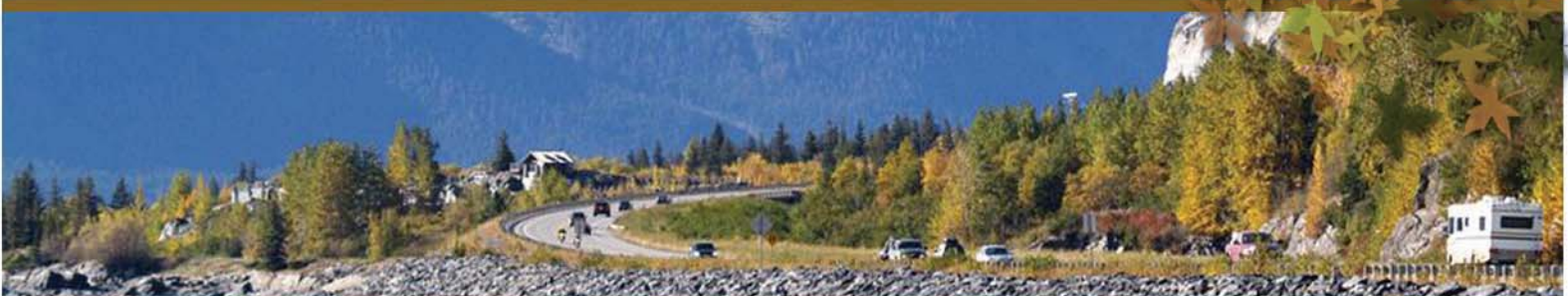


# Environmental Desk Reference

## Central Region



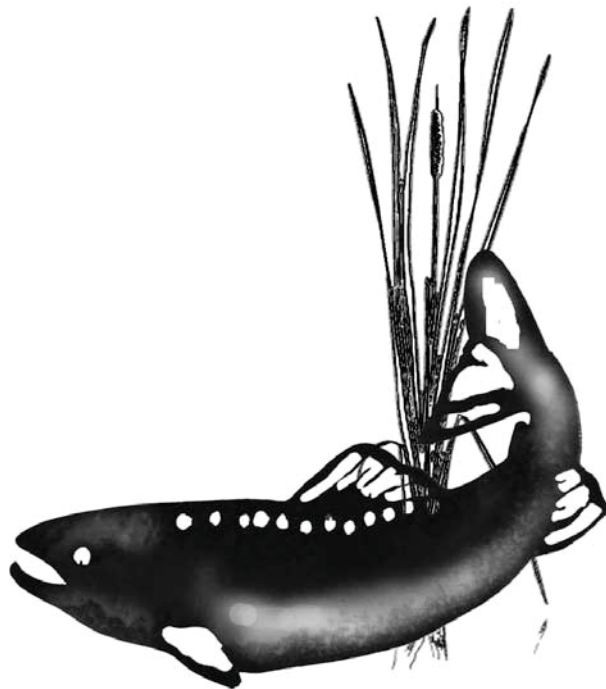
Preliminary Design and Environmental Group  
ADOT&PF (907) 269-0610



## Acknowledgements

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This Environmental Desk Reference would not have been possible without the individual contributions of many past and present PD&E analysts and engineers who offered creative ideas, tested the procedures, reviewed and offered comments, proofread and edited this vast collection of reference materials. Special thanks also to the Regional Environmental Manager and Section Chief for supporting this effort.



*“Unity is strength...when there is teamwork and collaboration, wonderful things can be achieved.” Mattie Stepanek*

## **Preface**

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This Environmental Desk Reference was initiated and developed through the hard work and perseverance of CR Environmental Impact Analysts between 2009 and 2013. Analysts arrive at DOT&PF with a wide variety of backgrounds and familiarity with NEPA, but they all have to learn DOT&PF's unique application of NEPA. From day one, analysts are required to hit the ground running and learn as they go. This desk reference is intended to provide incoming analysts the tools they need to successfully transition into their new roles within DOT&PF. Equipped with the proper tools, analysts can quickly develop the knowledge, skills, and abilities needed to meet the demands of the job – minimizing the learning curve. Analysts will gain confidence, efficiency, and pride in their work, ultimately creating a more effective and higher quality program.

## **Purpose of this Environmental Desk Reference**

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The purpose of this Environmental Desk Reference is to provide new analysts with the foundational information and tools they need to develop their knowledge base with the ultimate goal of easing their transition into DOT&PF. It is also intended to provide more experienced analysts a tool they can use to stay apprised of current procedures, maintain consistency, and create their own library of useful information.

## **Objectives of this Environmental Desk Reference**

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- To provide a consistent framework for common (and uncommon) procedures
- To provide step-by-step processing instructions for routine actions
- To provide solutions for common situations that causes analysts to struggle

## How to Use this Environmental Desk Reference

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The Environmental Desk Reference is intended for beginners and experts alike. It contains templates, procedures, guidance, frequently asked questions, and extra information covering a wide variety of subjects from administrative processes, to public and agency scoping and Phase I Environmental Site Assessments. All of the reference materials are intended to be a starting point from which to begin developing or deepening your understanding of a particular subject matter - they are not intended as a replacement for good old common sense. To begin, just follow these four simple rules:

### Four Simple Rules

1. **DO** use the templates, procedures, and reference materials as a starting point.
2. **DON'T** let the templates do all the thinking for you!
3. **DO** change, revise, and tailor the material to meet the specific needs of your project.
4. **DON'T** be afraid to make this your own, write on it, take notes, insert/remove pages, and move things around.

# **CR Environmental Desk Reference**

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Project Management

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# **Administration**

---

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## DOT&PF Central Region Technical Writing Cheat Sheet

### Acronyms

- Spell out the acronym or abbreviation on first use
- For documents over 50 pages, redefine acronyms if they appear fewer than five times
- Do not put “a”, “an”, or “the” before an acronym, except at the beginning of the sentence
- Acronyms should be defined in tables even if defined previously in the document text

### Formatting Text

- Left justify and single space text in paragraphs
- Document: 12 point Times New Roman
- Emails: 12 point Verdana or Arial
- Always provide a heading where applicable to break between paragraphs
  - **Headings: 12 point Arial (bold, not italics, underlined or all caps)**
  - *Subheading: 12 point Arial (italics, not bold, underlined, or all caps)*
- Always use a comma after dates in a sentence. For example: On November 10, 2009, we conducted...
- Avoid using symbols when possible (except in tables). For example: the word percent should be spelled out.
- Only one space after punctuation marks

### Formatting Tables

- Text: 10 point Arial
- Footnote: 8 point Arial
- Avoid using vertical lines
- Provide a title and number above each table
- Always refer to table in preceding text

### Scientific Names

- When first using a common species name, italicize its scientific name in parentheses [e.g., Chinook salmon (*Oncorhynchus tshawytscha*)]
- When there is no ambiguity about the species being reference, you may use a generic term (e.g., eagle, fish)
- Use “sp” if the species is unknown and “spp” if several species are unknown (do not italicize “sp” or “spp” – e.g., *Alnus* sp.)

### Numbers

- Spell out single digit numbers, except for money, time of day, and dates
- Spell out all numbers used to start a sentence – if possible, reword the sentence with the number appearing later in sentence
- When two numbers are adjacent, spell out the number that is most easily expressed in words and leave the other as a numeral
- Should you write 13-feet or 13 feet? When you’re combining two or more words to form a compound adjective in front of a noun, put hyphens between these words (e.g., Lara handed me a 15-foot pole; Anthony swung his five-pound hammer; Suzanne won the race by a solid 15 feet)
- A number followed by an abbreviated measurement is never hyphenated (e.g., 3 m stream, not 3-m stream)
- Measurements less than 1 unit are singular (e.g., 0.1 mile, 0.5 foot, 0.25 acre)

### Standard References

- When citing a reference in document text, write the authors last name and year of publication in parenthesis
- When two coauthors are cited – list both names; more than two authors cited – list the primary author followed by et al.
- When a citation reference occurs within a sentence, only include the year of publication within parenthesis
- References at the end of a document should be in alphabetical order
- If a figure or table in a report uses data from another source, cite the source underneath the figure or table
- Look at the APA Style guide located at <http://www.uwp.edu/departments/library/guides/apa.htm> or the ADF&G Writer’s Guide – Third Edition for more information

## **Creating Electronic and Hard Copy Files Placeholder**



## Electronic File Naming

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<b>Document Type</b>	<b>Abbreviation</b>
Alaska Bureau of Vital Statistics Grave Disinterment Permit	ABVS_Grave Disint
ADEC Letter of Non-Objection (Design Plan Approval)	ADEC_Non-Obj
ADEC Wastewater Disposal Permit	ADEC_Wastewater Disp
ADF&G Fish Habitat Permit	ADF&G_Fish Habitat
ADF&G Fish Resource Permit	ADF&G_Fish Resource
ADF&G Special Area	ADF&G_Spec Area
ADNR Land Use Permit	ADNR_Land Use
ADNR Special Use Permit	ADNR_Spec Use
ADNR Temporary Water Use Permit	ADNR_TWUP
ADNR Water Right Permit/Certificate	ADNR_Water Rights
Agency Scoping Letter	Scoping Ltr
Appendix A	App A
Biological Assessment	BA
Biological Opinion	BO
Categorical Exclusion	CE
Class Of Action	COA
Environmental Assessment	EA
Environmental Commitment Memo	ECM
Environmental Impact Statement	EIS
Erosion And Sediment Control Plan	ESCP
Essential Fish Assessment	EFH
FHWA Class Of Action	FHWA COA

Figure 1: Location And Vicinity Map	Loc Vic
Figure 2: Project Details	Proj Details
Figure 3: Typical Section	Typical Sect
Finding of Adverse Effect	SHPO, Tribe, or Other_FOAA
Finding of No Adverse Effect	SHPO, Tribe, or Other_FONAE
Finding of No Historic Properties Affected	SHPO, Tribe, or Other_FONHPA
Government To Government Consultation	G2G
Initiation Letter	SHPO, Tribe, or Other_Init
Kenai River Center Multi-Permit Application	KRC
Muni or Borough Conditional Use Permit	Agency Name_Cond Use
Muni or Borough Floodplain Development Permit	Agency Name_Flood Dev
Muni or Borough Flood Hazard Permit	Agency Name_Flood Haz
Muni or Borough Noise Permit	Agency Name_Noise
Notice of Intent	NOI
Notice of Intent ADEC Confirmation	NOI_Active Date
Notice of Termination	NOT
Notice of Termination ADEC Confirmation	NOT_Termination Date
Phase I Environmental Site Assessment	PSI ESA
Plans in Hand Review Comments	PIH Comments
Plans, Specifications, And Estimates Review Comments	PSE Comments
Public Or Agency Meeting	Public or Agency Meeting_Date
Public Scoping Newspaper Ad	Public Ad_Date Published
Re-Evaluation	Reeval
Response to 106	SHPO, Tribe, or Other_Response

Section 4(F) Applicability	4f_Use
Section 4(F) Constructive Use Consultation	4f_Const Use
SHPO Concurrence Letter	SHPO Concurrence
Site Visit	Site Visit_Date
State Checklist	State Cklist
Storm Water Pollution Prevention Plan	SWPPP
Straight To Findings Approval	STF Approval
Straight To Findings Request	STF Request
USACE Individual Permit	USACE_IP
USACE Jurisdictional Determination	USACE_JD
USACE Nationwide Permit	USACE_NWP
USACE Section 404 Or 10 Permit	USACE_404 Or 10_Type of Permit
USCG Section 9 Permit For Bridges Of Navigable Waters	USCG_Sec 9
USFWS Bald Eagle Permit	USFWS_Eagle Take

First level project folder - [Project No.]\_[Brief Project Name]  
 Inside the project folder - [Project No.]\_[document type]

## Types and Uses of Documents

Type	Purpose	Uses	Notes
<b>E-mail</b>	To quickly and succinctly convey information	<ul style="list-style-type: none"> <li>- Transmit documents</li> <li>- Informal consultations</li> </ul>	Make sure to include all attachments when using an e-mail as documentation
<b>Transmittal Letter</b>	Transmit another document. They inform or remind the reader what information is attached	<ul style="list-style-type: none"> <li>- Send permit applications</li> <li>- Send Environmental Document</li> </ul>	<ul style="list-style-type: none"> <li>- Use a memo template for State agencies</li> <li>- Use DOT&amp;PF letterhead for Federal agencies</li> </ul>
<b>Memo</b>	A notice of action or change in policy, procedure, or standard	<ul style="list-style-type: none"> <li>- Notes to file</li> <li>- Change in permit requirements</li> <li>- Environmental Commitments Memo</li> </ul>	Only for use within DOT&PF or to other State agencies
<b>Letter</b>	Formal consultation between the DOT&PF and other State, Federal, or local agencies and groups	<ul style="list-style-type: none"> <li>- Federal permit transmittal</li> <li>- Navigability Determinations</li> <li>- Section 106 consultations</li> </ul>	Templates for most letters can be found in the Templates and Procedures folder
<b>Field Trip Report</b>	Site visit reports when no technical report is needed	<ul style="list-style-type: none"> <li>- Site visits</li> <li>- SWPPP site inspections/ Appendix R</li> </ul>	<ul style="list-style-type: none"> <li>- Generally for in-house use</li> <li>- Send to attendees, Project Manager, and Team Leader</li> <li>- Only send to other agencies if they attended the site visit</li> <li>- Can be included in the Environmental Document</li> <li>- Do not do if a Technical Report is required</li> </ul>

<b>Technical Report</b>	<p>Discuss resource specific findings using technical, scientific methods, observations, and conclusions</p> <ul style="list-style-type: none"> <li>- Fish trapping/ID</li> <li>- Wetland delineations</li> <li>- Noise Analysis</li> <li>- Phase I/II</li> <li>- T&amp;E Biological Assessment</li> </ul>	<ul style="list-style-type: none"> <li>- Can accompany consultation letters or permits</li> <li>- Always included within the Environmental Document</li> </ul>
<b>Telephone Record</b>	<p>Keep a record of a phone conversation which will be used as a supporting document</p> <ul style="list-style-type: none"> <li>- Section 106 follow-up</li> <li>- Informal consultations</li> </ul>	<p>If an important decision is made, tell the other person that you will send an e-mail with a summary of the phone conversation or ask them to send you one</p>
<b>Meeting Record</b>	<p>See the public meeting guidance in the Templates and Procedures folder</p>	

## **Training Request Procedure**

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### **Obtain Approval to Attend Training Class**

1. Check the DOT&PF Training website for classes sponsored by the National Highway Institute (NHI) and DOT&PF. You may also hear about other local training opportunities through agency websites, flyers, etc.
2. If you find a training class you would like to take, discuss it with your team leader first. Then the Regional Environmental Manager (REM) to get approval before you proceed. We do not typically go outside the state for training.
3. Fill out the Training Request Form and Reimbursement Agreement. Also attach the information about the class (e.g., the webpage advertising the training class, a flyer, etc).

NOTE: If the class is sponsored by the NHI, there is no cost for state employees and you do not have to sign the Reimbursement Agreement. If the class is not sponsored by NHI or DOT&PF, it may cost to attend. If it costs more than \$300, you must agree to the terms and sign the agreement).

4. Submit the materials to your team leader and REM for signature. Once they sign the form, submit it to the Office Assistant. They will give it to the Section Chief and Preconstruction Engineer for approval and signature.
5. If approved, you will receive a signed copy. The original is sent to Juneau and kept in your official file.
6. When you receive the signed copy, you may register for the class.

### **Register for the Training Class**

1. If the class is not sponsored by the DOT&PF or out of state, the Office Assistant will register you and provide payment. If no payment is required, you can register yourself.
2. From the main Training Calendar webpage, click **Login** in the lower right corner of the main page or in the blue navigation bar across the top of the screen.

