Type 2 Categorical Exclusion Review Process Overview within SWEPT

Office of Environmental Management | SWEPT StateWide Environmental Project Tracker

DISTRICT DRAFT AND QA/QC

OEM APPROVAL

Document Review Process
Florida Department of Transportation (FDOT) uses a robust process to prepare and review Type 2 Categorical Exclusion (CE) documents, making sure they are complete, consistent, and compliant with the Project Development and Environment (PD&E) manual.
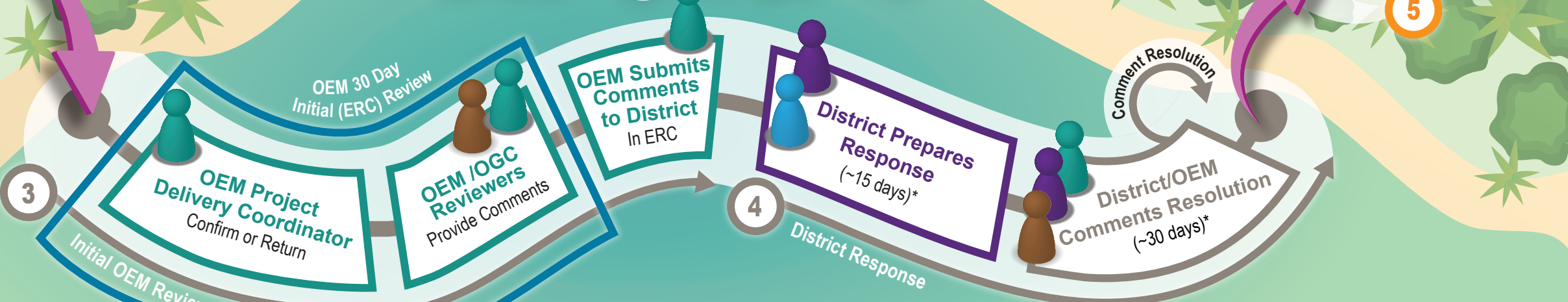
OEM Director
- Review •Approve
Signature appears on the cover

Office of General Counsel (OGC)
- Legal Review •Determine Legal Sufficiency (Individual Section 4(f))
- Recommend for approval •Legal Review Requested by (OEM, Districts, or Legal)

OEM Administrators
- Review •Recommend for approval

OEM Project Delivery Coordinators (PDCs)
- Review •Confirm Submittal •Completes Initial OEM Review
- Comment Resolution •Recommend for approval •Include SMEs

Project Development Manager (PDM)
- Review •Certify
- Submit to OEM

District Environmental Manager (DEM)
- Create or edit any document in District
- Assign editors and reviewers •Review •Certify
- Submit to OEM

Project Manager (PM)
- Create or edit •Assign editors & reviewers •Review •Submit to DEM & PDM

Lead Reviewer (optional roles that may be assigned within SWEPT)
- Review •Edit •Consolidate reviews •Send comments to editors •Submit to the PM

Reviewer(s) (optional roles that may be assigned within SWEPT)
- Review •Submit comments to the Lead Reviewer

Project Editors
- Create •Edit assigned sections •Assign editors & reviewers
- Incorporate supporting analysis •Send for review

Team Assignments
Editors, Reviewers, Lead Reviewers, and Project Managers are identified in SWEPT when the Type 2 CE document is set up. Other assignments are automatic based on a person's position within the department.

Document Preparation / District Certification

1 **Project Editors** — Prepare Documents

District Reviewers — Provide Comments

Lead Reviewer — Consolidate & Complete Review

May send directly to Lead Reviewer or Project Manager for review and submittal

2 **Project Manager** — Confirm or Return

Project Development Manager/ District Environmental Manager — Confirm or Return

INITIAL (ERC) REVIEW

OEM 30 Day Initial (ERC) Review

3 **OEM Project Delivery Coordinator** — Confirm or Return

Initial OEM Review

OEM /OGC Reviewers — Provide Comments

OEM Submits Comments to District — In ERC

4 **District Prepares Response** (~15 days)*

District Response

District/OEM Comments Resolution (~30 days)*

Comment Resolution

OEM 30 Day Document Review and Approval Process

OEM Director — Approve or Return (5 days)

OEM Environmental Program Admins (OGC if needed) — Confirm or Return (25 days)

Legal Sufficiency (Individual Section 4(f))* (~30 days)*

Minor Edits

OEM Approval

OEM Project Delivery Coordinator — Confirm or Return (14 days)

Return to District

Minor Edits

Project Development Manager/ District Environmental Manager

District Approval

5 **Project Manager**

6

*Offices outside OEM are included in these steps