enhancements

Enhancement	Implementation Date
Revised Type 1 CE*	6/10/2017
Revised Reevaluation Form*	7/3/2017
SWEPT Electronic Verification Stamp	5/8/2018
OEM Minor Edits	6/3/2018
Planning Consistency on CE1	7/9/2018
Revised Type 2 CE Form*	9/17/2018
Essential Fish Habitat (EFH) CE1	12/5/2018
Project File Enhancements (Upload date, attachment, technical material)	2/19/2019
Implementation of Data Tables	2/27/2019
TIP/STIP Input Fields	3/13/2019
Email Enhancements and additional identifiers	4/22/2019

*Day forward enhancement – those under development did not need to convert to new format

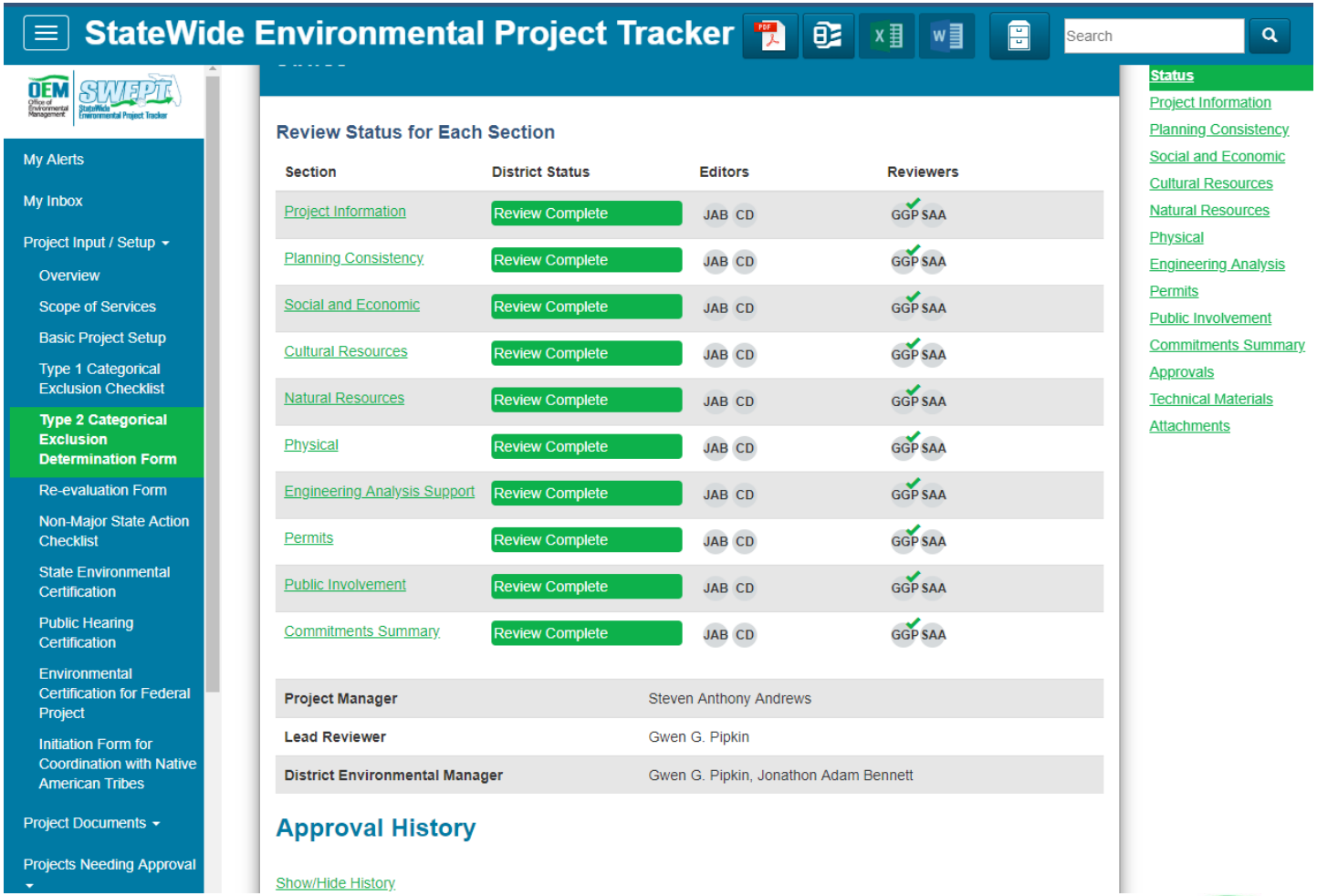
SWEPT Enhancements – Type 1 CE

- ESA and EFH assessment support
- Floodplain documentation for no impacts
- Planning Consistency documentation
- More descriptive titles of attachments



