## OVERVIEW

Create and process re-evaluations for already approved Type 1 Categorical Exclusion (T1CE) Checklists or Non-Major State Action (NMSA) Checklists within the Statewide Environmental Project Tracker (SWEPT). The document will be pre-populated with information and attachments from a previously approved checklist selected for re-evaluation.

Please note, the information provided in this *Quick Guide* is applicable to both the *T1CE* and *NMSA* re-evaluations.

## ACCESS / CREATE RE-EVALUATION

### Checklist Page


From the left-hand menu, click *Project Input/Setup* followed by *Type 1 Categorical Exclusion Checklist* or *Non-Major State Action Checklist*.

Type the *FM#* in the input field and click the *Load* button. The *Select FM Number* dialog box will display.

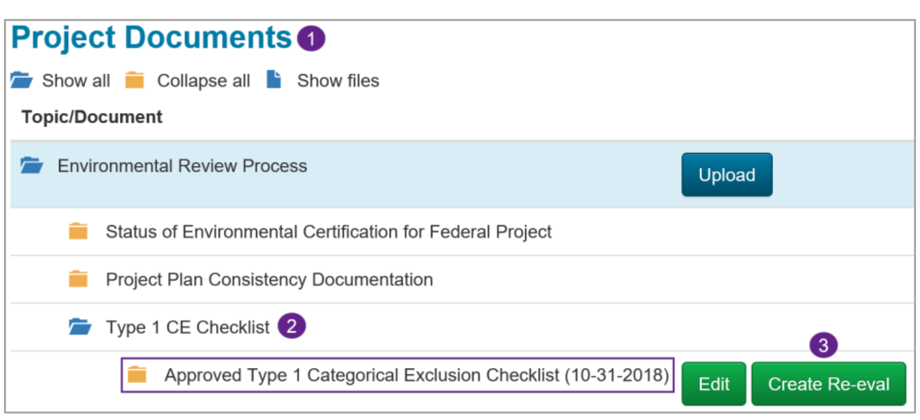
Load

Within the dialog, click the green *Create Re-eval* link next to the approved checklist. The *Checklist Re-evaluation* page will load.

Edit existing checklist. Approved by Amanda Marshall 07/02/2018 Create Re-eval

### Project Page

1. On the main *Project Page*, scroll to *Project Documents*.
2. Under the *Environmental Review Process* section there will be a subsection titled as *Type 1 CE Checklist* or *Non-Major State Action Checklist*. Within these subsections, the approved checklist(s) are listed.
3. On the right side of the page, click the *Create Re-eval* button that corresponds to the approved checklist. The *Checklist Re-evaluation* page will load.




## CHECKLIST RE-EVALUATION PAGE

The *Checklist Re-evaluation* page provides the opportunity for the user to select if updates to the previously approved checklist are needed or not required in order to document the re-evaluation results. In the blue information box, click the green link to view the PDF of the original, approved checklist.

This Type1 Categorical Exclusion Checklist was approved by District Management on 12/18/2018.

### No Changes are Needed

#### Send for Approval or Approve

Click the *No changes are needed* radio button (◉) if no updates are needed to document the re-evaluation results. Click the *Send for Approval* or *Approve* button – the button will vary depending on the user's role.

Send for Approval

For example, if a user is an *Editor* on the project, the button will display as *Send for Approval*.

Approve

If the user is a *District Environmental Manager* (DEM) or their designee, the button will display as *Approve*.

#### Checklist Question/Options have Changed

In some instances when proceeding with *No changes are needed* and after clicking the *Send for Approval* or *Approve* button, the checklist will load and display the following message:

Some questions/options have been changed since this form was approved on 12/18/2018. Please look for the questions marked in red, make the appropriate changes and press the approve button to approve this re-eval.

This occurs if a change to the checklist was applied after it was originally approved. For example, if a new question was added to match *Project Development and Environment (PD&E) Manual* updates. The user will need to make any appropriate changes to the checklist.

#### Approve the Checklist

When all questions are completely answered (including any required comments and/or uploaded documentation), click the *Send for Approval* or *Approve* button at the bottom of the page.

### Changes are Required

#### Continue to the Checklist and Make Edits

Continue

Click the *Yes, changes are required* radio button (◉) if updates are needed to document the re-evaluation results. Click the *Continue* button and the checklist will load. At this time, the user can make edits or adjustments to the checklist.

#### Approve the Checklist

When all questions are completely answered (including any required comments and/or uploaded documentation), click the *Send for Approval* or *Approve* button at the bottom of the page.

## COMPLETE THE ENVIRONMENTAL CERTIFICATION

After the DEM has reviewed and approved the checklist, a confirmation page will display in SWEPT.

At the top of this page, a yellow information box indicates if the *Environmental Certification* has been completed. To complete the certification, click the green link within the yellow information box. The certification page will load and can be processed.

**Environmental Certification:** The Environmental Certification for this project has not been completed. Click here to view and submit the Project Certification document for this project.

## ADDITIONAL TIPS

### Generate a PDF or Access the Project Page

From the checklist page, 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*.

On the *Quick Guides* page in SWEPT, you can access *Quick Guides* for completing a *T1CE or NMSA Checklist* or click the links below:

- Completing the Type 1 Categorical Exclusion Checklist
- Completing the Non-Major State Action (NMSA) Checklist

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