

Evidence of QA/QC Process – EAs & EISs							
QA/QC Element	Region	SEO	QA	QC	QA Evidence	QC Evidence	Forms/ Notices/ Publications
<p>Project Development Team (Plan section 2.3.1)</p>	✓	✓	✓		<p>Example evidence of collaboration includes:</p> <ul style="list-style-type: none"> • Emails • Project meeting notes/summaries 		
<p>PMP, PIP, and Schedule (Plan section 2.3.2)</p>	✓	✓	✓		<ul style="list-style-type: none"> • Evidence of collaboration between team members & with subject matter experts • Develop timelines, tasks & responsibilities 		
<p>PMP, PIP, and Schedule Approvals and COA Process (Plan section 2.3.3)</p>	✓	✓		✓		<ul style="list-style-type: none"> • PMP, PIP, schedule & COA review complete • PMP, PIP, schedule approvals including any amendments in project file • COA SEO concurrence, (including transmittal email) plus any amendments in project file 	<ul style="list-style-type: none"> • Class of Action Consultation Form
<p>Technical Reports (Plan section 2.4.1)</p>	✓		✓		<ul style="list-style-type: none"> • Coordination for technical report methodologies & approaches • Reports developed to established standards • Reports finalized before environmental document submitted for review 		

DOT&PF Quality Assurance/Quality Control Procedures for Environmental Documents

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Technical Report QC Review (Plan section 2.4.2)	✓			✓		<ul style="list-style-type: none"> Review to confirm that the technical report is complete and accurate Review complete with comments and responses included in the project file 	
EIS Notice of Intent (Plan section 2.4.3)	✓	✓		✓		<ul style="list-style-type: none"> LAW memorandum documenting completion of legal sufficiency review included in project file NOI posted locally, online, & federal register and included in project file 	<ul style="list-style-type: none"> NOI published locally, online, & federal register
Public/Agency Involvement, Summaries and Reports (Plan section 2.4.4)	✓	✓	✓	✓	<ul style="list-style-type: none"> Collaborative development of public notices, scoping letters or emails, & meeting handouts and presentation materials. 	<ul style="list-style-type: none"> Summaries & reports, including comments & responses included in project file 	<ul style="list-style-type: none"> Meeting notices published locally and online Optional Comment Response Matrix
Prepare Draft Environmental Document (EA or Draft EIS) (Plan section 2.4.5)	✓		✓		<ul style="list-style-type: none"> Emails and notes from phone conversations & meetings summarizing collaborative discussion 		

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<p>Draft Environmental Document (Draft EA or Draft EIS) Review (Plan section 2.4.6)</p>	✓	✓		✓		<ul style="list-style-type: none"> Environmental Document Review Checklist completed and in project file Comment Response (Matrix optional) prepared and in project file 	<ul style="list-style-type: none"> Environmental Document Review Checklist Optional Comment Response Matrix
<p>Draft EA or Draft EIS QC Review Certification (Plan section 2.4.7)</p>	✓	✓		✓		<ul style="list-style-type: none"> QC review completion certification email provided and included in project file 	<ul style="list-style-type: none"> QC review completion certification email
<p>Legal Review (Required for Draft EA or Draft EIS) (Plan section 2.4.8)</p>	✓	✓		✓		<ul style="list-style-type: none"> LAW memorandum documenting completion of legal review included in project file 	
<p>Approval for Public Availability (Plan section 2.4.9)</p>		✓		✓		<ul style="list-style-type: none"> EA or Draft EIS approval for public availability signed by SEO 	
<p>Final Environmental Document Preparation (Final EA, or Final EIS) and FONSI or ROD (Plan section 2.5)</p>	✓		✓		<ul style="list-style-type: none"> Emails and notes from phone conversations & meetings summarizing collaborative discussion 		

Evidence of QA/QC Process EAs & EISs							
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Final Environmental Document Review (Final EA, or Final EIS) and FONSI or ROD (Plan section 2.5.1)	✓	✓		✓		<ul style="list-style-type: none"> Environmental Document Review Checklist completed and in project file Comment Response (Matrix optional) prepared and in project file 	<ul style="list-style-type: none"> Environmental Document Review Checklist Optional Comment Response Matrix
QC Review Certification (Final EA and FONSI, or Final EIS and ROD) (Plan section 2.5.2)	✓	✓		✓		<ul style="list-style-type: none"> QC review completion certification email provided and included in project file 	<ul style="list-style-type: none"> QC review completion certification email
Legal Sufficiency Review (Final EA and FONSI, or Final EIS and ROD) (Plan section 2.5.3)	✓	✓		✓		<ul style="list-style-type: none"> LAW memorandum documenting completion of legal sufficiency review included in project file 	
Final Approval (Plan section 2.5.4)		✓		✓		<ul style="list-style-type: none"> FONSI or ROD decision document signed and included in the project file 	
Notice of Availability (Plan section 2.5.5)	✓	✓		✓	<ul style="list-style-type: none"> Project development team collaborates on public notice content and posting locations 	<ul style="list-style-type: none"> LAW memorandum documenting completion of legal sufficiency review included in project file Notice of availability posted locally, online, & federal register and included in project file 	<ul style="list-style-type: none"> Notice of availability