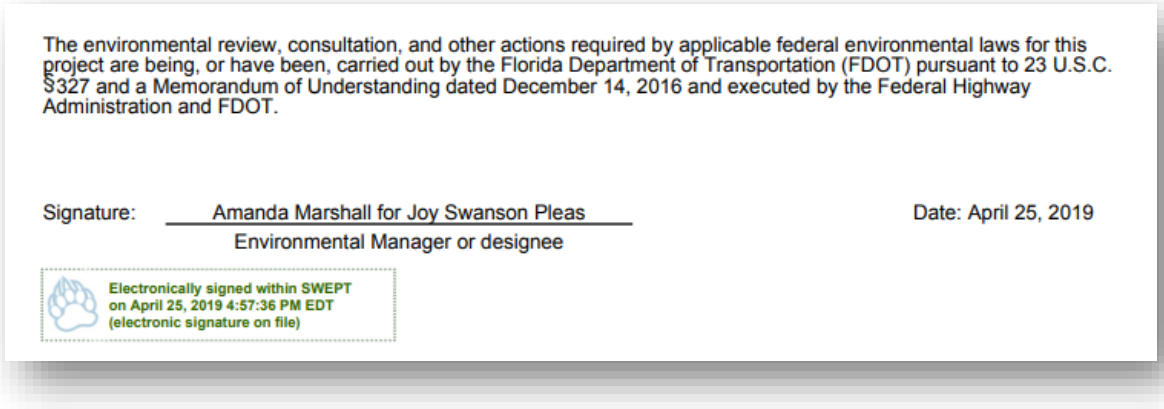
SWEPT Enhancements – Type 2 CE

New tool improves consistency



SWEPT Enhancements – Miscellaneous

- Efficiently process minor edit requests from OEM
- Notification enhancements to provide more information to recipients
- Permit tracking to support environmental linkages throughout project life cycle
- Automated signature stamps on approvals



The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. §327 and a Memorandum of Understanding dated December 14, 2016 and executed by the Federal Highway Administration and FDOT.

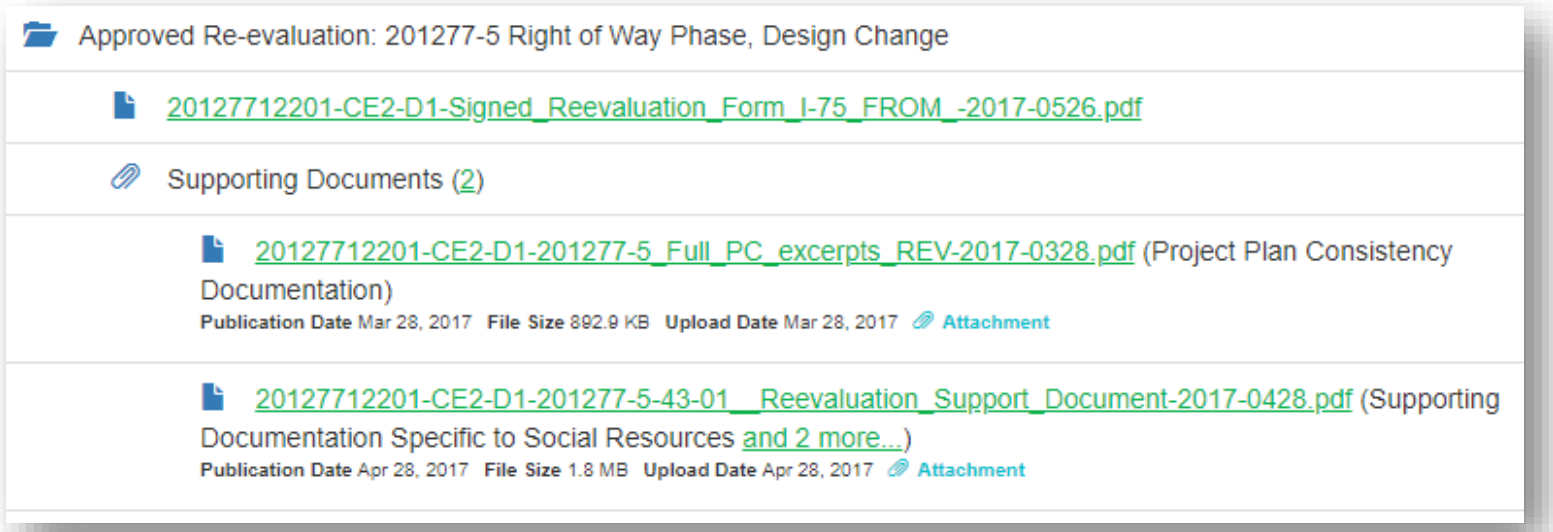
Signature: Amanda Marshall for Joy Swanson Pleas — Date: April 25, 2019

