



Local Agency Program Participating

SWEPT Overview Training

Trainers: Peter McGilvray
Mike Konikoff

April 2018



Agenda

- Logistics
- SWEPT Overview
- Environmental Document Review Process
- Demonstrations
 - Type 1 Categorical Exclusion Checklist

Logistics

- Webinar – everyone is on mute. Please type your questions into the chat box and will answer as appropriate
- Recording – this webinar will be recorded and provided on our OEM Training Website under the SWEPT at:
<http://www.fdot.gov/environment/sched/track2.shtm>

The screenshot displays the Florida Department of Transportation (FDOT) website. The header includes the FDOT logo, the text "Florida Department of TRANSPORTATION", and a search bar. Below the header is a navigation menu with links for Home, About FDOT, Contact Us, Maps & Data, Offices, Performance, and Projects. The main content area is titled "Office of Environmental Management" and "OEM Training Program - Track 2". A sub-section titled "StateWide Environmental Project Tracker (SWEPT) Training" provides details about the training program, including target audience, description, and existing items to include in the track.

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Office of Environmental Management

Office of Environmental Management / OEM Training Program
OEM Training Program - Track 2

StateWide Environmental Project Tracker (SWEPT) Training

Target Audience: Geared toward OEM, District Environmental Management staff, Project Managers and PD&E Consultants responsible for PD&E project development.

Description: The following are on-demand training classes and webinars which have been developed or recorded to provide viewers with a general understanding of the SWEPT system. The SWEPT system is a secure system. Only people performing specific supporting functions within the **NEPA Assignment** and **PD&E** Processes have access to SWEPT. Access must be approved by FDOT District Environmental Office Leadership.

Existing items to include in this track:

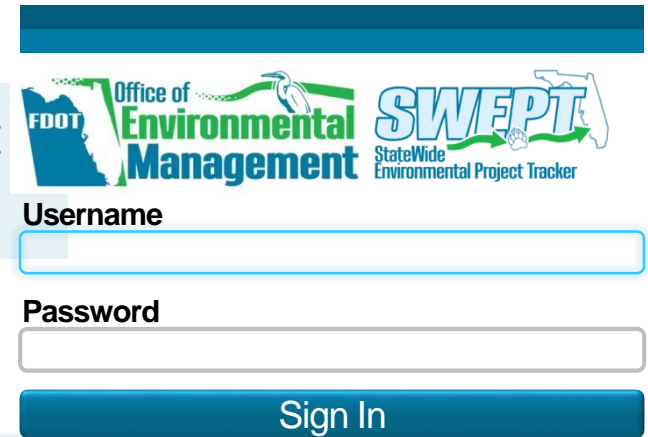
- **NEPA Assignment Course: Moving Forward with FDOT in the Driver's Seat - [Part 1] [Part 2] [Part 3]**[pdf files]
- **NEPA Assignment Course: Moving Forward with FDOT in the Driver's Seat - Follow-up Webinar - [ETDM Changes: (recording) (PPT)] [Tracking, Filing, and Records Management: (recording) (PPT)] [SWEPT Overview: (recording) (PPT)] [Self-Assessment and FHWA Audit Support: (recording) (PPT)]**
- **SWEPT - Site Navigation and Overview** - This session provides a general overview of the SWEPT application and navigational tips.
- **SWEPT - Site Navigation and Detailed Overview - NEW - 4/20/2017** This session provides a detailed overview of the SWEPT application and navigational tips.
- **SWEPT - Overview and Status (11/6/2016)** - Another session providing an overview of SWEPT and implementation status
- **SWEPT - Phase 1 Roll-out (9/9/2016)** - This session provides an overview of the SWEPT Phase 1 features released on 9/9/2016. These features include the ability to electronically create and approve Type 1 Categorical Exclusions (CE) and



SWEPT Overview - Key Features

SWEPT provides tools to help:

- Track environmental project schedules
- Integrate PD&E Scopes of Service
- Assign and document environmental document reviews
- Provide for consistent and reliable file management and retention
- Support Self-Assessment and FHWA audits of environmental documents
- Report quality and performance management results
- Approve Environmental Documents
- Develop Administrative Record



Username

Password

[Sign In](#)

[Forgot Your Password?](#)
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SWEPT User Community