State of Alaska Employee Directory DOT&PF Home Search DOT&PF find

## Research and Technology Transfer

Local Technical Assistance Program

DOT&PF > Design & Engineering Services > Research & Technology Transfer > Training Calendar

RESEARCH AND TECHNOLOGY HOME ADMINISTRATORS LOGIN LOGOUT

### Training Calendar

[Traffic Control Supervisor](#)  
May 22 to May 23 in Nome

[Traffic Control Technician](#)  
May 21 to May 21 in Nome

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Alaska Certified Erosion & Sediment Control Lead](#)  
Jun 07 to Jun 08 in Nome

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

[NHI 133078: Access Management, Location, and Design](#)  
Oct 09 to Oct 11 in Anchorage

[NHI 134077: Contract Administration Core Curriculum](#)

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6

### Section Information

- Home
- Staff
- Resources (libraries, links & more)
- Training
- Meetings
- Research
- Requests for proposals
- Staff area
- Statewide D&ES

### Related Links

- Training Request Form
- Funding Request Form
- P&P 08.04.010
- Memorandum: Clarification of P&P 08.04.010
- Div. of Personnel Training
- Training Listserv
- CESCL List

### Training Links

- On-line Training - Wetlands & Stormwater (Login required)
- User Manual

You are not logged in.  
[Login](#)

- If you are a new DOT&PF employee or first time user, you must set up your account.
- Under the New T2 students tab, select Alaska DOT employee and fill in the information under Registration Form (DOT&PF Employees).

## Research and Technology Transfer

Local Technical Assistance Program

DOT&PF > Design & Engineering Services > Research & Technology Transfer > Training Calendar

### Login

**DOT&PF employees and returning T2 students**

Alaska DOT&PF employee Enterprise User IDs (or e-mail login ID) are pre-loaded. Your passwords are not pre-loaded. Use the [Help](#) link to retrieve your temporary password. You can change your password anytime after login.

Non DOT users are also pre-loaded and can log in using your *firstname.lastname* (all lower case). Use the [Help](#) link to retrieve your temporary password. You can change your password anytime after login.

Enterprise Username or Login ID:

Password:

Password is case sensitive

**New T2 students**

To register, please select and complete the appropriate user type from the drop down box below.

**Need help accessing your account?**

Click the Help link below if you are a first time users or have forgotten your User ID or password.

[Help](#)

[Registration Form \(DOT&PF Employees\)](#)

Enterprise Username:

- If you have already set up your account, you simply need to login using your Enterprise Username or Login ID and Password.

NOTE: Most DOT&PF employee Enterprise User IDs (or email login ID) are pre-loaded. Enter your Enterprise username for your Login ID. Try your last name for your password (this is also usually preset). If that doesn't work, click **Help** and then **I don't know my password** to obtain your temporary password. You can change your password anytime after login.

- Once you are successfully logged in, click on the course you want to take and hit **Register**.

**Research and Technology Transfer**  
Local Technical Assistance Program

DOT&PF > Design & Engineering Services > Research & Technology Transfer > Training Calendar

RESEARCH AND TECHNOLOGY HOME ADMINISTRATORS LOGIN LOGOUT

### Training Class

**Traffic Control Supervisor**

City: Nome  
Date/Time: May 22 - May 23, 8:00-4:30  
Location/Phone: Western District Conference Room  
Registration Deadline: May 17  
Class Size: 30  
Status: Seats available  
Seat Availability: 23 seats available for general assignment  
Instructors: Shawn Alexander, Certified ATSSA Instructor  
[Register](#) [View Participants](#)

[Return to Training Calendar](#)

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- P&P 08.04.010
- Memorandum: Clarification of P&P 08.04.010
- Div. of Personnel Training

- Click **Confirm**. Make sure you print the course description and registration confirmation and keep a copy.

**Research and Technology Transfer**  
Local Technical Assistance Program

DOT&PF > Design & Engineering Services > Research & Technology Transfer > Training Calendar

### Class Registration Request

You are registering for:

Class Number	Class Title	Begins	Ends	City
	Traffic Control Supervisor	May 22	May 23	Nome

**Confirm Class Registration Request**

Please verify that the following information is correct then click the Confirm button below to complete your class registration. To change the information in your account profile, click the Profile button below.

Name: Angela M Hunt  
Organization name:  
Phone: 9072690529  
Fax:  
Email address: angela.hunt@alaska.gov

[Confirm](#) [Profile](#) [Cancel](#)

State of Alaska | Print ready Page | DOT&PF Web Manager | DOT&PF Employee Directory | Terms of Use | Copyright | DOT&PF Home



**DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES**  
**TRAINING REQUEST**  
Part 1

NAME: \_\_\_\_\_

PCN #: \_\_\_\_\_

REGION/DIVISION/SECTION: Central / Design and Engineering Services / \_\_\_\_\_

TRAINING REQUESTED: \_\_\_\_\_

SPONSOR: \_\_\_\_\_

**A completed registration form must be attached for all classes.**

Date(s), Time, and Place of Training: \_\_\_\_\_

Type of Training:

A. \_\_\_\_\_ Mandatory-Required by Supervisor

C. \_\_\_\_\_ Job-Related: Cost reimbursed to employee at 100%

B. \_\_\_\_\_ Job-Related: Direct Funding by State

D. \_\_\_\_\_ Career-Related: Cost reimbursed to employee at 50%

If the training tuition costs exceeds \$300, a Reimbursement Agreement must be signed by the employee (see Part 2):

ITP: Is requested training included on employee's Individual Training Plan (ITP)?

Yes \_\_\_\_\_

No \_\_\_\_\_ Attach copy of ITP

Training Hours: \_\_\_\_\_

<u>Itemized Cost:</u>	Personnel cost (Salary + Overhead)	\$ _____	State obligation 100% <input type="checkbox"/>
	Registration, fees, books, etc	\$ _____	State obligation 50% <input type="checkbox"/>
	Travel & Per Diem (Attach TA)	\$ _____	
	Miscellaneous	\$ _____	
	<b>TOTAL COST OF TRAINING IS</b>	<b>\$ _____</b>	

Funding: CC \_\_\_\_\_ Program Code \_\_\_\_\_ LC \_\_\_\_\_ Account \_\_\_\_\_  
CC \_\_\_\_\_ Program Code \_\_\_\_\_ LC \_\_\_\_\_ Account \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPROVALS:**

\_\_\_\_\_  
Immediate Supervisor                      Date

\_\_\_\_\_  
Division Director (Out of State)                      Date

\_\_\_\_\_  
Section Chief                      Date

\_\_\_\_\_  
Commissioner (Out of State)                      Date

\_\_\_\_\_  
Preconstruction Engineer                      Date

**DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES**

**REIMBURSEMENT AGREEMENT**

**Part 2**

It is agreed that if employment with the State of Alaska should be terminated in less than one year, unless the termination is a result of death, prolonged illness, disability, or layoff, the undersigned will reimburse the State for tuition, other fees, and course materials in accordance with the following schedule:

- a) 100% if termination occurs before completing 6 months.
- b) 50% if termination occurs after 6 months or before 12 months.
- c) 0% if termination occurs after 12 months.

Termination for reasons due to misconduct or delinquency on the part of the applicant or employee, or to false statements on appointment documents, either prior to, or subsequent to employment will be considered as termination for reasons within the control of the applicant or employee.

It is agreed that the employee may be required to reimburse the department if he/she fails to attend the event and the department is unable to obtain a refund.

It is further agreed that the State of Alaska shall have the right to deduct from the undersigned applicant or employee's final paycheck any monies owing to the State in accordance with the above schedule or to recover such monies by other legal means.

Name of training: \_\_\_\_\_

Amount subject to this reimbursement agreement: \$ \_\_\_\_\_

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

## **Travel Procedure**

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For more information about travel and work-related trips, see State Travel Frequently Asked Questions and the State Travel Policy on the Dept. of Administration/Division of Finance/Travel Quick Links webpage.

### **Pre-Travel**

1. Obtain approval to travel from the Design Project Manager and your supervisor.
2. Look up flight and hotel availability, if needed. Per contract agreements, Alaska Airlines is the preferred airline and should be considered first. If no Alaska Airlines flights are available, we commonly use Era Aviation, Pen Air, or a charter airline. Arrangements will be made according to your preferences if possible, but cannot be guaranteed.
3. Complete the top of the Pre/Post Travel form (Located on the P: drive under Design/Forms/Travel) with the specific flight times and hotel information. Travel approval can take up to a week to obtain, so fill out your paperwork early to ensure time to get it approved.
4. Submit the Pre/Post Travel form to your supervisor for approval and signature.
5. Give the approved Pre/Post Travel form to the PD&E office assistant.
  - a. They will create a Travel Authorization form (TA) and submit it to the Section Chief & Pre-construction Engineer for approval and then book your flight, hotel, and vehicle.
  - b. If the office assistant does not have a copy of your driver's license, make one for them – they need your date of birth and full name to book reservations.
6. The office assistant will provide you with an approved TA and flight, hotel, and vehicle itinerary.
7. Review the TA as soon as possible and let the office assistant know if anything is incorrect. Always take a copy of the flight itinerary, hotel confirmation, and vehicle confirmation as proof of your reservations.
8. If your trip is cancelled, let the office assistant know as soon as possible.

### **Post Travel**

1. Within 3 days of your return, complete the bottom of the Pre/Post Travel form. List any expenses at the bottom of the worksheet and turn in with receipts to the office assistant.

2. The office assistant will provide you with a final TA for your approval and signature. Pay particular attention to the list of reimbursements, which should include per diem, parking, fuel, etc. Check carefully for mistakes before signing the form. If you find discrepancies, return it to the office assistant for a revision.
3. After you sign, your final TA will be processed for payment. You should receive a check from DOT in 3-6 weeks or a direct deposit for your per diem and any reimbursements, if applicable.

## Travel Frequently Asked Questions

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### 1. When do we travel?

Analysts travel for a variety of reasons. Most often, analysts travel to visit their project sites or to attend public or agency meetings. Analysts typically visit their project sites to review the project area with the Design team, to conduct technical studies (e.g. wetland delineation), to participate in agency site visits, and to monitor construction. Depending on the project location, trips could vary from day trips to several day trips. Other reasons analysts travel is to attend training or to participate in conferences or technical meetings.

### 2. When should I complete the Pre/Post Travel form?

You should complete the Pre/Post Travel form every time you fly or drive over 50 miles from the District office.

### 3. *How far in advance should I submit the Pre/Post Travel form?*

Complete and submit the Pre/Post Travel form as soon as your travel has been approved by the Design Project Manager and supervisor and you have enough information to make reservations.

Be sure to coordinate your plans with others going on the trip. It is also a good idea to coordinate with other analysts with projects in the area to see if there is anything you may be able to do for them while you are there.

### 4. What airline and fights do I choose?

According to contract specifications, Alaska Airlines is the preferred airline and we must use them unless there are no available flights or Alaska Airlines does not service the destination.

### 5. How should I prepare for a trip?

- Research the community you're traveling to get an idea of what to expect
  - Pack appropriately for the weather and accommodations
  - Keep in mind that you could get stranded for a few days in remote locations and be prepared to sleep on the floor if you have to
- Plan your activities to maximize your time in the field
- Coordinate your visit so you do not have to be alone, especially in remote areas
- Confirm your reservations before you go

## **6. What else should I consider before and during travel?**

- If you are heading out in the winter, it is a good idea to bring an emergency kit. PD&E has an emergency kit for vehicles above the locked supply cabinet
- Do not count on your cell phone working, especially an iPhone
- Go to the bathroom when you get the chance; some remote villages do not have bathroom facilities
- Bring cash, snacks, bug spray, and an empty water bottle to fill after you pass through security
- Pack everything you really need in your carry-on luggage. If checked bags get lost DOT will not reimburse you for buying items you need
- Always give your lodging info to your supervisor, as well as a family member, in case your cell does not work and someone needs to contact you

## **7. What do I need to know about renting a car?**

- Budget Rental is mandatory for state employees in Anchorage, Fairbanks, and Juneau
- If Budget has no vehicles available you may use another company
- If there is any damage to a rental vehicle, never accept responsibility or admit liability and advise the lessor to contact the Dept. of Administration's Division of Risk Management

## **8. What should I do if I encounter problems with my hotel or car reservations when I arrive?**

- Obtain a Hotel/Car One Card Authorization form from the Office Assistant to provide proof of payment for your hotel and car rental.
- If you have a problem with your reservations while traveling, contact US Travel at 866-762-8728. They are available from 7:00 am to 7:00 pm every day. If you have problems with your car rental during normal business hours, contact Jessica Hollis at 907-269-0895. She is available Monday-Friday from 7:30 am to 4:00pm.
- Always travel with a copy of the Traveler Contact Card (copies of the card are available on the state travel website), in case of emergencies.

- Bring a credit card to use in case you have to pay for services and await for state reimbursement.

## **9. When do I get Per Diem and how much do I get?**

- Per diem is only paid for trips over 12 hours long (The state factors in a two-hour check-in period for departures and a one hour [upon arrival] luggage retrieval period for flights)
- Short-term: Meals and Incidentals (M&IE) pay in Alaska is \$60.00 for a full day, (\$12.00 for breakfast, \$16.00 for lunch, and \$32.00 for dinner)
- Long-term: M&IE pay in Alaska is \$33.00 per full day, (\$7.00 for breakfast, \$9.00 for lunch, \$17.00 for dinner)
- Outside Alaska – Per diem rates vary based on the federal rate.
- Be sure to get receipts for parking, gas, hotel, and any other travel-related expenses.

## **10. What expenses will I not be reimbursed for?**

- Lost or stolen articles, alcoholic beverages, services to gain entry to a locked vehicle, damage to personal cars, clothing or other items, gratuities, personal phone calls, entertainment expenses
- All expenses related to personal negligence of traveler (parking tickets, fines, etc.)
- Expenses for children, spouses, or companions while in travel status

## **11. If I get a voucher because my work flight was delayed or cancelled, do I get to keep it?**

No. Involuntarily denied boarding compensation from airlines is payable to the state, not the traveler

## **12. Am I charged taxes for travel and lodging?**

- State employees are ultimately responsible for identifying themselves as state employees and ensuring that no taxes are charged for services or products
- It is the traveler's responsibility to pay for any taxes not removed prior to the issuance of a receipt

### 13. Can I drive my personal vehicle?

- Yes, if driving for a specific business errand; from one state office to another; or travelling to perform of field work \*
- No, if you are allowing non-work-related riders while using your car for state business
- No, if travelling between your workplace and home (travel between a residence and an airport may be considered state business if the purpose of the air travel was state business)

\* Anyone using his or her personal vehicle on state business must carry auto liability insurance. In the event of an accident, your personal auto liability insurance will cover damages and medical expenses to any third party up to the maximum limit of your policy. The state will usually cover any liability exposure in excess of your own liability coverage [except when the Attorney General determines the employee was not acting within the scope of the employee's office or employment at the time of the incident out of which the claim arose. You are required by State law to notify the Department of Public Safety of any accident involving personal injury or damage totaling \$500 or more. In addition to this, if you have an auto accident while on State Business, you are required to complete State Form 02-919, Liability Accident Notice, and forward it to the Division of Risk Management.



## Reimbursements

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If you find you have to pay for something (gas, fee, etc.) while on official work business and need a reimbursement, complete the following.

1. Create an email to the Administrative Assistant with “Reimbursement for **the item**” in the subject line.
2. Provide detailed information of what you had to pay for and why it had to come from your personal credit card/cash. If it was for gas, be sure to include which fleet vehicle you were using. Make sure you include the dollar amount and attach a scan of the receipt.
3. Also provide the project #, the program code, the CC, and the LC within the body of the message.
4. The Administrative Assistant will create a memo to Finance. Double-check to make sure the amount is correct.