Environmental Manager or designee

Electronically signed within SWEPT
on April 25, 2019 4:57:36 PM EDT
(electronic signature on file)

SWEPT Enhancements – Miscellaneous (*continued*)

- Form enhancements to allow tables and images with text
- Standard text updated to reflect PD&E Manual Revisions
- Improved tracking of LAP projects
- More details added to project document descriptions



StateWide Environmental Project Tracker

I-75 REST AREA IN CHARLOTTE COUNTY

FM Numbers
436602-1-22-01 ISO TIP/STIP

Additional Identifiers
None

FAP Number
Not Available

Group Identifiers
SIS

District
FDOT District 1

County
Charlotte County

Project Description

The project will identify two sites for new rest areas along I-75 (SR 93), one each in the northbound and southbound direction. The study limits extend from the Charlotte/Lee County line north to the interchange of SR 681 and I-75 (SR 93). The total study corridor length is approximately 51 miles (22 miles in Charlotte County and 29 miles in Sarasota County).

The Preferred Alternative includes two sites located along I-75 in Charlotte County, one each in the northbound and southbound directions. The Preferred Alternative sites, NB-2B and SB-2, are located between Exit 161 and 164 south of Airport Road (see **Project Location Map**). In addition to parking for vehicles, the rest area sites each include a main building with restrooms, vending, and security, as well as picnic shelters, a dog park and a maintenance building. Conceptual designs of the rest area sites are included in **Project Location Map**.

District Project Team

Bennett, Jonathon A. Email (863) 519-2495 x2495 - Editor
Dailey, Chris Email (813) 636-2722 - Editor
Andrews, Steven A. Email (863) 519-2270 xN/A - Project Manager

OEM Reviewers

Coggins, Heidi Email (850) 414-4804 - OEM Engineering Lead
Marino, Matthew Email (850) 414-4188 - OEM Project Delivery Coordinator Lead
McDaniel, Michael Email (850) 414-5329 - OEM Project Delivery Coordinator Backup

OGC Reviewers

Project Contact Details

Project Contact List

Project Notifications Details

Project Notifications

Project Map

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
    - 43660212201-CE2-D1-ATTACHMENT_1_ProjectLocationMap&PreferredAlterantiveSitesv2-2019-0325.pdf
      Publication Date Mar 25, 2019 **File Size** 1.3 MB **Upload Date** Feb 03, 2019
    - Approved Type 2 CE Form
      - 43660212201-CE2-D1-ApprovedType2CEDeterminationReport_I-75_REST_-2019-0401.pdf
      - Supporting Documents (22)
  - Project Location Map
    - 43660212201-CE2-D1-ATTACHMENT_1_ProjectLocationMap&PreferredAlterantiveSitesv2-2019-0325.pdf
      Publication Date Mar 25, 2019 **File Size** 1.3 MB **Upload Date** Mar 25, 2019 Attachment
  - Environmental Document Submittal form
    - Approved Type 2 CE Request for Approval (04-01-2019)
      - 43660212201-CE2-D1-Environmental_Document_Submittal_Form_-_Request_for_Approval_(Approved)_I-75_REST_-2019-0401.pdf
      - 43660212201-CE2-D1-Environmental_Document_Submittal_Form_-_Initial_(in_ERC)_(Confirmed)_I-75_REST_-2018-1214.pdf
  - Correspondence
    - 43660212201-CE2-D1-ATTACHMENT_1_ProjectLocationMap&PreferredAlterantiveSitesv2-2019-0325.pdf
      Publication Date Mar 25, 2019 **File Size** 1.3 MB **Upload Date** Feb 03, 2019