- District Environmental Managers and Project Development Manager
- District Project Managers, Team Members, approved LAP Participants
- OEM District Liaisons, Project Reviewers, & Managers
- OEM Quality Assurance and Quality Control Staff
- OGC Environmental Document Reviewing Attorneys
- District LAP Coordinators



Requesting SWEPT Access

- District Environmental Leadership authorizes accounts via email to help@fla-etat.org
 - FDOT District employees – send an email to Environmental Administrator, Environmental Manager, or Project Development Manager
 - LAP Participates – send an email to their FDOT District Environmental Leadership
 - Consultant project team members – go through FDOT project manager, who will make requests to District Environmental Leadership
- For each account, include:
 - Name
 - Email address
 - SWEPT roles (s)

SWEPT User Roles

LAP Agency Participants CAN be granted Project Data Entry

SWEPT Activities

SWEPT Activities	Project Manager*	Project Data Entry
Create new projects	✓	✓
Create project scope of service	✓	✓
View approved documents (statewide)	✓	✓
<i>For assigned projects:</i>		
Edit project information	✓	✓
Edit draft scope of service	✓	✓
Manage project schedules (updates through PSM)	✓	✗
Add project to Executive Dashboard	✓	✗
Create and edit draft CE forms	✓	✓
Create and edit draft Re-evaluation forms	✓	✓
Upload project documents	✓	✓
Delete project documents	✓	✗
View draft documents	✓	✓
Send draft documents to Project Manager for routing	N/A	✓
Route Type 1 CEs and Re-evaluations to the District Environmental Manager	✓	✓
Sign and route Type 2 CE forms to the District Environmental Manager	✓	✗
Send Environmental Document submittals for District certification	✓	✗
Edit approved forms (will need to be re-approved)	✓	✗
May request prior concurrence review	✓	✗
View attorney-privilege documents	✓	✓

*Must be an FDOT Employee (has approval authority)



SWEPT Project Data Entry

- Editor role
 - Sets up initial project record
 - Uploads files into the database
 - Drafts initial environmental documents

SWEPT User Roles (continued)

- FDOT District Environmental Manager
 - Approve Type 1 Categorical Exclusions
 - Certify other Environmental Documents for OEM approval
 - Certify higher level Environment Documents ready for OEM Approval

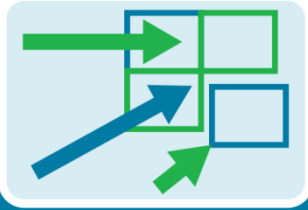
- District Project Development Managers
 - Review Environmental Documents and process for OEM approval

SWEPT Components




Project Dashboards

Today's Focus



Project Input / Setup



Project Documents

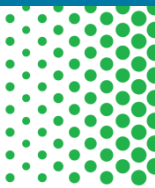


Quality & Performance Management



Team Management

SWEPT Demonstration



Home

Project Dashboards

Project Input / Setup

Project Documents

Quality & Performance Management

Team Management

My Alerts

- Project Input / Setup ▾
- Project Documents ▾
- Projects Needing Approval ▾
- Project Dashboards ▾
- Reports ▾
- Help ▾

Alerts

1 item needs your attention.

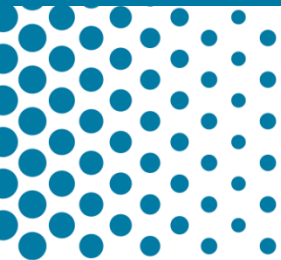
Alert Date	FM Number	Project Name	Due Date	Action
02/10/2017	436980-1-22-01	PEMBROKE ROAD FROM DOUGLAS ROAD (SW 89 AV) TO SR-817/UNIVERSITY DRIVE		Review the changes on Project Overview Page

[See what else is going on in your area](#)