# **Project Management**

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## **Table of Contents**

Project File Cover Sheet

Level of Document Determination for FHWA-Funded Projects

Scope, Schedule, Budget (SSB)

Class of Action (COA) Procedure

Project Start-up Environmental Checklist

Work Product Review Matrix

Microsoft Project Template Instructions

Management Reporting System (MRS)

Complete Environmental File



Project Name

Project Number

CC \_\_\_\_\_ LC \_\_\_\_\_ PC \_\_\_\_\_ Analyst \_\_\_\_\_  
Type of Document \_\_\_\_\_ Date \_\_\_\_\_ Funding Source \_\_\_\_\_  
Planning PM \_\_\_\_\_ Design PM \_\_\_\_\_

**Background**

Location \_\_\_\_\_ Quad Map(s) \_\_\_\_\_ Former Project Numbers \_\_\_\_\_  
Former Analysts \_\_\_\_\_ Approved CE,PCE,EIS,EA, etc.? \_\_\_\_\_  
Other Information \_\_\_\_\_  
Project assignable under Section 6004? Yes  No  COA Documentation? Yes  No

**Meetings, Trips, Notices**

In-House Scoping Meeting Date \_\_\_\_\_ Pre-Application Agency Meeting Date \_\_\_\_\_  
Date Agency Scoping Letter Sent \_\_\_\_\_ Comment Period Ends \_\_\_\_\_  
Date of Public Meeting Notice and Public Meeting \_\_\_\_\_  
Date of Site Visit \_\_\_\_\_ Other meetings \_\_\_\_\_

**Cultural and Archeological Resources**

OHA Archeological Survey Required? Yes  No  Date Section 106 Doc. Submitted to FHWA \_\_\_\_\_  
Date of SHPO Clearance (Federal) \_\_\_\_\_ Date of SHPO Clearance through DOT(State) \_\_\_\_\_  
Tribal Consultation Required? Yes  No  Tribal Consultation Sent \_\_\_\_\_

**Section 10/404 Permits**

Wetlands Present? Yes  No  Fill required? Yes  No  Permit Required/Type? \_\_\_\_\_  
Navigable Waters Present? Yes  No  Work in/over/under? Yes  No   
Permit Required/Type? \_\_\_\_\_

**DNR-DCOM**

Project within a Coastal Zone? Yes  No  Local District? Yes  No  Review Required? Yes  No   
Date CPQ Submitted \_\_\_\_\_ Date Concurrence Received \_\_\_\_\_

**ADFG**

Fish Habitat (Title 16) Permit Required? Yes  No  EFH Required? (Federal Only) Yes  No   
Special Area Permit? Yes  No  What habitat area? \_\_\_\_\_

**DEC**

Air Quality Permits? Yes  No  \_\_\_\_\_ Water Quality Permits? Yes  No  \_\_\_\_\_  
Contaminated Sites? Yes  No  \_\_\_\_\_  
ESCP Review Required (5+ acres of disturbance)? Yes  No   
If > 1 Acre but < 5 Acre of Ground Dist. - Date NOI Sent to ADEC \_\_\_\_\_  
If > 5 Acre of Ground Dist. - Date NOI and copy of SWPPP Sent to ADEC \_\_\_\_\_

**EPA**

SWPPP Completed? Yes  No  NPDES Permit Required? Yes  No   
MS4 Used? Yes  No  Name \_\_\_\_\_ CGP Required? Yes  No  Size in acres \_\_\_\_\_

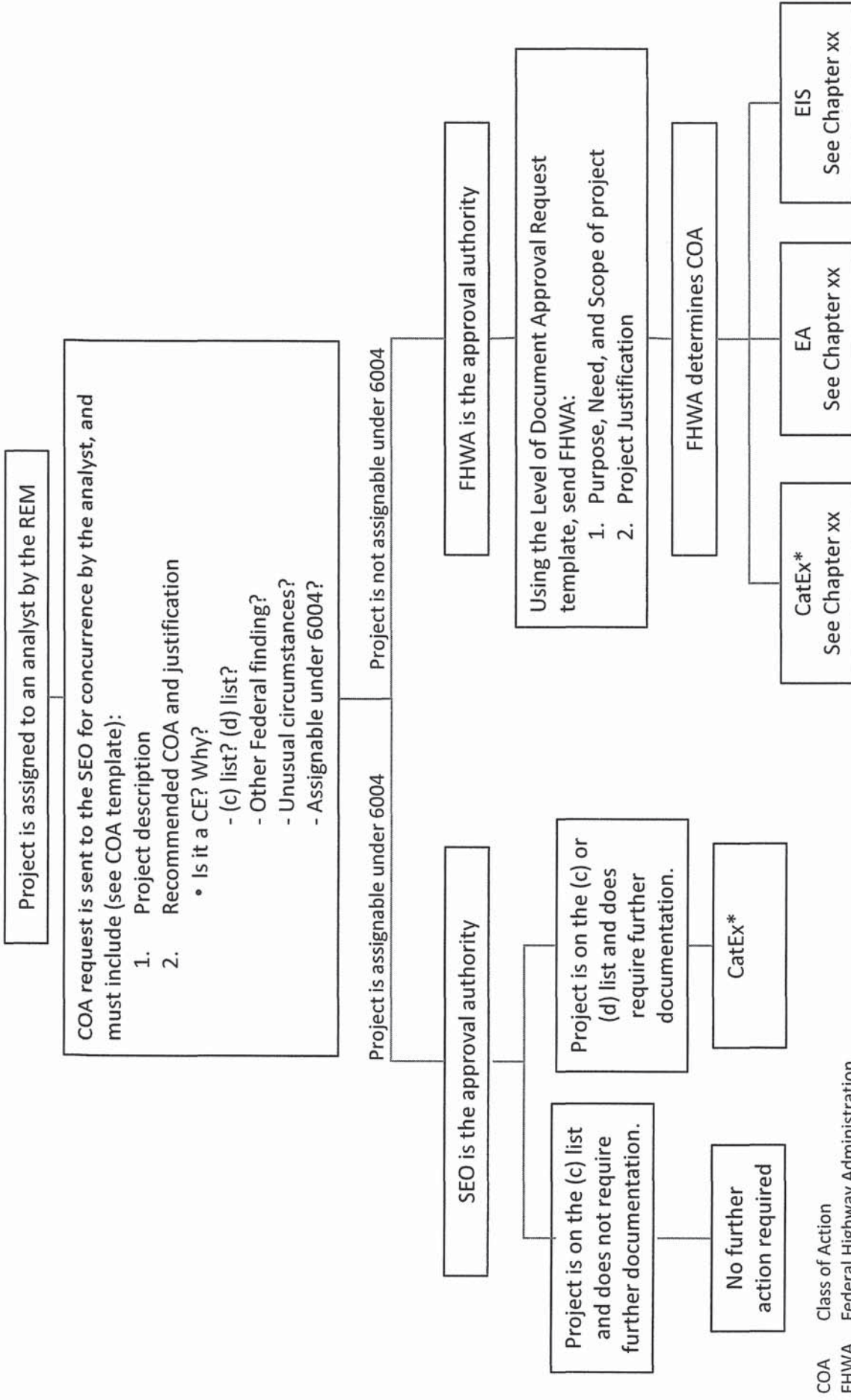
**USFWS**

ESA Section 7 Consultation Required? Yes  No  ESA Listed \_\_\_\_\_  
Bald Eagle Nest? Yes  No

**Section 4f and 6f**

4f Properties within project area? (Parks/Historic Sites) Yes  No   
6f Properties within project area? (4f properties purchased/improved with Land and Water Conservation Funds) Yes  No

# Level of Document Determination for FHWA Funded Projects



COA Class of Action  
 FHWA Federal Highway Administration  
 REM Regional Environmental Manager  
 SEO Statewide Environmental Office

\*see the CatEx Document Review and Approval Procedure Flowchart

## **Scope, Schedule, and Budget Preparation**

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Project Managers (PM) request a Scope, Schedule, and Budget (SSB) from each functional group to develop their initial funding request. See Section 430 of the Preconstruction Manual for more information.

The **scope** is a general statement of the nature and extent of the proposed action. The general scope is derived from planning studies and includes actions such as reconstruction, rehabilitation, realignment, and widening of highways. The scope also includes a list of activities, such as field visits, public/agency scoping, Section 106, required to complete the environmental process.

The **schedule** refers to placement, by phase, within the Statewide Transportation Improvement Plan (STIP). The schedule will also provide a timeline for completion of the activities required to complete the environmental process.

The **budget** is the estimated expenses needed to complete field studies, plan reviews, the environmental document, and permitting. The budget includes costs associated with the required activities such as DOT&PF and contractor personnel, studies, coordination, mitigation, etc. This preliminary estimate may change as you obtain more information about the project and site-specific conditions.

### **Instructions**

1. Discuss the project with your Team Leader and the PM to get the project scope, anticipated timeline, any other input they may have on potential class of document.
2. Review previous SSB's for similar projects to develop a feel for staff and time needed to complete environmental process.
3. Review the project's potentially affected environment and impacts to determine what studies or consultations may be needed to determine any necessary environmental activities or services. Do not spend a lot time on this - the SSB is a preliminary estimate that can change as you get more information.
4. Make a list of anticipated activities. Some common activities include:
  - a. field visits and technical studies
  - b. public and agency scoping and meetings
  - c. prepare environmental document
  - d. plan reviews
  - e. permitting
5. Determine the personnel you believe may be involved. Some personnel commonly involved include:
  - a. Environmental analyst

- b. Consultant
  - c. Cultural Resource Specialist
  - d. Drafter
  - e. Administrative
6. Estimate the amount of time you believe it will take, including review time, for each person. An easy way to estimate the amount of time needed is to divide the total number of work hours in a year by how long it typically takes to complete the task. A standard 40 hour work week has 2080 hours.
  7. Contact Administrative Supervisor to obtain rates for the various staff required for the project.
  8. Always include an additional 10% as contingency for unexpected expenses/time
  9. Prepare a memo to the PM (see attached example).
  10. Have Team Leader review.
  11. Have REM review and initial.
  12. Send to PM.

# EXAMPLE MEMORANDUM

## State of Alaska

Department of Transportation & Public Facilities  
Design and Engineering Services – Central Region  
Preliminary Design & Environmental

**To:** Project Manager  
**Date:** March 14, 2012  
**Project Name:** Kodiak Airport Improvements, 2013  
**Thru:** Brian Elliott  
Regional Environmental Manager  
**Project No.:** 53587  
**From:** Environmental Team Leader  
**Subject:** Scope, Schedule, and Budget

---

Per your request the following scope, schedule, and budget for the subject project is provided.

### Scope

Environmental services will include:

- Project overview/orientation
- Environmental permitting for survey work
- Review/revision of consultants draft construction permit applications
- Coordinate comments on draft permit applications
- Preparation of final permit applications
- Agency and public review of permit Applications
- Coordinate comments on permit applications
- Submit revised permit applications/additional information
- Field review
- Plan/ESCP reviews
- SWPPP review

### Schedule

Task	Time Required	Dates
Project overview/orientation	20	February 2012
Environmental permitting for survey work	20	March – July 2012
Devil's Creek NEPA document	320	April 2012 – December 2012
Review/revision of consultants draft	40	June - July 2012

construction permit applications		
Coordinate comments on draft permit applications	20	August - October 2012
Preparation of final permit applications	40	September 2012 - January 2013
Agency and public review of permit Applications	50	January - March 2013
Coordinate comments on permit applications	20	April 2013
Submit revised permit applications/additional information	20	May 2013
Field review	20	April – June 2013
Plan/ESCP reviews	20	October 2012
SWPPP review	20	September 2013

**Budget**

	Hours	Rate	Total
Env. Team Leader	300	54.6305	\$16,389.15
Env. Analyst(s)	600	41.5180	\$24,910.80
Drafter	50	41.2180	\$2,060.90
Total Labor	650		\$43,360.85
Contingency (10%)	-	-	\$4,336.09
Field Trips	-	-	\$3000
Other Expenses	-	-	\$0
Total	-	-	\$50,696.94
Rounded Total	-	-	\$51,000

Please indicate your approval of this scope, schedule, and budget by signing this page and returning a copy to us.

---

Approved, PROJECT MGR, P.E.

Date

Should you have any questions please contact ANALYST at 269-0533 or Brian Elliott at 269-0539.



## **Class of Action Procedure**

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NOTE: Refer to section 420.1.1 of the Preconstruction Manual for information about the **Project Development Authorization Process**.

1. The Highway Design Project Manager prepares a funding request, which includes a Project Information Sheet (PIS) and Project Development Authorization (PDA) request.
2. The PIS and PDA are routed through Project Control to the Regional Environmental Manager (REM). The PIS and PDA are in a yellow folder.
3. The REM determines if the project would be a “c” or “d” list project and whether it requires an environmental document.
  - a. For “c” list projects that **do not** require a CE documentation form
    - i. The REM prepares a Class of Action (COA) form, signs it, and then emails it to the 6004 NEPA Program Manager. OR
    - ii. The REM
    - iii. Upon concurrence from the 6004 NEPA Program Manager, the REM will sign the PIS and send the PIS, PDA, and approved COA to the Office Assistant to be scanned and e-filed only. Then the Office Assistant will then return the documents to Project Control.
  - b. For “c” or “d” list projects that **do require** a CE documentation form
    - i. The REM gives the yellow folder to the assigned analyst or another analyst to prepare the COA **as soon as possible**. Keep in mind that project funding depends on processing the COA so respond to these requests as quickly as possible.
    - ii. The analyst prepares a COA (template is on the statewide website under ‘Section 6004’) and returns it to the REM in the yellow folder.
    - iii. The REM reviews and signs the COA, then returns it to the analyst to scan and email to the 6004 NEPA Program Manager, cc’ing their Team Leader and the REM.
    - iv. Upon concurrence, the analyst prints the signed COA, discarding the original COA signed by just the REM.
    - v. The analyst returns the yellow folder with all the documents in it to the REM. **All the paperwork should be kept in the yellow folder at all times.**
    - vi. The REM signs the PIS and gives the yellow folder to the Office Assistant.
    - vii. The Office Assistant scans the documents and creates an electronic folder for the file (if not already created by the analyst) and a hard copy file, then returns the folder to Project Control.

# PROJECT START-UP ENVIRONMENTAL CHECKLIST

When starting a new project, analysts should schedule a meeting with the Design Project Manager (approx. 30 minutes) to discuss the project and answer the following questions.

## 1 Project Description

### 1.1 State the project's purpose and need.

### 1.2 Describe the scope of the project.

### 1.3 What is the funding source for this project?

- FHWA    FAA    State    Other

### 1.4 Does the project include any of the following (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Paving  | <input type="checkbox"/> Signage (new or replacement)                               |
| <input type="checkbox"/> Repaving  | <input type="checkbox"/> Fencing  |
| <input type="checkbox"/> Culvert replacement (in-stream or drainage)         | <input type="checkbox"/> Pedestrian pathways or sidewalks (new or upgrade existing) |
| <input type="checkbox"/> Ditch cleaning                                      | <input type="checkbox"/> Bridge work  |
| <input type="checkbox"/> Guardrail (installation, replacement, or extension) | <input type="checkbox"/> Blasting   |
| <input type="checkbox"/> Vegetative clearing                                 | <input type="checkbox"/> Detours  |
| <input type="checkbox"/> Raised medians                                      | <input type="checkbox"/> Road closures  |
| <input type="checkbox"/> Digouts   | <input type="checkbox"/> Utility relocation   |
| <input type="checkbox"/> Lighting  | <input type="checkbox"/> New ground disturbance                                     |
| <input type="checkbox"/> Storm drain work                                    |   |

### 1.5 What design/geotech studies are planned?

## 2 Clearing

### 2.1 What is the extent of vegetation clearing?

- mowing/hydro ax    grubbing

**2.2 Approximately how many acres are expected to be cleared?**

**3 Right-of-Way**

**3.1 Is additional right-of-way anticipated?**

Partial  Total  None

**3.2 Are temporary or permanent easements anticipated?**

Yes  No  Unknown

If yes, list locations.

**4 Land Ownership (Project Area and Adjacent Properties)**

**4.1 Is the land publicly owned?**

DOT&PF  Other State Agency  Federal

**4.2 Is the land privately owned?**

Yes  No  Unknown

**4.3 Is the land owned by a tribe or tribal organization?**

Yes  No  Unknown

**5 Culverts**

**5.1 Is culvert work part of the project?**

Yes  No  Unknown

If yes, what is the condition(s) of the existing culvert(s)? Do the culvert(s) provide adequate fish passage?

**5.2 Will any new culverts be added?**

Drainage  Stream  None  Unknown

**5.3 How many culverts are expected to be installed and where?**

**5.4 Type of new/additional culverts (check all that apply):**

- Replacement  Extensions  
 Adding end treatments  Debris removal

**5.5 Are hydraulic studies needed?**

- Yes  No  Unknown

**5.6 Are stream diversions needed?**

- Yes  No  Unknown

If yes, what is anticipated with respect to work area isolation for culverts, bridges etc. (e.g. will fill be discharged below ordinary high water or wetlands)?