StateWide Environmental Project Tracker

Approval History

Submittal Type	Document Type	Action	Date/Time	Completed By	Role	Comment
Initial (in ERC)	Type 2 CE	Certified	12/14/2018 11:19 AM	Jonathon Adam Bennett FOR Gwen G. Pipkin	District Environmental Manager	
Initial (in ERC)	Type 2 CE	Certified and Submitted	12/14/2018 01:08 PM	William Alfred Hartmann	FDOT Project Development Manager	
Initial (in ERC)	Type 2 CE	Confirmed	12/14/2018 01:36 PM	Matthew Marino	OEM Project Delivery Coordinator Lead	
Request for Approval	Type 2 CE	Sent to EM/PDM	03/01/2019 10:51 AM	Steven Anthony Andrews	Project Manager	
Request for Approval	Type 2 CE	Certified	03/01/2019 10:54 AM	Gwen G. Pipkin	District Environmental Manager	
Request for Approval	Type 2 CE	Certified and Submitted	03/04/2019 03:18 PM	William Alfred Hartmann	FDOT Project Development Manager	
Request for Approval	Type 2 CE	Confirmed	03/05/2019 02:46 PM	Matthew Marino	OEM Project Delivery Coordinator Lead	
Request for Approval	Type 2 CE	PDC to Coordinate Minor Edits	03/20/2019 09:44 AM	Marjorie Kirby	Environmental Process Administrator	PDC to collect comments from EPAs and coordinate returning to District for minor edits
Request for Approval	Type 2 CE	Minor Edits Requested	03/20/2019 09:46 AM	Matthew Marino	OEM Project Delivery Coordinator Lead	Please see comments in attached PDF
District QA/QC	Type 2 CE	Minor Edits Complete	03/25/2019 04:30 PM	Gwen G. Pipkin	District Environmental Manager	Please see comments in attached PDF
Request for Approval	Type 2 CE	Document Re-opened for Editing	03/27/2019 10:04 AM	Chris Dailey	Project Data Entry	
District QA/QC	Type 2 CE	Minor Edits Complete	03/27/2019 10:56 AM	Gwen G. Pipkin	Project Manager	reviewed
Request for Approval	Type 2 CE	Recommend for Approval	03/27/2019 11:17 AM	Marjorie Kirby	Environmental Process Administrator	
Request for Approval	Type 2 CE	Recommend for Approval	03/27/2019 02:47 PM	Katasha Cornwell	Environmental Process Administrator	
Request for Approval	Type 2 CE	OEM Approved	04/01/2019 09:33 AM	Jason Watts	OEM Director	

