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.

**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 Review Process**

- **Project Editors**
  - Prepare Documents
  - Project Reviewer
  - Consolidate & Complete Review

- **Lead Reviewer**
  - Optional roles that may be assigned within SWEPT
  - Review
  - Submit comments to the Lead Reviewer

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

- **Project Development Manager (PDM)**
  - Create or edit
  - Assign editors & reviewers
  - Review
  - Submit to OEM

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

- **OEM Project Delivery Coordinators (PDCs)**
  - Review
  - Confirm Submittal
  - Completes Initial OEM Review

- **OEM Project Delivery Coordinator**
  - Confirm or Return
  - Completes Initial OEM Review
  - Option to review and submitt

- **OEM Environmental Program Administrators**
  - Review
  - Recommend for approval

- **Office of General Counsel (OGC)**
  - Legal Review
  - Determine Legal Sufficiency (Individual Section 4(f))
  - Recommend for approval

**OEM Director**

- Review
- Approve

**OEM Administrator**

- Review
- Recommend for approval

**Initial OEM Review**

- Minor Edits
- OEM Director
  - Review
  - Approve

**Initial (ERC) Review**

- Minor Edits
  - OEM Project Delivery Coordinator
  - Confirm or Return
  - Initial (ERC) Review

**District Preparations**

- District Prepares Response (~15 days)*
- District/OEM Comments Resolution (~30 days)

*Offices outside OEM are included in these steps

**OEM 30 Day Review and Initial (ERC) Review**

- OEM 30 Day Review
  - Initial (ERC) Review
  - Initial (ERC) Review
  - Initial (ERC) Review

**District Approval**

- District Approval
- District Approval
- District Approval
- District Approval

**Development Approval**

- Development Approval
- Development Approval
- Development Approval
- Development Approval

**Type 2 Categorical Exclusion Review Process Overview within SWEPT**