**6 Signs**

**6.1 Are signs to be installed as part of this project?**

- Upgrade existing signage  New signage

**6.2 If so, will signs be replaced on same support?**

- Yes  No  Unknown

**6.3 Will signs require a large concrete foundation (in excess of 5 sq. ft)?**

- Yes  No  Unknown

**7 Guardrail/Bridge Rail**

**7.1 Will guardrail or bridgerail be installed as part of this project?**

- Yes  No  Unknown

If yes, what is the condition of the exiting guardrail/bridge rail?

**7.2 Are new guardrail embankment flares needed for end treatments?**

- Yes  No  Unknown

**7.3 Are there any bridge rail updates or changes on a potentially historic bridge (i.e. over 45 years old)?**

Yes  No  Unknown

## **8 Ditching**

**8.1 Will this project require any work in existing ditches or establishing new ditches?**

Yes  No  Unknown

**8.2 If yes, will the project create a new ditch line?**

Yes  No  Unknown

**8.3 Will the project maintain the existing ditch line (remove vegetation and/or sediment buildup)?**

Yes  No  Unknown

**8.4 Will the project make the existing ditch larger (i.e. will the back slope be extended in length or width or will a deeper profile/invert be established)?**

Yes  No  Unknown

## **9 Bridges**

**9.1 Will the project impact existing structures (bridges, large culverts, or other major structures)?**

Yes  No  Unknown

**9.2 Will the project modify any existing waterway (change in profile or cross section of waterway)?**

Yes  No  Unknown

**9.3 Is the affected waterway considered Navigable and subject to USCG permitting?**

Yes  No  Unknown

**9.4 Will the replacement structure be located on the same or a shifted alignment?**

Same  Shifted

**9.5 Is a detour structure or temporary work bridge needed?**

Yes  No  Unknown

If yes, what are the extents of the modifications?

## **10 Road Grade**

**10.1 Will the project modify the existing horizontal and/or vertical alignments?**

Yes  No  Unknown

If yes, how much will it be modified?

**10.2 Are temporary or permanent easements to match driveways or to catch fill/cut limits needed?**

Yes  No  Unknown

## **11 Pavement**

**11.1 What type of surface treatment is proposed?**

Additional gravel  Gravel-to-black  Chip seal  High float  Overlay

**11.2 If grinding will occur (beyond standard transitions) will any disposal or stockpile sites be needed?**

Yes  No  Unknown

**11.3 Is there any use of generated grindings proposed in areas other than in new pavement (boat ramp, nearby park/campground roads, roadside pullouts, shoulders, etc)?**

Yes  No  Unknown

## **12 Material Source(s)**

**12.1 Will material sources be needed?**

Yes  No  Unknown

**12.2 If yes, will DOT&PF be offering a material source on this project?**

Yes  No  Unknown

**12.3 What are the access and developed footprint of the source? (Please provide figure).**

**12.4 Has the source been previously used (w/in 10 years)? (helps to determine if previous Section 106 and wetland permits are needed)**

Yes  No  Unknown

## **13 Disposal Site(s)**

**13.1 If more than a few hundred yards of waste material are expected, where will it be disposed of?**

Material site  Uplands  Other

**13.2 Are there proposed uses of waste material?**

Thermal berms  Safety area flattening  Other

**13.3 Are stockpile sites needed along the project area (muskeg waste, rock, grubbings, etc)?**

Yes  No  Unknown

If yes, what type and amount of material anticipated?

**13.4 Can materials be recycled: grubbed material for reclamation, streambed material, and riprap?**

Yes  No  Unknown

## **14 Construction**

**14.1** Will a separate access route be needed within or outside the right-of-way? Is temporary or long term access need?

Yes  No  Unknown

**14.2** Where are temporary detours, work platforms, or crane pads needed?

**14.3** What are the design assumptions for these detours?

**14.4** Where is the project staging area?

**14.5** Additional Comments or Special Requests/Considerations

**Please attach a location and vicinity map, project figures, typical section, aerial photographs, and any other pertinent information available that encompass the extent of the project and all reasonable alternatives. Identify the anticipated limits of the work. Provide figures in 8.5 x 11 formats, if possible.**

## Work Product Review Matrix

P = Prepare      C = Concur T = Transmit**   R = Review S = Signature    * for EAs	Analyst	PM	TL	Cult Res Spec	REM	Cult Res Mgr	Stwide NEPA Mgr	Stwide Env Mgr	FHWA	FAA
Scope, Schedule, Budget	P		P, R, T		R					
Class of Action	P		P, R, T		S		C			
Agency Scoping Letter and Appendix A	P, T	R	P, R, T		S				R*	R
Prelimin Eng/Env Studies Ad	P	R, S	R, P		S				R*	
Agency Response Letters	P	P, R	P, R, S		R, S				R	R
6004 Cultural Resource Survey Reports	R	R		P, R						
6004 Section 106 Initiation Letter	P	R	P, R	S						
6004 Section 106 Finding of Effect	P	R	P, R	S						
6004 Request to Proceed to Finding of Effect	P		P, R	S						
non-6004 Cultural Resource Survey Reports	R	R	R	R		R			R	R
non-6004 Section 106 Initiation Letter	P	R	P, R	R		R			S	S
non-6004 Section 106 Finding of Effect	P	R	P, R			R			S	S
non-6004 Request to Proceed to Findings	P		P, R				C		C	
Section 4(f) Constructive Use	P		P, R, T		R					
Section 4(f) Evaluation	P		P, R, T		R				S	
Section 6(f) Conversion of Use	P	R	P, R		S					
Section 6(f) Evaluation	P	R	P, R		S					
EFH Assessment	P	R	P, R		S					
Section 7 Consultations	P	R	P, R		R				S	
Phase I ESA Report	R	R	R							
Air Analysis Report	R	R	R		R, S					



P = Prepare      C = Concur T = Transmit** R = Review S = Signature    * for EAs	Analyst	PM	TL	Cult Res Spec	REM	Cult Res Mgr	Stwide NEPA Mgr	Stwide Env Mgr	FHWA	FAA
Noise Analysis Report	R	R	R		R					
Location Hydraulic Study Report	R	R	R							
ADEC Letter of Non Objection (for all areas outside the MOA)	P	R	P, R							
6004 PCE	P	R, S	P, R, T		S		C			
6004 CE	P	R, S	P, R, T		S		S			
non-6004 PCE	P	R, S	R		S, T				C	C
non-6004 CE	P	R, S	R		S, T				S	S
EA/EIS	P	R	P, R		S, T				S	S
State-Funded Checklist	P	R	R		S					
Transmittal Memo	P	R	P, R		S					
PIH/PSE Review Comments	P		P, R							
ESCP Review Comments	P		P, R							
Env Commitments Memo	P		P, R		S					
NOI/NOT	P		P							
USACE Section 10/404	P, S	R	P, R		R			S		
Wetland Delineation Reports	R	R	P, R							
ADFG Title 16	P, S	R	P, R							
ADFG Special Areas	P, S	R	P, R							
USFWS Section 7/Eagles	P, S	R	P, R							
USCG Bridge Permit	P, S	R	P, R							
DNR-DMLW Water Rights	P, S	R	P, R							
DNR-DPOR Special Use	P, S	R	P, R							
ADEC Letter of Non-Objection	P, S	R	P, R							
ADEC 401 Water Quality Cert	P, S	R	P, R							
APDES NOI/NOT	P, S	R	P, R							
Noise Permit	P, S	R	P, R							
Flood Hazard Permit	P, S	R	P, R							
Mat-Su Floodplain Development	P, S	R	P, R							
KRC Multi-Agency	P, S	R	P, R							

## Work Product Review Matrix

P = Prepare      C = Concur T = Transmit**   R = Review S = Signature    * for EAs	Analyst	PM	TL	Cult Res Spec	REM	Cult Res Mgr	Stwide NEPA Mgr	Stwide Env Mgr	FHWA	FAA
DOT&PF Prepared Statement of Services and Presolicitation Cost	P	R	P, R		S					
6004 Cultural Resources DOT&PF Prepared Statement of Services and Presolicitation Cost	P	R	R	R	S					
non-6004 Cultural Resources DOT&PF Prepared Statement of Services and Presolicitation Cost	P	R	R		S	R				
Contractors Statement of Services and Cost Estimate - Initial	R	R	R		R					
DOT&PF Response to Proposals	P	R	R		R					
Negotiated Statement of Services and Cost Estimate - Final	P	R	R		R					

\*\* unless specified, analyst may transmit documents

## Microsoft Project Template Instructions

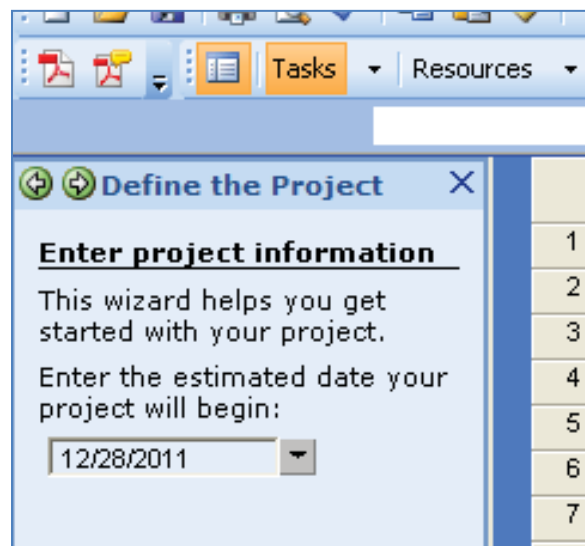
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Microsoft (MS) Project is a software program developed to assist with project management and planning. It is a tool used to determine preliminary timelines and completion dates for various project-specific tasks or milestones. These instructions are intended to be used in conjunction with the MS Project template for the environmental phase (found in the Templates and Procedures Project Management folder).

If you would like to learn more about MS Project, refer to the user's manual (2007 version) and accompanying disk with tutorials, which can be found in the electronics cabinet. The tutorials are also available in the templates and procedures folder.

### Startup

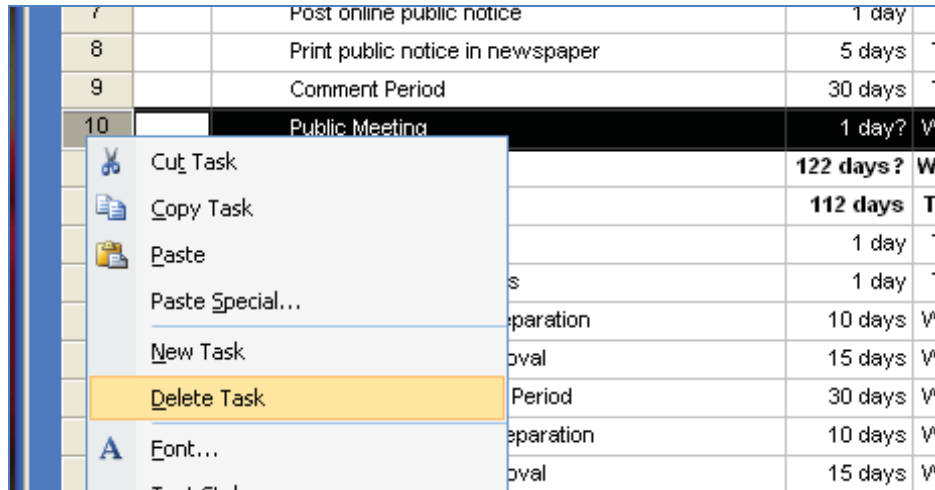
- 1) Open the working MS Project template and save it in the Project Management sub-folder in your project folder using the file naming recommendations.
- 2) Once open and saved, the first step in tailoring the template to your specific project is to define your project (i.e. input an estimated date your project will begin).
- 3) On the toolbar select **Tasks**→**Define the Project**. This will open a window on the left side of the program. From the dropdown menu and calendar choose the approximate start date of your project.



### Task Management – Deleting or Adding Tasks

- 1) The pre-set list of tasks was developed to include the most common tasks associated with an average project. Some tasks may or may not apply to your specific project

and can be deleted if not needed. To delete a task right click the task number on the left and select “delete task”. If your project has additional tasks besides those listed you can add a task in the same way.



## Duration of Tasks

- 1) The duration of most tasks has been pre-set but can be changed as appropriate. To change the duration, right clicking the duration box and either use the scroll arrows or typing in the number of days. The template is set for a 5-day work week so five days is one week.

Initiation Letter Preparation	10 days	Wed 01/11
Review and Approval	15 days	Wed 01/24
Initiation Comment Period	30 days	Wed 02/14
Findings Letter Preparation	10 days	Wed 03/28
Review and Approval	15 days	Wed 04/11


- 2) For tasks that do not have the number of days specified (i.e. public meeting, some studies, and all the permits/authorizations), input the duration as described above.
- 3) During project start-up you may want to request your project manager’s Gantt chart (they are using MS Projects too) and put their approximate dates for these tasks as your constraints.

## Start Date – Changing Start Date for Individual Tasks

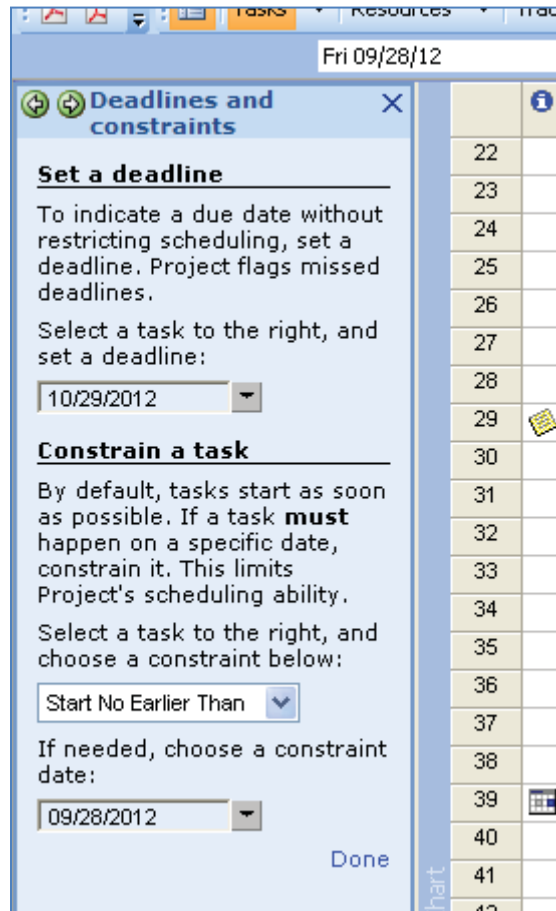
- Each task start date auto-populates using the project start date defined in Step 3 and the predecessors. Predecessors are tasks previous that must be completed before another task can begin. However, due to project timelines and seasonal limitations, some tasks may have a different start date than the program lists. For example, Design Review, the Pre-construction Conference, and Construction tasks are all at the project manager’s discretion and can change. To change the task start date, left click on the start date box and choose the appropriate date from the calendar.

Section 9, Coast Guard	1 day?	Fri 09/07/12	Fri 09/07/12
Fish Habitat Permit	1 day?	Fri 09/07/12	Fri 09/07/12
Flood Hazard	1 day?	Fri 09/07/12	Fri 09/07/12
ADEC non-domestic wastewater approval			Fri 09/07/12
ADEC 401			Fri 09/07/12
ADEC APDES			Fri 09/07/12
Noise			Fri 09/07/12
Eagle Permit			Fri 09/07/12
<b>Design Review</b>			<b>Tue 01/17/12</b>
PIH (75% design)			Tue 01/17/12
Pre PS&E and ESCP (90% design)			Tue 01/17/12
<b>Project Certification</b>			<b>Fri 09/14/12</b>
Review Certification Package	5 days	Mon 09/10/12	Fri 09/14/12
Design and Environmental Project Certification Form	1 day	Mon 09/10/12	Mon 09/10/12

- Changing the start date will cause a yellow diamond warning symbol to appear in that box. Because the program automatically fills the dates, it thinks there has been an error when dates are manually added or changed. If the manually entered date is the correct start date, click the icon and choose “keep the task constrained to start no earlier...”.