SWEPT Support for the Environmental Document Review Process

Environmental Document Review Quick Reference

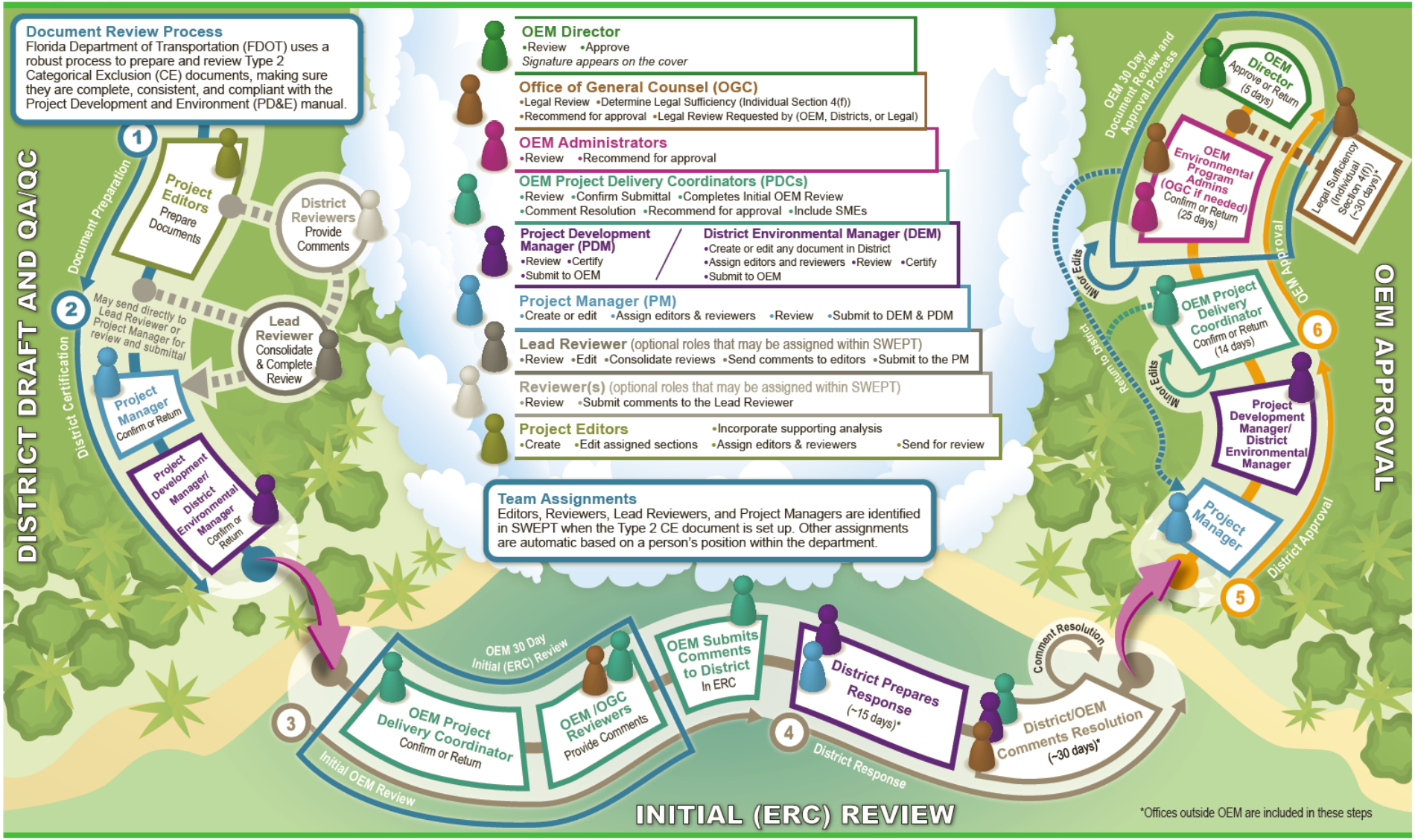
Environmental Document Review Quick Reference

		OEM ERC Electronic Review & Comments	EDS Environmental Document Submittal	District Approval [1]	OEM Approval [2]
Type 1 Categorical Exclusion (CE)		X[3]	X	*Environmental Manager approves Type 1 CE in SWEPT*	X
Type 2 CE	OEM ERC Review	1) Fill out Type 2 CE form in SWEPT (do not submit for approval yet) 2) Save as PDF 3) Upload form and supporting documentation to ERC	4) Fill out EDS after uploading documents to ERC 5) On EDS, select: • Submittal Type = Initial • Document Type = Type 2 CE 6) Submit for routing	7) SWEPT routes EDS through: • Environmental Manager • Project Development Manager *District approval of EDS certifies that the document is ready for review*	8) OEM confirms that document is ready for review (in SWEPT) within 14 days 9) OEM and OGC (if requested) provide comments (in ERC) within 30 days 10) OEM and District coordinate to resolve comments (off-line) 11) OEM and District agree when document is ready to submit for approval (off-line)
	Route for Signatures	X	12) Attach supporting documents to Type 2 CE form in SWEPT and route for District approval 13) After Type 2 CE form is approved by District, fill out the EDS form. 14) On EDS, select: • Submittal Type = Request for Approval • Document Type = Type 2 CE 15) Submit for routing	12a) Type 2 CE form approved by: • Project Manager • Environmental Manager 16) EDS form approved by: • Environmental Manager • Project Development Manager	17) OEM PDC confirms that document is ready for approval within 14 days 18) OGC/OEM Administrators complete review within 25 days - OGC determines legal sufficiency when Section 4(f) is involved - OGC recommends for approval (if needed) - OEM Administrators recommend document for approval 19) OEM Director approves document within 3 days
Environmental Assessment (EA) or Environmental Impact Statement (EIS)	OEM ERC Review	Upload documents to ERC	1) Fill out EDS after uploading documents to ERC 2) Submittal Type = Initial 3) Submit for routing	4) SWEPT routes EDS through: • Environmental Manager • Project Development Manager *District approval of EDS certifies that the document is ready for review*	5) OEM confirms that document is ready for review (in SWEPT) within 14 days 6) OEM and OGC provide comments (in ERC) within 30 days 7) OEM and District coordinate to resolve comments (off-line) 8) OEM and District agree when document is ready to submit for approval (off-line)
	Route for Signatures	X	9) Upload EA (or EA/FONSI) and supporting documents to SWEPT 10) Fill out the EDS form in SWEPT selecting Submittal Type = Request for Approval 11) Identify applicable Document Type and Approval Cover Page Expected (see options below) 12) Submit for routing	13) EDS form approved by: • Environmental Manager • Project Development Manager	14) OEM PDC confirms that document is ready for approval within 14 days 15) OGC/OEM Administrators complete review within 25 days - OGC determines legal sufficiency when Section 4(f) is involved - OGC recommends for approval (if needed) - OEM Administrators recommend document for approval 16) OEM Director approves document within 5 days
Re-evaluation	No OEM Concurrence Signature Required	X	X	*Fill out Re-evaluation form in SWEPT, documenting the date of consultation with OEM. The Environmental Manager approves the Re-evaluation in SWEPT*	X
	Internal ERC Review (for OEM concurrence)	1) Fill out Re-evaluation form in SWEPT (do not submit for approval yet) 2) Save as PDF 3) Upload form and supporting documentation to ERC	4) Fill out EDS after uploading documents to ERC 5) Select: • Submittal Type = Initial • Document Type = Re-evaluation 6) Submit for routing	7) SWEPT routes EDS through: • Environmental Manager • Project Development Manager *District approval of EDS certifies that the document is ready for review*	8) OEM confirms that document is ready for review (in SWEPT) within 14 days 9) OEM provides comments (in ERC) within 30 days 10) OEM and District coordinate to resolve comments (off-line) 11) OEM and District agree when document is ready to submit for approval (off-line)
	Route for Signatures (for OEM concurrence)	X	12) Attach supporting documents to Re-evaluation form in SWEPT and route for District approval 13) After Re-evaluation form is approved by District, fill out the EDS form. 14) Submittal Type = Request for Approval 15) Submit for routing	12a) Re-evaluation form approved by Environmental Manager 16) EDS form approved by: • Environmental Manager • Project Development Manager	17) OEM PDC confirms that document is ready for approval within 14 days 18) OGC/OEM Administrators complete review within 25 days - OGC recommends for approval (if needed) - OEM Administrators recommend document for approval 19) OEM Director approves document within 5 days

