OVERVIEW

The State Environmental Impact Report (SEIR) Tool within the Statewide Environmental Project Tracker (SWEPT) provides the user the opportunity to prepare a consistent and complete SEIR. Pages of the tool represent sections of the SEIR and address considerations covered in the Project Development and Environment (PD&E) Manual. As a user answers the questions, the SEIR is built and becomes available in a PDF format.

GETTING STARTED

Create or Access a SEIR on SWEPT

From the SWEPT landing page, click *Project Input/Setup* in the left-hand menu. Click *State Environmental Impact Report*. Enter an FM# in the provided field and click *Load*.

If the project has not been setup in SWEPT, a dialog will display where you'll be guided through the project setup. On the last step of the project setup, click *Finish* and the SEIR Tool will open.

For projects that have previously been setup, the SEIR Tool will automatically open after entering the FM# and clicking *Load.*

Status Page

The first page of the tool shows the status of each section:

Not Started	Section has not yet been started.
In Progress	Section is currently in draft and editable.
Ready for Review	Section has been drafted and is being routed for review.
Review Complete	Section review has been completed by the SEIR Approver.

Managers for the project are listed below the section statuses. Clicking the *Show/Hide History* link towards the bottom of the page will expand or collapse the *Appoval History* table.

Navigation

Navigate directly to a specific page of the tool by clicking the links on the *Status* or *Send for Review* pages (found at the beginning and end of the tool, respectively). These links are also found in the table of contents on the right side of the tool.

Use the *Previous* or *Next* buttons at the bottom right of the page to move between pages. Each time one of these buttons are clicked, the SEIR will automatically save.

COMPLETING THE SEIR

As you navigate through the sections of the SEIR Tool, select the appropriate options and provide information relevant to your project. You will see reminders of documents and text that may apply. Include only the information needed for your projects.

General Functionality

Text Areas

The text areas provide the opportunity to enter text and perform basic formatting techniques – **Bold**, *Italics*, Underline, Bulleted, or Numbered lists. Additionally, images can also be included in these text areas by selecting the *image icon*. Clicking the *magnifying glass icon* generates a PDF preview of the text and/or image(s) included in the text area.

Automatic Text & Instructional Boxes

Purple Boxes – Certain text that will automatically be included in the SEIR. This includes official statements as per the PD&E manual (Standard Statements) or other applicable text typically expected for the situation.

ℹ Standard Statement (automatically included in the PDF)   ℹ This statement is automatically included in the PDF

Blue Boxes – Indicate instructional text, notes, or general information.

Note: Use the **Add Attachment** button below to include documents related to this section. Attachments are incorporated into the approved document and located in the Appendices.

Buttons

Various buttons are routinely found throughout the SEIR Tool. The table below provides an overview of the most common buttons:

Add Attachment	Include documents related to a section. Attachments are incorporated into the approved document.
Add Commitment	Provides the opportunity to enter a project commitment in a text area.
Find Technical Materials	Identify files referenced in the document.
Save Draft	Save your work while working on a page.

SECTION REVIEW

Ready for Review by District

At the bottom of each section – excluding the Status, Technical Materials, and Attachments sections – click the box to place a checkmark (✔) indicating the section is ready for review. All sections must be marked *Ready for Review by District* in order to submit the SEIR through the review and approval process.

SEND FOR REVIEW PAGE

Send for Review Page

Select the type of review and then send the SEIR through the review and approval process by clicking the Submit (Submit) button:

- **Public Availability Review** – Select this option if a public hearing is required but has not yet occurred.
- **Final Review** – Select this option to start the process for the Final Approval of the SEIR.

Withdraw or Need More Information

To make changes after the SEIR has been submitted for review and prior to approval, use the *Send for Review* page to *Withdraw* or return the SEIR for *Need More Information*:

- **Withdraw** – Provide comments in the text area and click the *Withdraw* button (Withdraw)
- **Need More Information** – Select the radio button (◉) for *Need More Information*, provide comments in the text area, and click the *Submit* button

ADDITIONAL TIPS

Generate a PDF or Access the Project Page

From the SEIR Tool, click the Adobe Acrobat PDF button at the upper right of SWEPT to create a PDF of the information.

Navigate to the main Project Page at any time by clicking the filing cabinet button at the upper right of SWEPT.

NEED HELP?

Quick Guides and Training Videos

Access help materials from the left-hand menu by clicking Help followed by *Quick Guides* or *Training Videos*.

The FDOT OEM Help Desk is available to assist you at swept@fla-etat.org or 850-414-5334.