My Projects

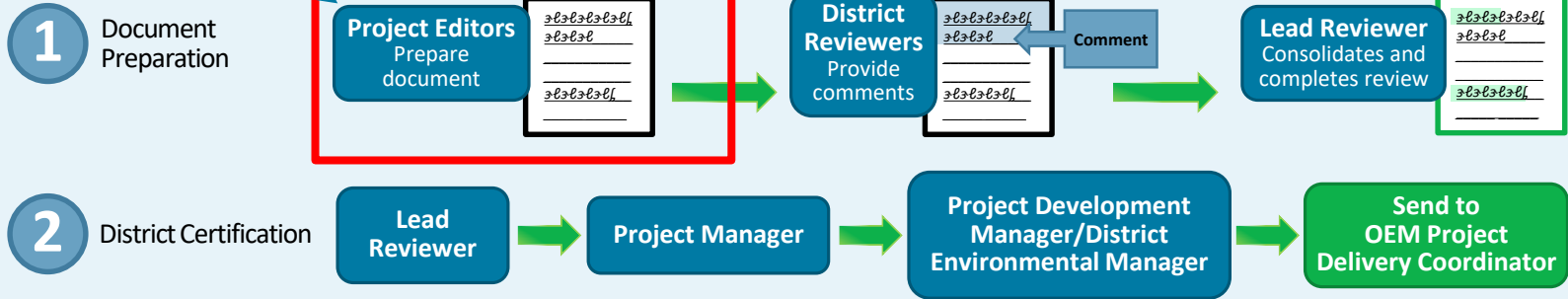
Managing District	FM Number	Project Name	COA	County
D4 ▾	<input type="text"/>	<input type="text"/>	All ▾	All ▾
D4	230730-1-41-01	ANDREWS AVE EXT FROM NW 18TH STREET TO COPANS RD	Type 2 CE	Broward County
D4	438533-1-22-01	GRIFFIN RD FROM SR-93/I-75 TO SR-823/FLAMINGO RD	EA	Broward County
D4	409355-1-21-01	I-95/SR-9/AUX LANES FROM PALM BCH/BROWARD C/L TO S. OF GLADES RD.	Type 2 CE	Palm Beach County
D4	436980-1-22-01	PEMBROKE ROAD FROM DOUGLAS ROAD (SW 89 AV) TO SR-817/UNIVERSITY DRIVE	Type 2 CE	Broward County