1 day?	Fri 09/07/12	Fri 09/07/12
	Fri 09/28/12	Fri 09/28/12
<p>Entering a start date is not the best way to schedule this task. Do you want to:</p> <p><input type="radio"/> Choose different options to schedule this task...</p> <p><input checked="" type="radio"/> Keep the task constrained to start no earlier than Fri 09/28/12</p> <p><input type="radio"/> Undo the constraint on the Start date to allow Project to schedule this task.</p>		
15 days	Wed 12/28/11	Tue 01/17/12
15 days	Wed 12/28/11	Tue 01/17/12
15 days	Wed 12/28/11	Tue 01/17/12

- 3) If the task is seasonal, like a wetland delineation for example, you can instead select “choose different options to schedule this task”. This will open a Deadlines and Constraints window on the left side of the program. Here you can set a date that the task must be completed by or choose when the task can start no earlier than.



## Finish

Once you have modified the tasks to fit your project you should have an accurate idea of when the environmental document could be complete, permits and authorizations would be obtained, and the project could be certified.

## Management Reporting System

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The Management Reporting System (MRS) is an electronic database designed to provide decision makers with information on the status of active projects. Each functional group is responsible for updating the MRS once every other month. Project Managers then use the updated information to report to the Director, Design and Construction Director, and the Preconstruction Engineer at the Design Status Meeting. To help facilitate the reporting process, it is best to discuss only the important highlights or issues because it is impractical to review an exhaustive history of every project.

One to two weeks in advance, the REM or your team leader will send you an email notifying you when your updates need to be completed in MRS. Meetings are held on the third Thursday of the month. Updates typically must be completed by the end of the day on the Thursday prior to the meeting. If you are out of the office or otherwise unable to complete your updates, notify your team leader in advance. Below are instructions describing the types of information needed and how to input it into the MRS.

### Step-by-Step Instructions

1. Access the MRS database (via: [http://web.dot.state.ak.us/status.d/project\\_status.html](http://web.dot.state.ak.us/status.d/project_status.html))
2. A Username and Password box will be displayed (use your Team Leader's log-on information)
3. Click on the Environmental tab
4. Enter the project number in the blank AKSAS Number box and hit enter. This will take you to the main menu where you make your updates.
5. Verify and/or update the existing information (environmental contact, permits contact, environmental document type)
6. Update the Overall Environmental Progress using the following three headings:
  - Current Tasks
  - Completed Tasks
  - Issues/Problems

Examples of important information to include: dates public and agency scoping letters were sent or meetings occurred, relevant comments from the public, agencies, or tribal organizations, date of SHPO concurrence, conclusions of technical studies, and field work.

7. Click on Permits Forms and input the permit information.

## What Constitutes a Complete Environmental File?

Due to the State assuming responsibility for certain Categorical Exclusions (CEs) under SAFETEA-LU Section 6004 (MOU dated September 22, 2009) the State is required to “maintain paper or electronic project records and general administrative records...for proposed projects processed” under the MOU between FHWA and the State. These records must be available for inspection by FHWA and the Statewide Environmental Office at any time during normal business hours.

It is recommended that there be one central environmental project file within the environmental section that contains all the original and official project documents. This file should be kept separate from the environmental analyst's/project manager's project files. It is important that there be one specific place that FHWA, FAA, Statewide Environmental Office, and/or the public can go to review files and obtain project information.

The State is required to retain these records, including all letters and comments received from governmental agencies, the public, and others regarding the project activities delegated under the MOU, for a period of no less than three (3) years after completion of project construction.

**Project environmental files need to be complete, and maintained in an orderly fashion. Any information that was necessary for the analyst to make a determination(s) in support of the environmental document must be filed.** *For example: conversations and correspondence with USFWS regarding Bald Eagles, locations of nests, timing of nest selection, etc. when a determination was made that there are no impacts to Bald Eagles within the project area.*

### **Per the MOU the following items must be kept within the project environmental file:**

- 1) *Class of Action (level of document) Determination – The project environmental file needs to contain a documented (written) copy of the class of action or level of document determination that was approved by a Statewide NEPA Manager.*
- 2) *Document MOU exclusions (kickouts) – The project environmental files should contain any information that is necessary to support determinations regarding any subject that may exclude the CE from assignment under Section 6004 of SAFETEA-LU.*
- 3) *Document FHWA decisions on any MOU exclusions – The project environmental files should contain any documented determinations that are made by FHWA that pertain to exclusions to the MOU. This would include documentation of determinations for those responsibilities that remain with FHWA, such as formal government-to-government consultation with the tribes.*
- 4) *The CE Documentation Form – The project environmental files should contain a copy of the final/approved environmental document with all appendices. Drafts should be removed from the file.*
- 5) *Anything that is required to be in the file per the procedures outlined within the Environmental Procedures Manual.*



# Contracts

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## Table of Contents

Reimbursable Service Agreement (RSA)

Small Procurement Contract Guidance



**Reimbursable Services Agreement Placeholder**

## **Small Procurement Contract (\$5,000 - \$100,000) Guidance**

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The Environmental section may hire a contractor to perform a variety of environmental services including field studies, technical reports, environmental documents, and re-evaluations. We typically use a **Small Procurement** to hire contractors because our work often costs between \$5,000 and \$100,000. Small Procurements allow us to review several proposals and recommend the most appropriate contractor for the specific task. The Contracting Officer makes the final decision on who is hired.

See Chapter 2 of the PSA Manual, training materials, definitions (words bolded in this guidance), and examples in the electronic folder for more information. You can find the most recent forms in the PSA Documents folder on the Library Drive: <L:\PSA Documents\Word Templates>.

Follow the steps outlined below to complete the process:

1. In consultation with a team leader, analysts prepare a Statement of Services, a Pre-Solicitation Cost Estimate, and **Small Procurement Documents Part A and Part B**. Try to base the cost estimate on previous contracts for the same type of work and concentrate on the hours needed for each specific task, not the total cost.
2. Send the Statement of Services, Pre-Solicitation Cost Estimate, and Small Procurement Documents Part A and B to the Project Manager, team leader, and Regional Environmental Manager for review. Once approved, send the package to the Professional Services Section for review and processing. Be sure to include any specific **evaluation criteria** you wish to use to select the contractor. The Professional Services Section will revise or return the documents to you with comments to address.
3. The Professional Services Section will advertise the RFP online for an average of three to ten days. You may want to notify contractors/firms to make them aware of the RFP so they can submit proposals, if interested.
4. Any contractor can submit a proposal. The proposals will go to the Professional Services Section, where they are reviewed and forwarded to the analyst and Project Manager (PM).
5. The PM and/or analyst objectively reviews the proposals based on the evaluation criteria. We usually receive anywhere from 2-6 proposals. If you do not get any proposals, you should repost the RFP or use another method, such as a Reimbursable Services Agreement, to complete the work. Discuss the situation with your team leader and the PM.
6. The PM or analyst prepares an evaluation report in which they identify the top three proposals. Send the report to the Project Manager, team leader, and Regional Environmental Manager for review. Once approved, send the report to the Professional Services Section and the **Contracting Officer** for review. The Contracting Officer

chooses which contractor is awarded the work.

1. The PM and analyst negotiate with the contractor as needed to reach a consensus. If you cannot reach consensus, notify the Professional Services Section.
2. Prepare a RONS and **Small Procurement Document Part C – Contract Award** and send to the Professional Services Section for review.
3. The Professional Services Section will return the RONS and NTP for signature by the analyst and Section Chief.
4. Return the signed RONS and NTP to the Professional Services Section. They will send the documents to the Contracting Officer for signature.
5. The NTP is returned to the analyst, who is responsible for getting the contractors signature.
6. Analyst returns the signed NTP to the Professional Services Section and a copy to the Finance Department.
7. Analyst prepares a memo to encumber the funds.

## **Definitions (see also Contract Definitions in Contracts folder)**

**Contracting Officer** - The person authorized by the Commissioner, or designee, to enter into and administer the Contract on behalf of the Department. This entity has authority to make findings, determinations and decisions with respect to the Contract and, when necessary, to modify or terminate the Contract. The Contracting Officer for the PD&E section is the Director of Design & Construction.

**Evaluation Criteria** – The criteria used to select a contractor. The commonly used criteria (1-4) are listed at the bottom of Small Procurement Document – Part A. Please note that you can add project specific evaluation criteria to the form.

**Innovative Term Agreement for Professional Services** - Agreement between the DOT&PF and five contractors to perform environmental services.

**Notice to Proceed (NTP)** - A written notice to the Contractor that initiates the work and establishes the date on which the contracted time begins. There are two different versions of the NTP form – one lists the work by task the other by contractor. You can use either one.

**Pre-Solicitation Cost Estimate** - An Excel spreadsheet that allows you to list specific tasks, positions required, hours needed to complete the tasks, and expenses. There are four different options for the methods of payment including Fixed Price, Fixed Price Plus Expenses, Time and Expenses, and Cost Plus Fixed Fee. Refer to the definition of each. We typically prefer to use Fixed Price, but discuss it with the Project Manager and the Professional Services Section to determine which option is most appropriate for your situation.

**Request for Proposal (RFP)** - A letter to the contractor describing the project, scope (a.k.a. statement) of services, deliverables, schedule, payment, and submittal requirements.

**Record of Negotiation (RONS)** – A form describing the negotiation process between DOT&PF and the contractor.

**Small Procurement** - A procurement for supplies, services, or professional services that does not exceed an aggregate dollar amount of \$50,000; construction that does not exceed an aggregate dollar amount of \$100,000; or lease of space that does not exceed 3,000 square feet may be made in accordance with regulations adopted by the Commissioner for small procurements. Small procurements need not be made through competitive sealed bidding or competitive sealed proposals but shall be made with competition that is practicable under the circumstances.

**Small Procurement Documents Part A** – Request for Proposals

**Small Procurement Documents Part B** – Proposal Form. The contractor returns this with the proposal.

**Small Procurement Document Part C** – Contract Award, NTP, and Invoice Summary

**Statement of Services** – A detailed description of the work being requested.

# Scoping

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Agency Scoping Frequently Asked Questions

Agency Scoping Letter and Appendix A

Electronic Scoping and FTP Transfer Instructions

Public Involvement Frequently Asked Questions

Notice of Intent to Begin Engineering and Environmental Studies Template

Increasing Level of Public Impact Chart

Public Involvement in Rural AK Tips



# Agency Scoping

## Frequently Asked Questions

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### 1. What is agency scoping?

Scoping is the process by which an organization solicits input from regulatory or resource agencies on the nature and extent of potential impacts of a proposed project and the methods used to analyze those impacts.

### 2. What is the purpose of agency scoping?

The purpose of agency scoping is to identify environmental resources, compliance requirements, potential impacts, and mitigation measures for a proposed project. The level of agency and local government coordination depends on the project's complexity.

Consult with your Team Leader and the Regional Environmental Manager (REM) to decide if you should conduct agency scoping. In general, you should conduct agency scoping for proposed projects that involve the following:

- Potential impacts to any protected environmental resources (e.g. wetlands, fisheries, eagle nest)
- Right-of-way acquisition
- Issues with a federally recognized tribal government

### 3. Is there a difference between agency coordination and agency scoping?

Agency coordination and agency scoping are both intended to solicit information from regulatory and resource agencies. Agency coordination is a continuous process that occurs throughout the project to update the agencies about project changes. Agency scoping is a type of agency coordination that occurs for a brief time at the beginning of the preliminary design and environmental phase of the project to solicit more specific information about environmental resources in the project area, compliance requirements, alternatives, impacts. NEPA requires agency scoping for EA and EIS-level projects.

### 4. When do we initiate agency scoping?

As early as possible in the process. Consult with the Engineering Manager, Team Leader, and REM to determine the best time to initiate the scoping process. In general, you can begin agency scoping when there is sufficient design information to determine the scope<sup>1</sup> of the

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<sup>1</sup> In project management, the term **project scope** is defined as “the work that needs to be accomplished to deliver a project, service, or result with the specified features and functions”.

project (with preliminary quantities and graphics), the potential impacts, and possible mitigation options.

## 5. How do we conduct agency scoping?

Agency scoping consists of a **scoping letter**, **Appendix A**, and **graphics** (described below) and may include a **meeting and/or a field review**. We disseminate scoping materials electronically unless requested to do so otherwise. See Section 1.3.5 and 5.2.4 Activity No. 4 of Environmental Procedures Manual for more information.

*Scoping Letter:* Provides general information about the project including the location, purpose and need, proposed action, and existing site conditions. Refer to the agency scoping letter template.

*Appendix A:* Describes the affected environment and provides a preliminary estimate of the proposed project's environmental impacts. In each category, cite the sources (e.g., webpages, databases, correspondence with agency representatives) you used and when you reviewed them. Report your findings in as much detail as needed. Consult with your Team Leader and refer to the CE Documentation Form Instructions and recent examples.

*Graphics/Figures:* The standard set of graphics includes a 1) location and vicinity map, 2) proposed project details and 3) typical sections or any other pertinent graphics. Refer to the guidance for developing graphics.

## 6. Who do we send agency scoping letter to?

- federal, state, and local regulatory and resource agencies
- local governments
- tribal organizations
- any other entities that may be interested in the project

Refer to the PD&E contact list (suggested contacts will have a red asterisks).

## 7. How do we distribute agency scoping materials?

Follow the Electronic Agency Scoping and FTP Site Instructions.

## 8. How long is the comment period?

The recommended comment period provided to regulatory and resource agencies is 30 days; however, it can vary depending on the complexity of the project.

It is a good practice to call or send an email reminder of the deadline at least one week before the comment deadline



## **9. Can we extend the comment period?**

Yes, we accept comments throughout the project. Due to the linear nature of the project development process, we include a comment period deadline in our agency scoping letters to ensure the project continues to progress.

## **10. Who receives the comments?**

Comments are usually sent to the Regional Environmental Manager, analyst, or Engineering Manager.

## **11. When do we respond to comments?**

Although no formal response to scoping comments is required, the analyst, Engineering Manager, and REM (if needed) should work together to respond to all substantive comments. Non-substantive comments are often summarized and addressed in the environmental document.

## **12. How do we respond to comments?**

When the project team decides written response to comments are necessary, responses should be in writing in the form of a formal letter or an email. All comments and responses should be documented and saved in the project's administrative file.

## **13. Who signs the comments response letters?**

The Engineering Manager or REM should sign the response letters.

## **14. What information goes in the environmental document?**

Summarize your scoping efforts, issues raised during scoping, and the resolution of the issues. Attach copies of scoping letters, meeting minutes, comments, and responses to the environmental document.

## **15. When in the environmental process do we hold agency meetings?**

Agency meetings can occur at any time during the environmental, design, or construction phases of the project. We typically hold agency meetings or field reviews during the scoping process for larger projects with complicated issues and many impacted resources or at the request of an agency. Other times agencies meetings can be useful are prior to submission of permit applications and prior to or during construction.

## **16. Why do we hold agency meetings?**

Depending on the amount of agency involvement you anticipate, you may hold a meeting or field review to explain the proposed project, answer questions, and obtain information from

the agencies. It is a good idea to offer the meeting or include the meeting date in the scoping letter and hold it during the scoping period. The FHWA Project Manager or Statewide NEPA Manager should be invited to attend.

### **17. What are the topics typically discussed at the agency meeting?**

- purpose and need
- project scope/description
- questions/answers about the project
- technical studies (needed or completed)
- permit compliance requirements
- avoidance, minimization, mitigation requirements

### **18. What is the typical format for agency meetings?**

Meeting formats vary depending on the complexity of the proposed project. Meetings for more complex projects are often more formal and may involve of a presentation of the project by the Engineering Manager, designer, and/or analyst. Meetings for less complex projects are often more informal and do not usually involve a presentation. Consult with the Engineering Manger, your Team Leader, and REM to determine.

### **19. What is the analyst's role in the agency meeting?**

The analyst role in meetings varies depending on whether a consultant has been hired to complete the environmental portion of the project. If a consultant is not involved, analysts take a more active role and are responsible for the following:

- planning the meeting
- facilitating the meeting
- describing the impacts, avoidance, minimization, and mitigation measures
- documenting/taking meeting notes

If a consultant is involved, analysts generally take a less active role. However, analysts should be prepared to discuss the project and describe the impacts, and avoidance, minimization, and mitigation measures.

