

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 United States Code (U.S.C.) § 4321, et seq.**, and associated federal and state laws and regulations. The [PD&E Manual](#) provides project analysts and Project Managers a framework for the consistent development of analysis, technical studies, and Environmental Documents for 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.

Pursuant to **23 U.S.C. § 327** and the implementing Memorandum of Understanding (MOU) executed on December 14, 2016, the FDOT has assumed and Federal Highway Administration (FHWA) has assigned its responsibilities under **NEPA** for highway projects on the State Highway System (SHS) and Local Agency Program (LAP) projects off the SHS (**NEPA** Assignment). In general, FDOT's assumption includes all highway projects in Florida which source of federal funding comes from FHWA or which constitute a federal action through FHWA. **NEPA** Assignment includes responsibility 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).

1.2 AUTHORITY

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

1.3 REFERENCES

Memorandum of Understanding Between FHWA and FDOT Concerning the State of Florida's Participation in the Surface Transportation Project Delivery Program Pursuant to 23 U.S.C. 327, December 14, 2016.

https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/environment/pubs/executed-fdot-nepa-assignment-mou-2016-1214.pdf?sfvrsn=fe9a018f_0

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

Title 23 CFR Part 771 - Environmental Impact and Related Procedures

Title 23 U.S.C., Highways

1.4 SCOPE

This **Manual** is intended for use by FDOT Project Managers, environmental staff, and environmental practitioners, who conduct work on behalf of FDOT. The **PD&E Manual** is used by all FDOT program areas, including OEM, Office of General Counsel (OGC), District Environmental Offices [District Environmental Management Offices (DEMOs), and Planning and Environmental Management Offices (PLEMOs)], 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 of FDOT include consultants and other state agencies, such as the Florida Department of Environmental Protection (FDEP), State Historic Preservation Officer (SHPO), Department of Economic Opportunity (DEO), Florida Fish and Wildlife Conservation Commission (FWC), and the FHWA Florida Division.

1.5 BACKGROUND

On November 21, 1991, the Secretary of 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**. OEM is responsible for 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, developing, and delivering highway projects. The **PD&E Manual** is a compilation of environmental procedures and processes related to cultural, natural, social, and physical 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 criteria 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, PD&E, 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, and privately funded projects.

As used herein, the term "environmental review process" means the process of preparing an Environmental Impact Statement (EIS), Environmental Assessment (EA), Categorical Exclusion (CE), or other document prepared under **NEPA**, and the process of permitting 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** guides projects from the planning phase to construction through sound environmental and engineering practices and decisions.

1.6 DISTRIBUTION

The [PD&E Manual](#) is available online through the **OEM Website**: <https://www.fdot.gov/environment/default.shtm>.

[PD&E Manual](#) users can register to receive notification of manual updates, revisions and OEM Bulletins online through the FDOT Contact Management at:

<https://fdotewp1.dot.state.fl.us/ContactManagement/Utilities/login.aspx?ReturnUrl=%2fContactManagement>.

1.7 REVISIONS

While OEM has the ultimate responsibility for the development of, and updates to, this **Manual**, this responsibility is exercised in collaboration with the Districts. OEM regularly evaluates and updates the [PD&E Manual](#) in response to changing environmental requirements, standards, and policies consistent with the procedures established by FDOT's Policy and Process Management Unit. Additionally, OEM evaluates and updates the **Manual** 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 OEM. OEM identifies chapters requiring revisions and updates the chapters over the course of the year. As chapters are updated, they are checked for consistency and for opportunities to clarify, simplify, and focus process and procedures.

Updates that require immediate implementation will be made with the approval of the Director of the OEM in the form of an OEM Bulletin. Bulletins affecting the [PD&E Manual](#) remain valid until the **Manual** is revised.

Any changes to **Part 1, Chapter 1, Introduction**, of the [PD&E Manual](#), are approved by Executive Management through the process established in [Procedure No. 025-020-002, Standard Operating System](#).

1.8 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, 6/17/2016,
6/14/2017: NEPA Assignment, 1/14/2019

1.9 TRAINING

Training courses pertaining to topics in this **Manual** are provided in FDOT's Learning Curve system. It is recommended that staff preparing Environmental Documents or performing environmental review tasks take these training courses. PD&E Process Training is required for LAP agency certification.

1.10 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 Policy and Process Management Unit website.