

Getting Started!

FDOT's StateWide Environmental Project Tracker (SWEPT) is an interactive web-based application that supports activities in FDOT's environmental process. SWEPT also provides access to the Type 1 Categorical Exclusion (Type 1 CE) Checklist. This quick reference provides guidance on where to find, and how to complete the Type 1 CE checklist, and how to submit it for approval.

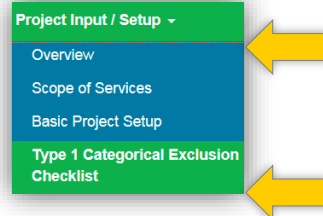
It is also helpful to have **Part 1, Chapter 2 – Federal Highway Administration Class of Action Determination**, of the **Project Development & Environment (PD&E) Manual** handy for reference. A hyperlink to the manual is provided below:

<http://www.fdot.gov/environment/pubs/pdeman/pdeman1.shtm>

Locating the Type 1 Categorical Exclusion (Type 1 CE) Checklist

<https://www.fla-etat.org/est/swept>

From the **Home Page** – Click on **Project Input/Setup**, then click **Type 1 Categorical Exclusion Checklist**:



The Type 1 CE checklist is located in the drop down menu titled "Project Input/Setup," located within the blue sidebar on the left-hand side of your screen.

Click to open the checklist.

TIP: Need to Change Projects?

Once a project is loaded, the "Load" button changes to a "Change" button. To change projects, simply hit "Change," then enter in new FM number.

1. Load a Project

Type 1 Categorical Exclusion Checklist

FM Number Enter at least the Item Number and Item Segment and click Load to continue.

238359 - 1 - 2 1 - 01 **Load**

Click **Load**, after entering FM Number.

Enter the 11 digit **Financial Management (FM) Number**

2. Enter Project Information

Enter the first 6 digits (item number) and pick the **Related FM Numbers**, if applicable.

The **Federal-Aid Program (FAP) Number** will be populated (assuming one exists); if not correct, update it in the Work Program. The update will appear in SWEPT the following morning.

Click on the appropriate **CE Type**; select from the dropdown menu [contains 30 options for (c) and 13 options for (d) options].

For the **Project Description**, enter in a brief summary of the proposed scope of work (use toolbar to format).

Type 1 Categorical Exclusion Checklist

FM Number Enter at least the Item Number and Item Segment and click Load to continue.

238359 - 1 - 2 1 - 01 **Change**

Related FM Numbers Enter the item number and choose the FM Number you want to add from the matches that are displayed.

238395-1-21-01
238395-4-45-01

Federal-Aid Program (FAP) Number If this value is incorrect, please correct it in the Work Program. Updates will be reflected here within one day.

CE Type (c) (d)

N/A

Project Description Enter a brief description of the proposed scope of work.

3. Verify Criteria

If the project does not meet the criteria of this statement, stop; the checklist does not apply. If project meets criteria, check **Verified** and questions will appear below the statement.

This statement will only appear if CE Type C (Options 26, 27, or 28) or CE Type D is selected. It must be verified to proceed with form.

This action **will not induce significant impacts** to planned growth or land use for the area; travel patterns; air or water quality; or cause substantial controversy on environmental grounds.

Verified

The action will not cause changes in interchange access control; result in **major traffic disruptions** due to the construction of temporary access; or the closure of existing road, bridge, or ramps.

Verified

4. Answer Questions

After checking "Verified" as discussed above, ten multiple choice questions will appear. All ten questions must be answered. Some questions require additional information, depending on the answer. Each question also includes a text box for comments. A green check mark appears when comments are entered. Questions 7, 8, & 9 require attached documentation depending on the answer selected, and Question 10 requires appropriate documentation to be attached to support project evaluation. The process to attach appropriate documentation for a particular question is the same as uploading documents, using the **Upload Document** button (found below Question 10). This process is described below.

7. Will the action impact any properties protected by Section 4(f) pursuant to 23 CFR § 774

No potential Section 4(f) properties present

Section 4(f) resources present or adjacent, but there is "no use" within the meaning of Section 4(f)

Consult with OEM and record date of consultation

List resource(s) (required)

Each question will inform the user if more information is required, depending upon the answer selected. Some answers may require documentation, dates, resources, and/or comments.

5. Save Draft or Reassign to Another User

Save Draft

At any point, a draft of the Type 1 CE checklist can be saved by clicking the blue **Save Draft** option, located below the questions.

Reassign

The orange **Reassign** button is used when the individual completing the checklist needs to assign another, approved individual to be responsible for the checklist.

6. Submit Type 1 CE Checklist for Approval

Send for Approval

When all ten questions are completely answered, the green **Send for Approval** button at the bottom becomes enabled.

The checklist can only be submitted for approval at this time. If any one of the questions remains unanswered, the **Send for Approval** button will remain disabled. Remember, each question shall also be supported by a comment or uploaded documentation, before submitting it for approval. Approval authority is only granted to the District Environmental Manager (DEM) or their designee (must be FDOT employee). The approval process is summarized below:

Project Team Member

- Complete **Type 1 CE checklist** using this quick guide as a reference.

Submit for approval to the District Environmental Manager, after the checklist is completed, all ten questions answered with supporting documentation.

District Environmental Manager or Designee

- Check that the **checklist is complete** and includes all completed fields, and appropriate uploaded documentation or comments to support answers to the ten questions.

Approve checklist only if checklist is complete and meets all the requirements for a Type 1 CE.

Once a Type 1 CE Checklist has been approved, it will be visible on the Project Page of SWEPT. If the Environmental Certification for a Federal project has not been completed, you will see the pop up displayed below. Click the green **here** button to access the certification and complete it. After completing, click the green **Approve** button at the bottom to sign & submit for approval.

Attach Appropriate Documentation / Upload Documents

To attach documentation / upload documents supporting the answers to the ten questions, or to provide additional information:

- Click the **Attach** button associated with the question requiring documentation, or **Upload Documents** button (found below Question 10) to open the dialogue box.
- Click **Choose File** to find the file on your local computer network. Options include: DOC, DOCX, PDF, PNG, JPG
- Describe document** – Type a brief description in the text box.
- Document Date** – Enter the publication date.
- Select Document Type** – Options include: Supporting Documentation, Correspondence, Picture, or Other. If the document is supporting answers to one or more of the questions, select Supporting Documentation.
- If the document category is **Supporting Documentation**, select the form question(s) answered by the supporting document you are uploading. You may **Select All** if the document applies to all questions.
- If the document type is **Correspondence**, fill out the additional fields (**From** and **To**) fields to indicate the sender and recipients.
- Click **Save** at the bottom.

Upload Supporting Documentation

Choose File Allowed file formats: DOC, DOCX, PDF, PNG, JPG

No file chosen **Choose File**

Describe Document Enter a brief description of document you are uploading

Document Date Enter the publication date of the document you are uploading

06/02/2017

Select Document Type

Supporting Documentation

Select form question(s) answered by the supporting document you are uploading

1. Right of Way (ROW)

2. Wetland impacts

3. Bridge permits

4. Floodplain encroachment

5. Wild and Scenic Rivers

6. Endangered Species Act

7. Section 4(f)

8. National Historic Preservation Act

9. Noise considerations

10. Contamination considerations

Select All

Please correct the errors noted before saving **Cancel** **Save**