## 20. Who participates in the agency meeting?

Activity	Engineering Manager	Environmental Analyst	Regional Environmental Manager	FHWA/SEO
Agency Coordination Strategy	Lead	Support	Support	--
Scoping Letter	Review	Lead	Review	Review
Meeting/Field Review	Lead	Support	Review	Review
Comments	Lead	Support	Review	Review

## 21. How are meetings documented?

The analyst or consultant should ensure attendees sign-in and take meeting minutes/notes. The sign-in sheets, minutes/notes, and all informational materials used at the meeting should be included in the administrative file. See AASHTO's Handbook *Maintaining a Project File and Preparing an Administrative Record for a NEPA Study*.

## 22. Who is responsible for distributing meeting minutes?

Analyst or environmental consultant.

## 23. Do we include tribal organizations as part of agency scoping?

Yes, tribal organizations that may have an interest in the project should be included in the agency scoping process (as well as the Section 106 process). Tribal organizations should be sent the agency scoping letter and a consultation options form. The scoping letter should inform the tribe of their option to consult with DOT&PF directly or that they may request formal government-to-government (G2G) consultation with FHWA. Consult with your Team Leader and REM if a tribal organization requests formal G2G with FHWA for more information.

Date

Project: Name

Project No.: Federal/State

## Re: Request for scoping comments

The Alaska Department of Transportation and Public Facilities (DOT&PF), if it is an FAA or FHWA project use: in cooperation with the Federal Highway Administration/Federal Aviation Administration, OR if it is assigned to the State use: has assumed the responsibilities of the Federal Highway Administration under Section 326 of amended Chapter 3 of Title 23, United States Code (23 U.S.C. 326), and is soliciting comments and information on a proposed project, which would brief general project description, i.e. upgrade/improve/resurface Seward Highway from MP-MP, etc.

The proposed project is located within Section(s)#, T. # N/S., R. # E/W., on USGS Quad Map #####, Seward Meridian; Latitude ##.####°N, Longitude ###.####°W, in City/Village, Alaska (Figure 1).

## Purpose and Need

Describe the need for the proposed project here (i.e. why is this project necessary).

The purpose of the proposed project is to improve safety/drainage/etc.

## Proposed Action

The proposed work would include the following (see Figures #-#):

- Itemize list of work here. Make sure you have a complete list of proposed work and have the PM review this to ensure EVERYTHING is included.

## Existing Site Conditions or Facilities

Describe the existing facilities, roads, surrounding areas, terrain, etc. You can also describe width of road shoulders, ditches, passing lanes, cleared vegetation, development, etc.

## Preliminary Environmental Research

The proposed project is not expected to involve any significant environmental impacts and a Categorical Exclusion document will be prepared (23 CFR 771.117). **Delete this sentence if preparing an EA or State-funded project.** OR The environmental impacts are not clearly established at this time and an Environmental Assessment (EA) will be prepared. **Delete this sentence if preparing a CE or State-funded project.** OR The proposed project is not expected to involve any significant environmental impacts and a State checklist will be prepared. **Delete this sentence if preparing a CE or EA.** DOT&PF conducted preliminary research using the most current available data to identify environmental resources within the proposed project

vicinity (attached). To ensure that all factors are considered in developing the proposed project, please provide your written comments, recommendations, and the additional requested information to our office no later than **DATE**.

If you have any questions on the environmental effects, please contact **YOUR NAME**, Environmental Impact Analyst, at (907) 269-**05##**, or via email at **your email**. Questions concerning the engineering aspects of the proposed project can be directed to **NAME, P.E., Project Manager**, at (907) 269-**####**.

Sincerely,

**Brian Elliott**  
Regional Environmental Manager

**Attachments:**

- Figure 1 Location and Vicinity Map**
- Figure 2 Plan View**
- Preliminary Environmental Research

cc: **TL NAME**, Team Leader, PD&E  
**PM NAME**, Project Manager, **Section**  
**YOUR NAME**, Environmental Impact Analyst, PD&E

\*Make sure you put in alphabetical order

## APPENDIX A

**Air Quality:** Put non-attainment/maintenance information here

**Anadromous Fish Streams and Essential Fish Habitat:** A search of the Alaska Department of Fish and Game (ADF&G) Atlas to the Catalog of Waters Important to the Spawning, Rearing or Migration of Anadromous Fishes on ###/###/#####, indicated....

**Contaminated Sites, Spills and Underground Storage Tanks:** A search of the Alaska Department of Environmental Conservation (DEC) databases on DATE, indicated no contaminated releases, spills, or leaking underground storage tanks within the proposed project area.

**Estimated Ground Disturbance:** Specify individually, clearing activities, new ground disturbance

**Flood Plain and Regulatory Floodway:** A review of the Federal Emergency Management Agency (FEMA) Flood Maps on DATE, indicated that there are/there are not floodplains and/or regulatory floodways within the proposed project area. The project site is located on the FEMA Flood Insurance Rate Map Panel NUMBER.

**Historic Properties, Archeological and Cultural Resources:** This section is unique, so use your own words here. Reference existing reports and research on the Alaska Heritage Resources Survey.

**Material and Disposal Sites:** The Contractor would supply material for the road, subgrade structure and surfacing. Similarly, the Contractor would obtain disposal sites. If the Contractor elects to use an undeveloped material site, contract language will require the Contractor to acquire all necessary permits and clearances for the site(s) and provide copies to the DOT&PF Project Engineer prior to development. Per DOT&PF specifications, the Contractor will also be responsible for implementing a Storm Water Pollution Prevention Plan. Material from a borrow site that has not received the appropriate permits and clearances will not be accepted for project construction. Disposal of excess material outside the ROW is not anticipated for this project.

**Migratory Birds and Eagles' Nest:** List the USFWS recommended clearing windows for your project area. Search the USFWS Bald Eagle Nest GIS Mapper.

**Navigable Waters:** A review of the U.S. Army Corps of Engineers (USACE) Alaska District's List of Navigable Waters web page on DATE, indicated that none of the waterways within the project corridor are navigable.

**Receiving Waters and Impaired Water bodies:** Receiving waters for the proposed project are NAMES.

**State Parks, National Parks, National Forests, Wild and Scenic Rivers:** The National Park Service website was reviewed on **DATE**, and indicated there **are/are no** National Parks, Preserves, Monuments or Wild and Scenic Rivers in the proposed project area.

A search of the Alaska Department of Natural Resources (ADNR) Division of Parks and Outdoor Recreation (DPOR) was reviewed on **DATE**, indicated that there **are/are no** State parks in the proposed project area.

**State Refuges, National Wildlife Refuges, Critical Habitat Areas and Sanctuaries:**

A review of the ADF&G listing of State of Alaska Refuges, Critical Habitat Areas, and Sanctuaries on **DATE**, indicated **no/potential** State Refuges, Critical Habitat Areas, or Sanctuaries in the project vicinity.

A review of the **USFWS** web site on **DATE**, indicated that no national wildlife refuges exist within the proposed project area.

A review of the Bureau of Land Management (BLM) and the National Park Service (NPS) web sites on **DATE**, found that **no/potential** Federal Recreational Areas exist in the proposed project area.

**Threatened and Endangered Species:** The **U.S. Fish and Wildlife Service (USFWS) and ADF&G websites** were both reviewed on **DATE**, to determine if any threatened or endangered species or their habitats are located within the proposed project corridor. **None were listed.**

**Wetlands and Other Waters of the U.S.:** The **U.S. Fish and Wildlife Service wetlands mapper or other GIS server** was reviewed on **DATE**, and indicated **there are/there are not** wetlands present in the proposed project area. At this time, wetlands **are/are not** expected to be impacted by the proposed project. **The proposed project area will be evaluated during the growing season to determine if a wetland delineation and/or permits will be required.** There is also the potential to impact **WATERWAY** during **ACTIVITIES**. **\*Also include any site visits or photos you looked at to determine the presence of wetlands\***

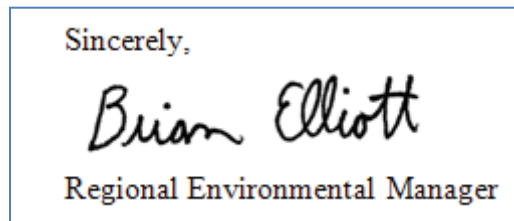
## **Electronic Agency Scoping and FTP Transfer Instructions**

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The following instructions outline how to finalize the agency scoping letter and upload it to the DOT&PF FTP site. It is recommended that you read the instruction in their before beginning.

### **1. Finalize Agency Scoping Letter**

- a. Upon approval by your Team Leader and Regional Environmental Manager (REM), insert the REM's signature into your scoping letter. The REM's signature is in **H:\WEBDOCS\Signatures**.
- b. Open the REM's signature, outline the image, and right-click "copy".
- c. Open your scoping letter, and "paste" in signature.



- d. Convert the letter from **WORD** to **PDF** and add the Appendix A, figures, and any other attachments to the PDF.
- e. Name the file number\_type of file (example: 52451\_TurnagainPass\_AppA).

***NOTE: Make sure there are NO spaces or symbols besides \_ (an underscore) in the file name. If there are spaces or symbols your links will not work properly.***

### **2. Create a Project Folder in WEBDOCS**

- a. Go to **H:\WEBDOCS\projects** and create a new project folder and name it projectnumber\_name (example: 52451\_TurnagainPass\_SVT).
- b. Copy your **PDF** from step 1 into the new **WEBDOCS** project folder.

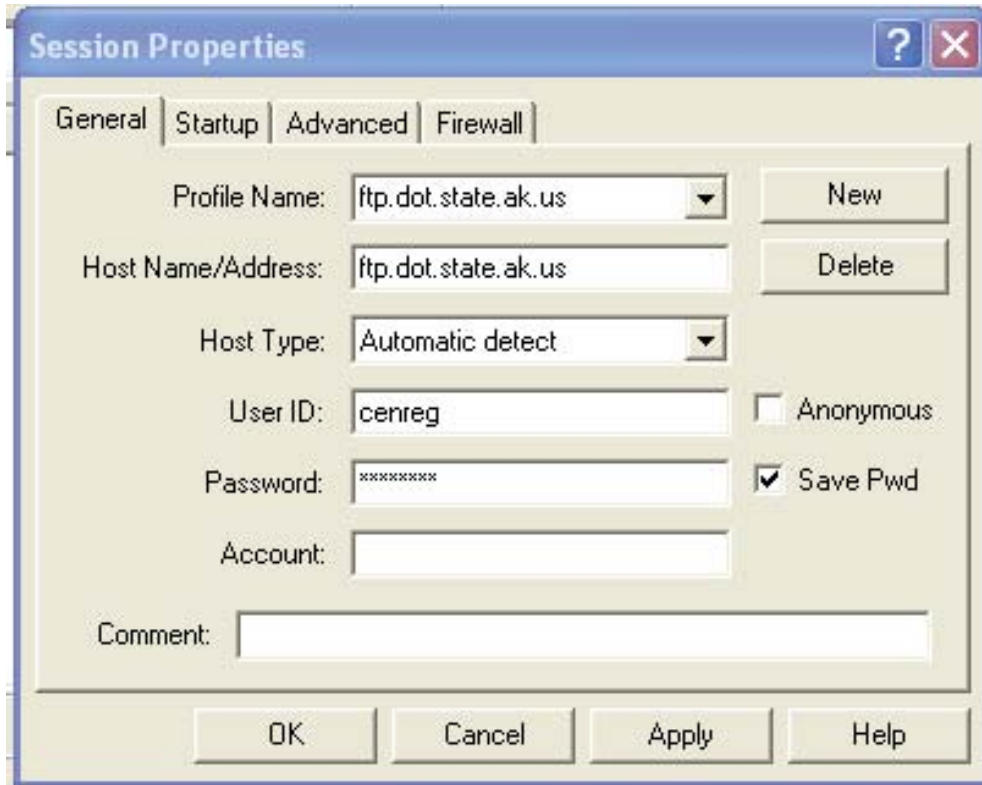
### **3. Posting to the PDE Projects Folder on the FTP Site**



- a. Go to “start”, “programs”, “WS\_FTP”, and open the program “WS\_FTP95”.
- b. If this is not your first time using the FTP transfer program, skip to **step e**.
- c. To start using this program, you first need to change all the default settings in the Session Properties window. In the **General** tab, click the “new” button and fill in the fields with the following information:

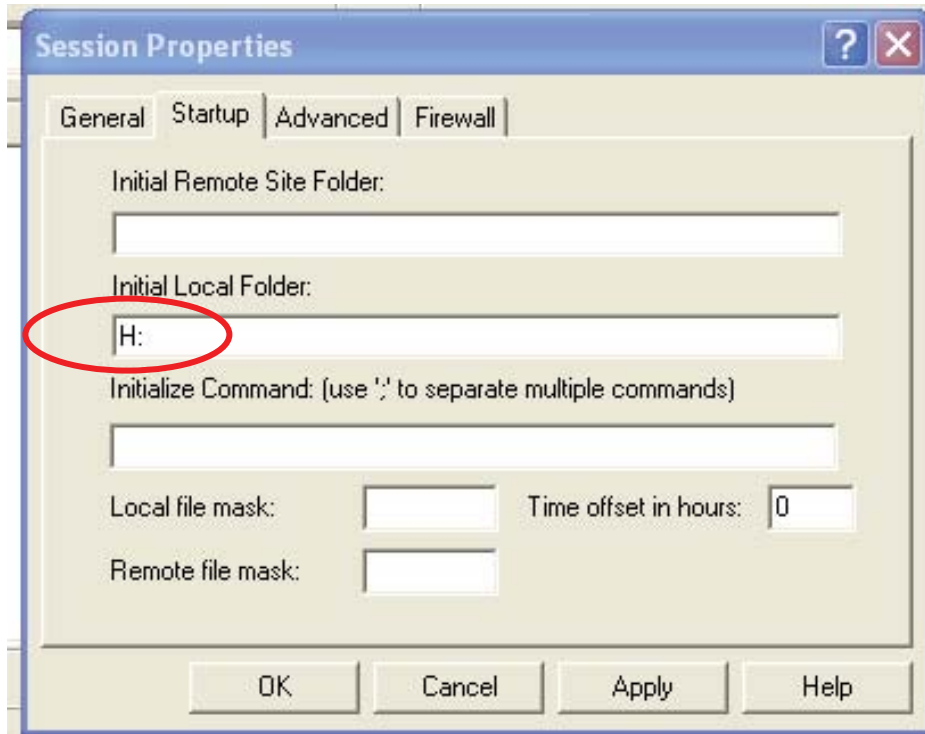
Profile Name	ftp.dot.state.ak.us
Host Name/Address	ftp.dot.state.ak.us
Host Type	Automatic detect
User Id	cenreg
Password	cen2play
Account	<i>leave blank</i>
Comment	<i>leave blank</i>

*Check the box to save the password.*

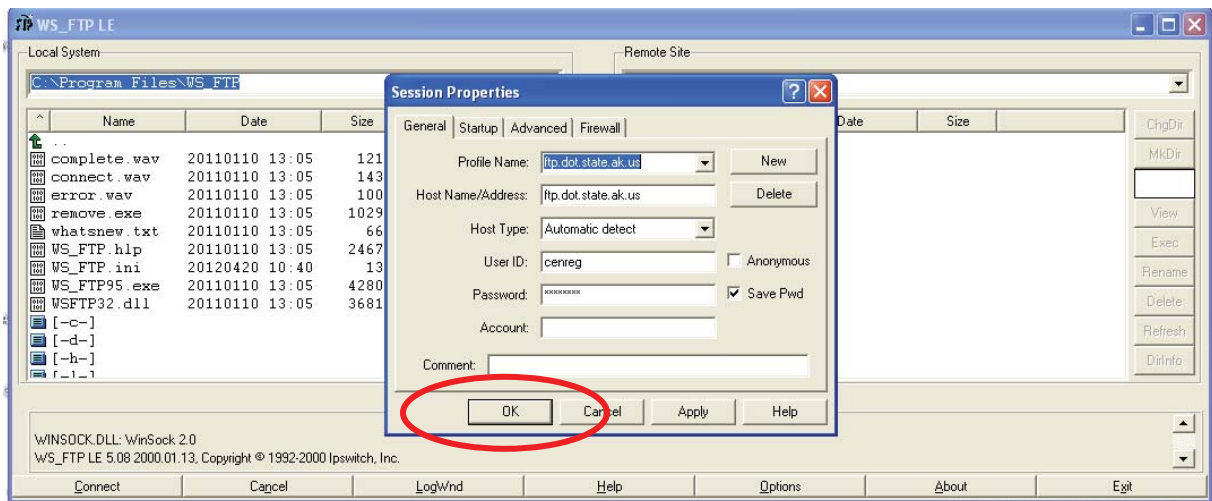


- a. Under the Startup tab, change the Initial Local Folder to the H: drive. Hit Apply, then OK, and the program should open with the H: drive on the Local System (left side) and the external FTP link on the Remote Site (right side).