SWEPT Support for the Environmental Document Review Process

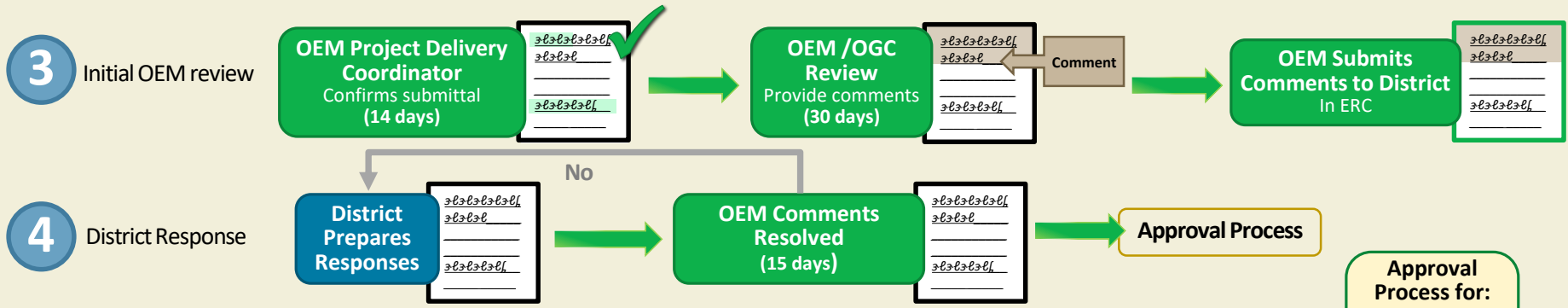


LAP Agency Participants

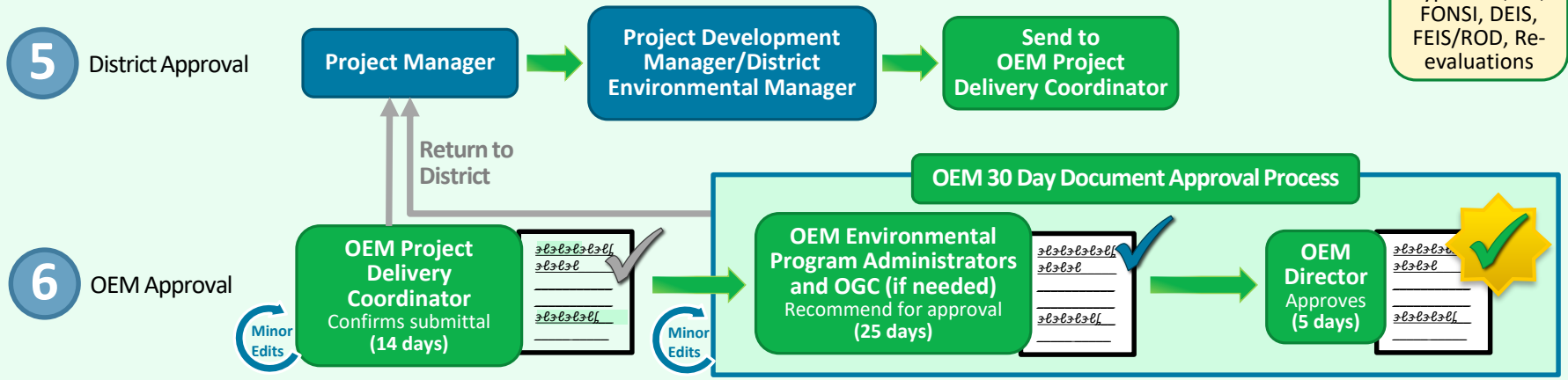
District Draft and QA/QC



ERC Review



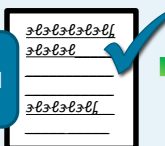
OEM Approval



SWEPT Minor Edit Process

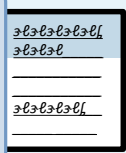


START
District approved document



Minor Edits Identified

- Editorial correction
- Additional supplemental documents
- Clarification that does not change a recommended decision



OEM Reviewer returns document

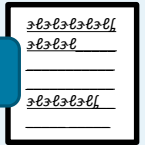
OR

District Team opens the form for editing

Notification to:

- District approvers
- Other recipients of notifications during current document review process

District Team Completes Edits



Save Edits after District Approval

Select an option for how to handle these edits

- Save Draft Select this option to keep the document open for editing
- Minor Edits Complete Save and notify OEM and District approvers that minor edits are complete; re-approval of the document will not be required**
- Send for District Re-approval Save and submit for District Re-approval

Describe Edits

Save

Notification to approvers and previous recipients

Continue Document Review Process
Document returns to the process where it was when returned or opened for editing

Minor Edits = Same
OEM Approval clock & continues where it stopped

Return = NEW
Approval clock & requires all approvals again

SWEPT Demonstrations

- Type 1 Categorical Exclusions
- LAP Designation

SWEPT Videos

Office of Environmental Management

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- **SWEPT - Phase 2 Roll-out (12/1/2016)** - This session provides an overview of the SWEPT Phase 2 features released on 12/1/2016. These features include the ability to electronically use the basic project setup to create a SWEPT project, create Type 2 Categorical Exclusions (CE) and upload supporting documentation, and overview of the electronic version of the environmental document submittal form.
- **SWEPT - Phase 3 Roll-out (12/15/2016)** - This session provides an overview of the SWEPT Phase 3 features released on 12/15/2016. These features include uploading documents into the project file, sending documents to the EDMS, overview of the electronic version of the environmental document submittal form and District/OEM approval process, and lastly a demo using the re-evaluation form.
- **SWEPT - What's New - NEW - 8/17/2017** This session provides a quick demonstration of few recently released features (renaming files, re-ordering attachments, re-evaluation re-organization, removal of duplicate files, and quickly editing project team members).
- **SWEPT - What's New - (PPT) NEW - 10/26/2017** This session provides a quick demonstration of few recently released features (Public Hearing Certification Form, Ability to quickly edit some project information directly on project page (related FM#s, project description, ETDM #s), Ability to import ETDM project description with button instead of auto-import, Ability to upload more types of files (PPT, AVI, etc.) to Project Documents, Ability to export zip of NSMA form, Type 2 CE form, and supporting docs, NMSA, SEIR, and Type 1 CE project pages organized into folders, Documenting OEM Coordination on Type 1 CE form questions 5-8, Environmental Certification approval notifications, SOS tool - Editorial changes, Re-evaluation Form PDF update, IAP selection available on Type 1 CE RPS, and Project Page, Environmental Certifications

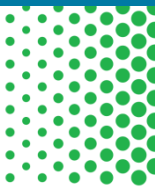


<http://www.fdot.gov/environment/sched/train1.shtm>



Any Questions?

SWEPT Contacts



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