

ETDM MANUAL REVISION SUMMARY

The ETDM Manual has been updated to reflect current practices, laws, and regulations. The following summary provides an overview of the edits made to the manual and coordination activities leading to the update.

SUMMARY OF EDITS

No major changes, substantive revisions, or additions (i.e. policy changes, new chapters) are recommended for this update. Most of the changes are editorial or provide additional clarification about current practices. Highlights include:

- Throughout
 - Fixed typographical errors, formatting issues, and broken links
 - Replaced references to obsolete EST Handbook with links to current training materials
 - Updated references to current versions of documents
 - Updated text to be consistent with language in the currently adopted version of the PD&E Manual, when applicable
- Chapter 1
 - Referenced FHWA Order 6640.1A clarifying FHWA Policy regarding permissible project-related activities that can be advanced prior to the conclusion of the NEPA Process
- Chapter 2
 - Added clarification to the State-Wide Acceleration and Transformation (SWAT) section to incorporate material from the recent training workbook
 - Updated Section 2.3.6 Project Screening Release Schedule to reflect the current practice of preparing the statewide schedule through the ETDM Coordinators' meetings instead of in the EST calendar
 - Highlighted timing and benefits of conducting Planning Screen
 - Described current practices supporting ETDM Performance Management
 - Referenced where ETDM Coordinator can find information about granting access to EST users
- Chapter 3
 - Added clarification and examples to PED and ETAT Review tasks
 - Improved consistency in using "Issue resolution" terminology to describe the process and "Dispute" for the text as currently used in the EST

- Added recommended outline for the ACER contents
- Chapter 4
 - Clarified timing of the Programming Screen
 - Clarified coordination with OEM when FDOT is the Lead Agency under NEPA assignment
 - Added recommended outline for the ACER
- Chapter 5
 - Editorial changes only
- Chapter 6
 - Provided reference to find minimum system requirements for the EST
 - Added clarification about data documentation and update schedules
 - Added more details about requesting user access to the EST
- Acronyms
 - Added acronyms that may not appear in the ETDM Manual, but are frequently used by ETDM and PD&E practitioners

COORDINATION SUMMARY

- 02/26/2019 – Email request sent to ETDM Coordinators and OEM staff asking for recommended updates to the manual. Suggestions were due on March 29, 2019.
- 04/30/2019 – ETDM Coordinators' Meeting: Discussed comments received and recommended approach for handling them. Two recommendations were guidance topics rather than updates to procedures, and will be address though future training. The other items were incorporated into the manual.
- 06/25/2019 – Draft manual distributed to OEM and District ETDM coordinators for review via email with a deadline of July 26, 2019 for comments.
- 07/26/2019 – Comments received and incorporated as noted in the comments/responses matrix.