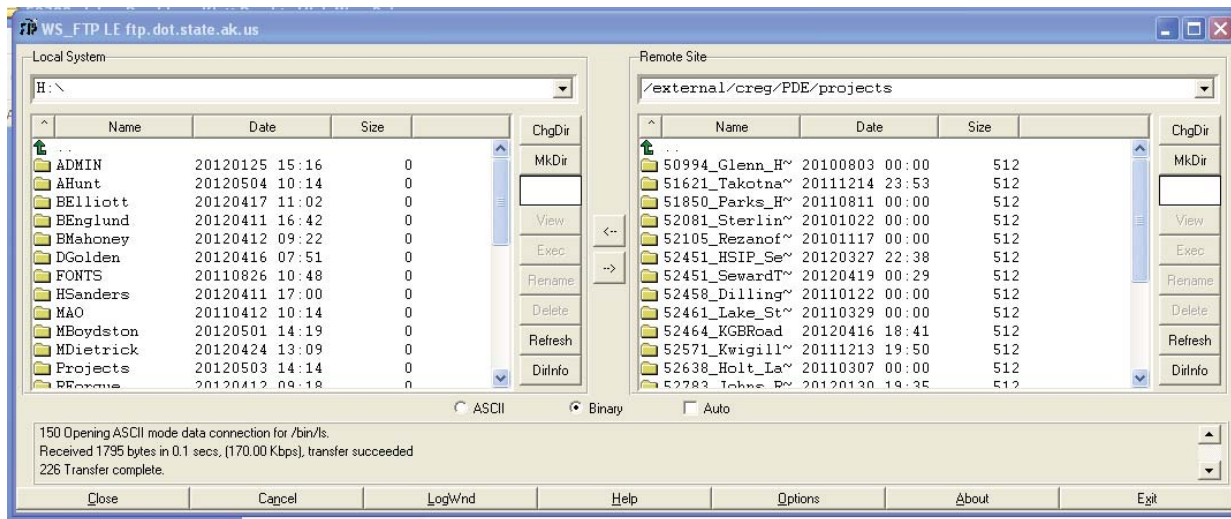
In the future, each time you open the transfer program you will be prompted to set the session properties.



e. If you followed steps 1 through 3(b), simply click “OK”.

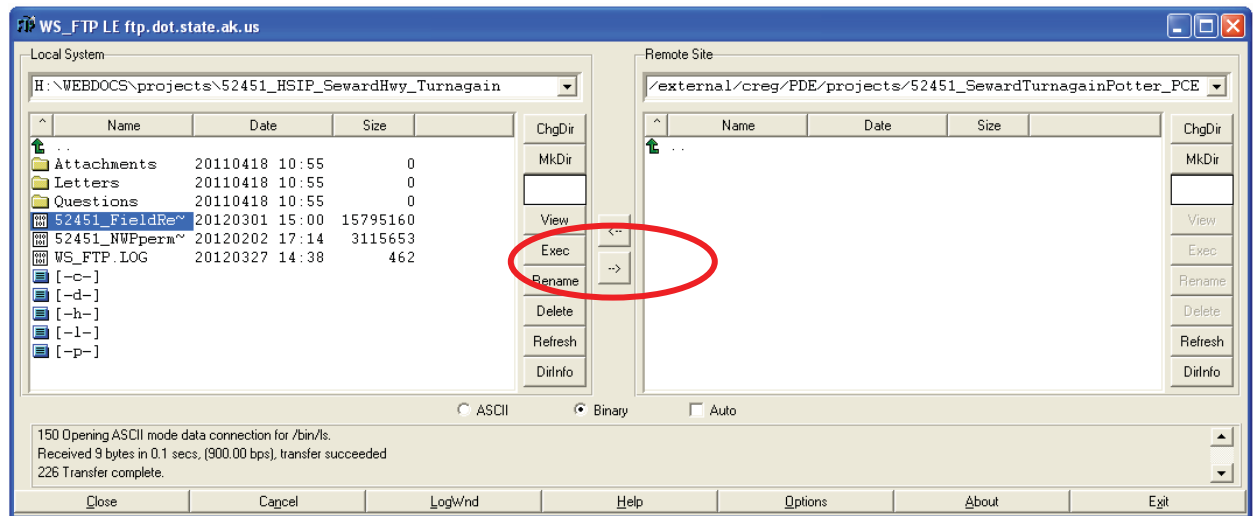


f. Navigate to your H:/WEBDOCS/project folder the Local System (left side) and navigate to creg/PDE/project folder on the Remote Site (right side).



- g. Select your project folder in the Local System (left side) and transfer it to the Remote Site (right side) by hitting the → arrow in the center of the program window. This will copy all files within that project folder from the H: drive to the FTP site.

**NOTE: Folders only need to be transferred to the Remote Site one time. If that has already been done, you only need to remove and replace individual files. If you have to edit an uploaded file, you need to right-click and delete the existing FILE, not the folder, then repeat the process.**



**NOTE: If the program stops and red text appears in the bottom field there has been an error. Go through all of your project files to make sure there are no**

**spaces or symbols besides \_ (an underscore). If you are still having difficulties here, talk to your Team Leader.**

- h. Once everything has transferred close the program.
- i. Check to make sure that everything has been uploaded to the FTP site by going to <http://dot.alaska.gov/creg/PDE/projects> and navigating to your project file.
- j. Copy your scoping letter URL from the website above into the scoping e-mail template below. Send this e-mail to all the agencies on your scoping list and on your electronic cc list.

## Email Transmittal Outline

---

Dear Agency Staff:

The Alaska Department of Transportation and Public Facilities, in cooperation with the Federal Highway Administration **OR** Federal Aviation Administration, **OR** has assumed the responsibilities of the Federal Highway Administration under Section 326 of amended Chapter 3 of title 23, United States Code (23 U.S.C. 326), and is soliciting comments and information on a proposal to brief project description. The project's scoping materials can be accessed from the link below:

[\[http://dot.alaska.gov/creg/PDE/projects/.....\]](http://dot.alaska.gov/creg/PDE/projects/.....)

After reviewing the scoping materials please reply with the following information:

1. Further analysis needed to evaluate sensitive resources potential impacted by the proposed project.
2. Regulatory permits and/or clearances required from your agency.
3. Any concerns or issues your agency or organization might have with the proposed project.

We are requesting that comments be delivered by **DATE**. If you feel that someone else in your organization should receive this notification, please forward this email to them so they may comment.

**Thank you,**

**Your Name**

Once you have sent the scoping e-mail, PDF it and save to the main project file combined with the scoping letter and attachment PDF's. Delete the word and previous PDF copies of your scoping letter.

## Public Scoping Frequently Asked Questions

---

### 1. What laws, regulations, and guidance apply to public involvement in transportation?

#### Laws and regulations

- National Environmental Policy Act and Council on Environmental Quality 40 CFR 1500
- National Historic Preservation Act and 36 CFR 800
- Freedom of Information Act
- Civil Rights Act of 1976, Title VI

#### Executive Orders

- EO 11990, Protection of Wetlands
- EO 11988, Floodplain Management
- EO 12898, Environmental Justice
- EO 13166, Limited English Proficiency

#### FHWA

- FHWA Regulations for Implementing NEPA (23 CFR 771)
- FHWA Public Involvement Techniques for Transportation Decisionmaking, September 2006
- FHWA Resource Center Public Involvement Guide, September 2008
- FAA Order 5050.4B

### 2. What is public involvement?

Public involvement is the process by which an organization solicits input from those with a stake in the project or who may be affected by the project to help identify potential significant issues.

### 3. What is the purpose of public involvement?

The fundamental objective of a public involvement program is to ensure that the public's concerns and issues are identified and addressed in the development of the policies, programs, and projects.

### 4. Who is the "public"?

FHWA considers the "public" to be all individuals or groups who reside in, has interest in, does business in, or who are potentially affected by transportation decisions.

### 5. Why do we do public involvement?

NEPA requires federal agencies to provide an early and open process for determining the scope of issues to be addressed in the environmental document. State-funded projects do not require public involvement by law, but it may be desirable to coordinate somewhat depending on the impacts of the project. For DOT&PF, opportunities for public involvement are provided for all projects where an Environmental Impact Statement will be prepared and must involve the public *to the extent*

*practicable* for all projects where an Environmental Assessment will be prepared. The DOT&PF also requires public involvement for all Categorical Exclusion projects that require additional right-of-way or may affect protected resources.

## 6. When do we do public involvement?

Public involvement is a continuous process that occurs throughout the project. Here is summary of DOT&PFs public involvement efforts during each phase of the project:

- Planning – while developing the Statewide Transportation Improvement Program
- Preliminary Design and Environmental (Phase 2) - **public scoping**
- Design and Right-of-way (Phase 3) – providing project status reports and collection of additional comments
- Construction (Phase 4) – providing project statuses reports

## 7. Who participates in the public involvement process?

Activity	Engineering Manager	Environmental Analyst	Regional Environmental Manager	FHWA
Public Involvement Strategy	Lead <sup>1</sup>	Support	Support	--
Public Involvement Plan (PIP)	Lead	Review	Review/Approve	--
Notice of Intent (Public Notice)	Review	Lead	Review/Approve	Review <sup>1</sup>
Public Meeting	Lead	Support	Review	Review <sup>2</sup>
Public Comments	Lead	Support	Review	Review <sup>2</sup>
Public Hearing	Lead	Support	Review	Review <sup>2</sup>

<sup>1</sup>The Engineering Manager leads this effort, with advice from the environmental analyst regarding NEPA requirements

<sup>2</sup>Review role for Environmental Assessments and Environmental Impact Statements

## 8. Is there a difference between public involvement and public scoping?

Public involvement and public scoping are both intended to solicit information from the public. Public involvement is a continuous process that occurs throughout the project. Public scoping is a type of public involvement that occurs for a brief time at the beginning of the preliminary design and environmental phase of the project. Public scoping usually consists of a Notice of Intent to Begin Environmental and Engineering Studies and a public meeting (if needed).

## 9. What is a Notice of Intent?

The Notice of Intent is a newspaper and/or online advertisement the DOT&PFs uses to notify the public they intend to begin environmental and engineering studies and to solicit comments about the project. It includes basic information about the project’s purpose and need, scope, potentially affected environmental resources, and schedule. A listing of the regulations the project will comply



or be consistent with is included in the Notice of Intent to meet the public involvement requirements of the individual laws and executive orders. The notice also provides DOT&PF contact information and logistic information about upcoming public meetings, if applicable. Refer to the Notice of Intent template for more information and processing instructions.

#### **10. Besides the Notice of Intent, does DOT&PF use other methods to notify the public of project's and public meetings?**

Yes, the most effective methods will depend on the project location (i.e., rural vs. urban area), the project scope, and the level of public involvement needed. In addition to newspapers and online advertisements, DOT&PF disseminates information through radio announcements, press releases, fact sheets, flyers, letters to interested parties, transportation fairs, and project websites.

#### **11. What is the analyst's role in public scoping?**

- Prepare and publish the Notice of Intent
- respond to environmental questions and comments
- provide support for public meetings/hearings

#### **12. When do we initiate public scoping?**

As early in the process as possible. Consult with the Engineering Manager, Team Leader, and REM to determine the best time to initiate the scoping process. In general, you can begin public scoping as soon as you have sufficient design information for the public to understand the nature of the project so they can provide informed feedback.

#### **13. How long is the public scoping comment period?**

The recommended comment period is 30 days; however, it varies depending on the complexity of the project.

#### **14. Can we extend the comment period?**

Yes, we accept comments throughout the project. Due to the linear nature of the project development process, we include a comment period deadline to ensure the project continues to progress.

#### **15. Who receives the comments?**

Comments are usually sent to the Regional Environmental Manager, analyst, or Engineering Manager.

#### **16. When do we respond to comments?**

Although no formal response to public scoping comments is required, the analyst, Engineering Manager, and REM (if needed) should work together to respond to all substantive comments.

#### **17. How do we respond to comments?**

The response should be in writing in the form of a formal letter, an email, a telephone record, etc. All comments and responses should be documented and saved in the project's administrative file.

## **18. How do I know if we should hold a public meeting or a public hearing for my project?**

### **Public Meetings**

DOT&PF holds at least one public meeting for most CE or EA projects; especially those that require additional right-of-way, may affect a protected resource, or involve public controversy. Public meetings generally occur during the scoping comment period, but can occur throughout the project. Consult with your Engineering Manager, Team Leader, and REM to determine the need for a public meeting. Another place you can look to find out if a public meeting is planned for your project is on the DOT&PF Planning Section online Calendar. All Project Managers should post public meeting dates on this calendar. These meetings are generally more informal than a public hearing, further explained below, and are documented by a meeting record.

### **Public Hearings**

According to FHWA regulations [23 CFR 771.111(h)(iii)], public hearings or the opportunity for hearing(s) should generally be held for Federal-aid project requiring an EIS; specifically projects which require significant amounts of right-of-way, substantially changes the layout or functions of connecting roadways or of the facility being improved, has a substantial adverse impact on abutting property, otherwise has a significant social, economic, environmental, or other effect or for which the FHWA determines that public hearing is in the public interest.

According to FAA Order 5050.4B, (sections 402-403), the opportunity for a public hearing should be offered for all projects that involve a new airport, a new runway, or a major runway extension.

As with a public meeting, a meeting record or transcript is required to document the hearing. However, a Certification of Public Hearing signed by the Engineering Manager is also required.

Consult with your Team Leader, Engineering Manager, and REM when deciding if a public meeting or hearing is appropriate for your project.

## **19. What is the analyst's role in public meetings?**

For most projects, a public involvement consultant or the Engineering Manager's staff will organize and facilitate the public meeting. Analyst's primary responsibilities are to:

- Support the engineering and design staff – this generally includes answering questions about the project and potential environmental impacts
- Ensure compliance with Title VI of the Civil Rights Act of 1964 (refer to the Title VI summary)
- Collect information from community members on environmental resources in the area and potential impacts that you may not have previously identified

## **20. How far in advance should we notify the public of an upcoming public meeting or hearing?**

While there is no set standard, it is generally acceptable to publish Notice of Intent or separate meeting notice two to three weeks in advance of the meeting.

## **21. How should we prepare for a public meeting or hearing?**

- Ensure the Notice of Intent included the date, time, and place of the public meeting and was published in the appropriate media.
- Collect information on the community, environmental resources in the project area, other projects in the area, project history, etc
- Prepare graphics showing environmental resources, parks and recreational facilities, land uses, existing and proposed right-of-way, project alternatives, etc. Coordinate with the Engineering Manager in deciding what graphics are appropriate for the project.

## **22. What should we take to a public meeting or hearing?**

- Meeting Here Signs, Meeting This Way Signs
- Title VI Sign-In Sheet
- pens/pencils
- name tags for all DOT&PF employees (usually Planner, ROW, Design, PD&E)
- your business cards
- comment sheets
- box or envelope to put filled in comment sheets in
- project information sheets (leave extras with local officials so they can give them out the next day or two)
- project plan sheets for wall or table (consider taking an extra set to leave for the local official but be sure it is marked preliminary or draft)
- masking tape or thumb-tacks to hang plan sheets
- post-its, highlighters etc to mark up plan sheets

## **23. What documentation should we keep from the public meeting or hearing?**

- Electronic and hard copies of all postcard notifications, letters, etc. with affidavit of publication
- Mailing list indicating who was notified
- All information provided at the meetings (e.g. fact sheets)
- Sign-in and comment sheets
- Comment responses
- Meeting notes/minutes or transcripts (public hearing)

## **24. Do we include tribal organizations as part of public scoping?**

Tribal consultation is usually part of the agency scoping process. Refer to the Agency Scoping Frequently Asked Questions for more information.