Example: Type 2 CE Process within SWEPT

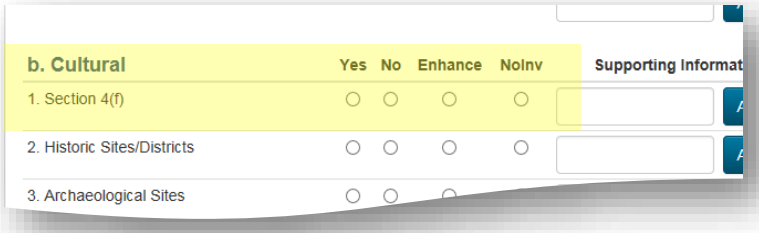
Office of Environmental Management | SWEPT StateWide Environmental Project Tracker

Type 2 Categorical Exclusion Review Process Overview within SWEPT



OGC Review and Legal Sufficiency Determination

EIS Significant Impacts to Section 4(f)?



- **YES** - Legal Sufficiency Determination required

PDC → OGC and OEM Env. Administrators → OEM Director

- **No or Enhancement**
  - Legal Sufficiency Determination not required
  - OGC review only required if determined by OEM or OGC

PDC → OGC and OEM Env. Administrators → OEM Director

- **No Involvement** – No OGC review or Legal Sufficiency Determination

PDC → OEM Env. Administrators → OEM Director

SWEPT Videos

http://www.fdot.gov/environment/sched/train1.shtm

SWEPT Demonstration

- Updated CE 2
- Type 1 Enhancements

SWEPT Demonstration

- FHWA Audit tools

Any Questions?

SWEPT Videos

http://www.fdot.gov/environment/sched/train1.shtm

SWEPT Contacts

Office of Environmental Management

Pete McGilvray
Peter.McGilvray@dot.state.fl.us
(850) 414-5330

Ruth Roaza
Ruth.Roaza@dot.state.fl.us
(850) 414-5620

SWEPT Help Desk
swept@fla-etat.org
(850) 414-5334

SWEPT Contacts

Office of Environmental Management

Pete McGilvray
Peter.McGilvray@dot.state.fl.us
(850) 414-5330

Help Desk
swept@fla-etat.org
(850) 414-5334