## **25. What information goes in the environmental document?**

Summarize your public scoping efforts, issues raised during scoping, and the resolution of the issues. Attach copies of scoping letters, meeting minutes, comments, and responses to the environmental document.



## NOTICE OF INTENT TO BEGIN ENGINEERING AND ENVIRONMENTAL STUDIES

**Project Title**  
**Project No.**

The Alaska Department of Transportation and Public Facilities (DOT&PF), in cooperation with the Federal Highway Administration **OR** Federal Aviation Administration, **OR** has assumed the responsibilities of the Federal Highway Administration under Section 326 of amended Chapter 3 of Title 23, United States Code (23 U.S.C. 326), and is soliciting comments and information on a proposal to **project information here**. The proposed project is located in **name**, Alaska. The purpose of this proposed project is to **briefly explain the purpose of this project**. The proposed work would include:

**Make sure when you list the project actions, you don't use jargon**

This proposed project will comply with Section 106 of the National Historic Preservation Act; Executive Orders: 11990 (Wetlands Protection), 11988 (Floodplain Protection), 12898 (Environmental Justice), **11593 (Historic Preservation), 13084 (Consultation and Coordination with Indian Tribal Governments) only for FAA**; the Clean Air Act, Clean Water Act, Fish and Wildlife Coordination Act, and U.S. DOT Act Section 4(f).

Construction for the proposed project is anticipated to begin in **Season/Year**. To ensure that all possible factors are considered, please provide written comments to the following address by **Date-at least 30 days now**.

**Brian Elliott, Regional Environmental Manager**  
**DOT&PF Preliminary Design & Environmental**  
**P.O. Box 196900**  
**Anchorage, Alaska 99519-6900**

*If you have any questions or require additional information, please contact **PM NAME, P.E., Project Manager**, at 269-#### or **Your Name, Environmental Impact Analyst**, at 269-####. Persons with a hearing impairment can contact DOT&PF at our Telephone Device for the Deaf (TDD) at 269-0674. We can offer reasonable accommodations for special needs related to other disabilities.*

### Instructions for analysts:

1. Consult with your Team Leader and REM to determine public scoping requirements for the project.
2. Complete the above Notice of Intent.
3. Send it to the Engineering Manager, Team Leader, and REM for review and comments.
4. Determine which newspaper(s) in the region to publish the ad. The PD&E Office Assistant has a list of newspapers.
5. Email the ad (both unformatted and formatted versions), newspapers, dates of publication, and billing codes to the PD&E Office Assistant



	Inform	Consult	Involve	Collaborate	Empower
<b>Public participation goal</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives, and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
<b>Promise to the public</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
<b>Example Techniques</b>	<ul style="list-style-type: none"> <li>• Fact sheets</li> <li>• Websites</li> <li>• Open houses</li> </ul>	<ul style="list-style-type: none"> <li>• Public comment</li> <li>• Focus groups</li> <li>• Surveys</li> <li>• Public meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Deliberative polling</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen advisory committees</li> <li>• Consensus-building</li> <li>• Participatory decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen juries</li> <li>• Ballots</li> <li>• Delegated decision</li> </ul>

Public Involvement in Rural Alaska  
Tips from Brooks & Associates  
July 2, 2008

Anne's Top Ten (not in priority order)

1. Seek out and involve a local champion.
2. Ask about translation early and budget for it.
3. Work closely with your area planner.
4. Expect turnover on city council and planning departments and committees during the project, plan for it. Plan and budget to provide duplicate background information to new members. Post everything on the web—in small bites.
5. Involve the schools -- kindergarten through high school students, teachers and administrators.
6. Use visuals -- maps, charts, and diagrams and NO acronyms.
7. Some villages are small, mail to all box holders.
8. Use local media – radio call in programs.
9. Schedule for their convenience, not ours.
10. Provide door prizes that are useful if you are going to provide door prizes.

Future Challenges

High cost of fuel.

It is challenging to engage stressed populations.

May be harder to justify sending a team to some communities.

Shrinking federal \$\$\$

Sensitive areas

Cute and fluffy critters

National interest

Others?

More information or detail:

Attend International Association for Public Participation by-monthly forum

Contact Anne Brooks for details.

Telephone: 907-272-1877

Email: a.brooks@brooks-alaska.com

# Impacts

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# Ground Disturbance Comparison Chart


## Section 106

Section 106 ground disturbance is:

- “New ground disturbance” where no previous work has occurred 
- “Previously disturbed” for areas where work has previously occurred. 
- Any work or disturbances outside the existing road surface

## APDES 2011 CGP

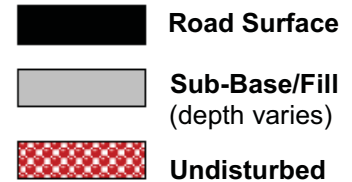
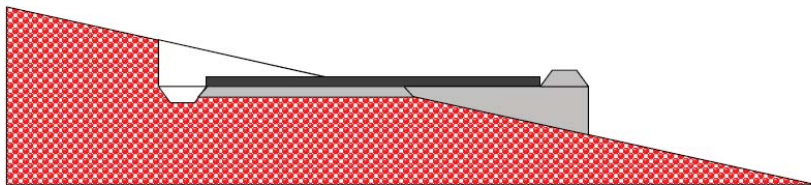
CGP ground disturbance is:

- Is a portion of any site that has been altered from pre-existing conditions, including but not limited to the following: providing access to a site, grubbing and clearing of vegetation (including the roots), grading, earth moving, altering land forms, and other construction-related activities (such as placement of project related
- stockpiles). The exposure of erodible materials
  - Generally limited to previously undisturbed ground
  - The total  of ground disturbance minus the area covered by the US Army Corps of Engineers Nationwide permit

### Sub-Grade Road



### On-Slope Road



### Raised Road



### Common Examples

- Excavation
- Auguring/drilling
- Utility Installation
- Placement of access roads
- Tree Removal
- Dragging
- Dredging
- Tunneling
- Trenching
- Leveling
- Grubbing
- Development of borrow, staging, and storage areas
- Grading
- Hydro-axing
- Compressing

# Section 106 Proceed Directly to Findings Worksheet

Form version:  
10-25-12

State Project #:

Federal Project #:

Project Name:

Project Description:

Briefly describe the project, as you would in a typical consultation letter, ie. brief and in bullet points, or as indicated per region protocol.\*

Attach map(s) that include the project area and/or APE.

Background:

AHRS database review date:

Is there potential for adverse effects on known historic properties within the APE? *(If yes, initiation letters should be sent.)*

Y N

Does preliminary research indicate any built environment properties over 45 years of age (or other potentially historic properties, such as AHRS sites with no determination of eligibility) in the project APE? *(If yes, initiation letters should be sent)*

Y N

Is there any expectation of tribal or consulting party concerns? *(If yes, initiation letters should be sent.)*

Y N

Is ROW acquisition anticipated on any parcels that may have moderate to high archaeological potential, or that contain built features over 45 years of age? *(If yes, initiation letters should be sent)*

Y N

Will a cultural resources survey be conducted for the project? *(If yes, initiation letters should be sent, preferably prior to commencing the survey.)*

Y N

Does this project involve any of the roads to be Treated as Eligible according to the AK Road PA? *(If yes, consult with PQI.)*

Y N

Circumstances that support proceeding directly to findings: *(Check all that apply)*

No ground disturbance

Ground disturbance limited to previously disturbed area

Low potential for sub-surface resources

No/low potential for visual impacts

Project area previously surveyed with adequate coverage, and survey is on file with OHA *(indicate date and previous project name below)*

No/low potential for historic built environment resources

Previous SHPO consultation with No Historic Properties Affected concurrence and only slight modifications to previous consultation

Other *(describe below)*

Briefly explain reason(s) to proceed directly to findings:

Analyst/Team Leader:

Date Submitted:

PQI concurs that project should proceed directly to findings consultation letter

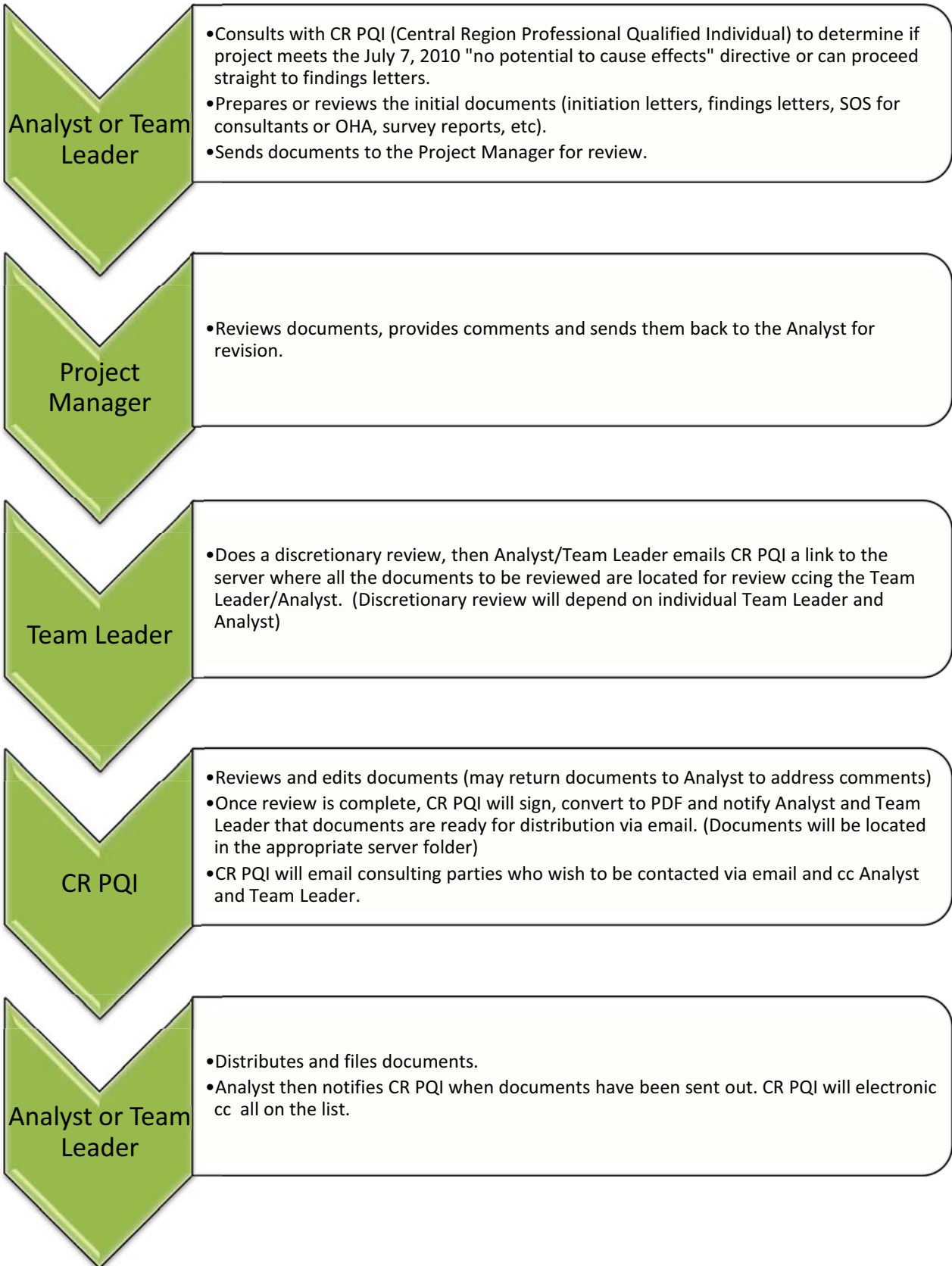
PQI does NOT concur that project should proceed directly to findings. Initiation letters should be sent.

\_\_\_\_\_  
Signature, DOT&PF Cultural Res. Professionally Qualified Individual (PQI)

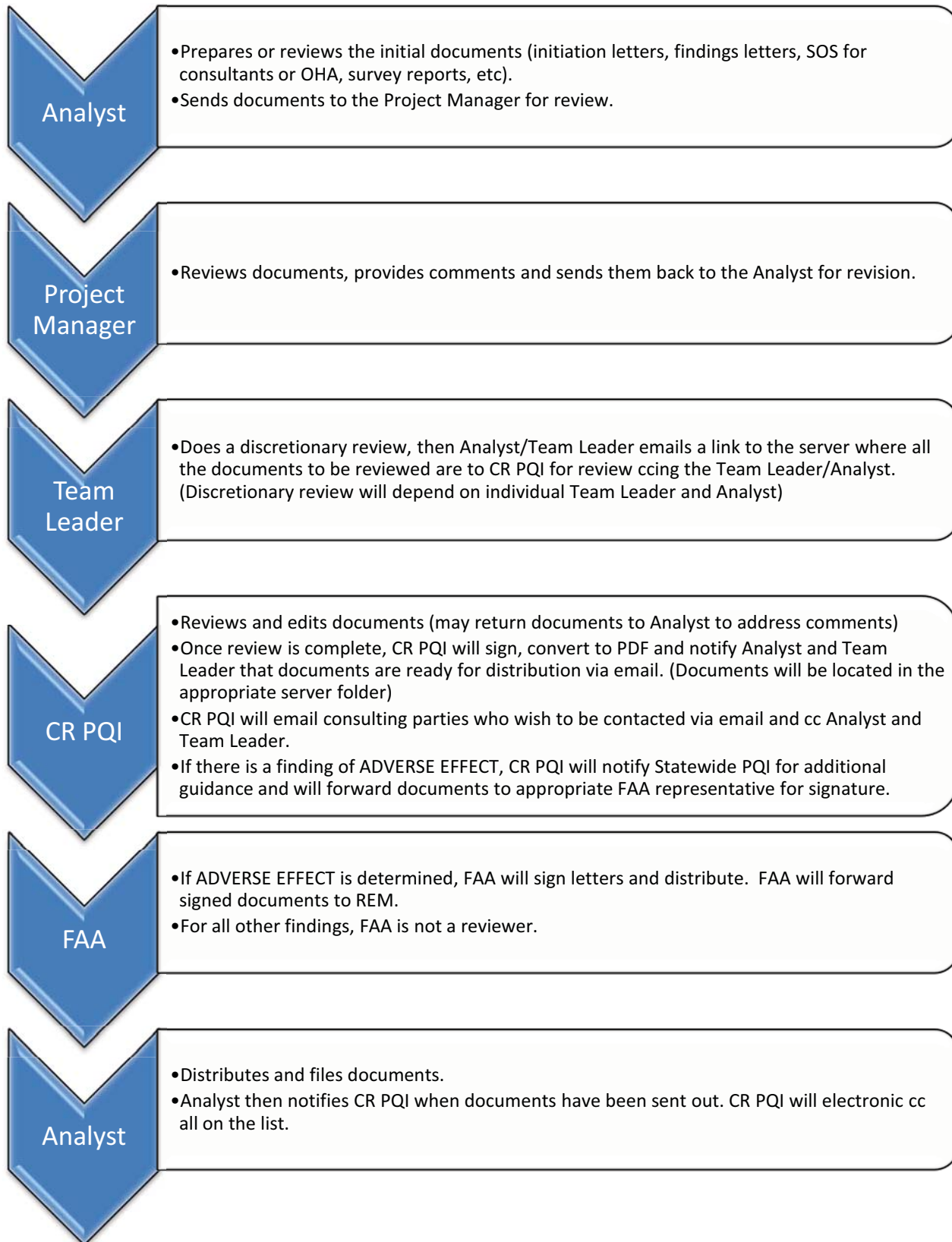
Date:

\* Note: Region protocols for submission format and attachments may vary.

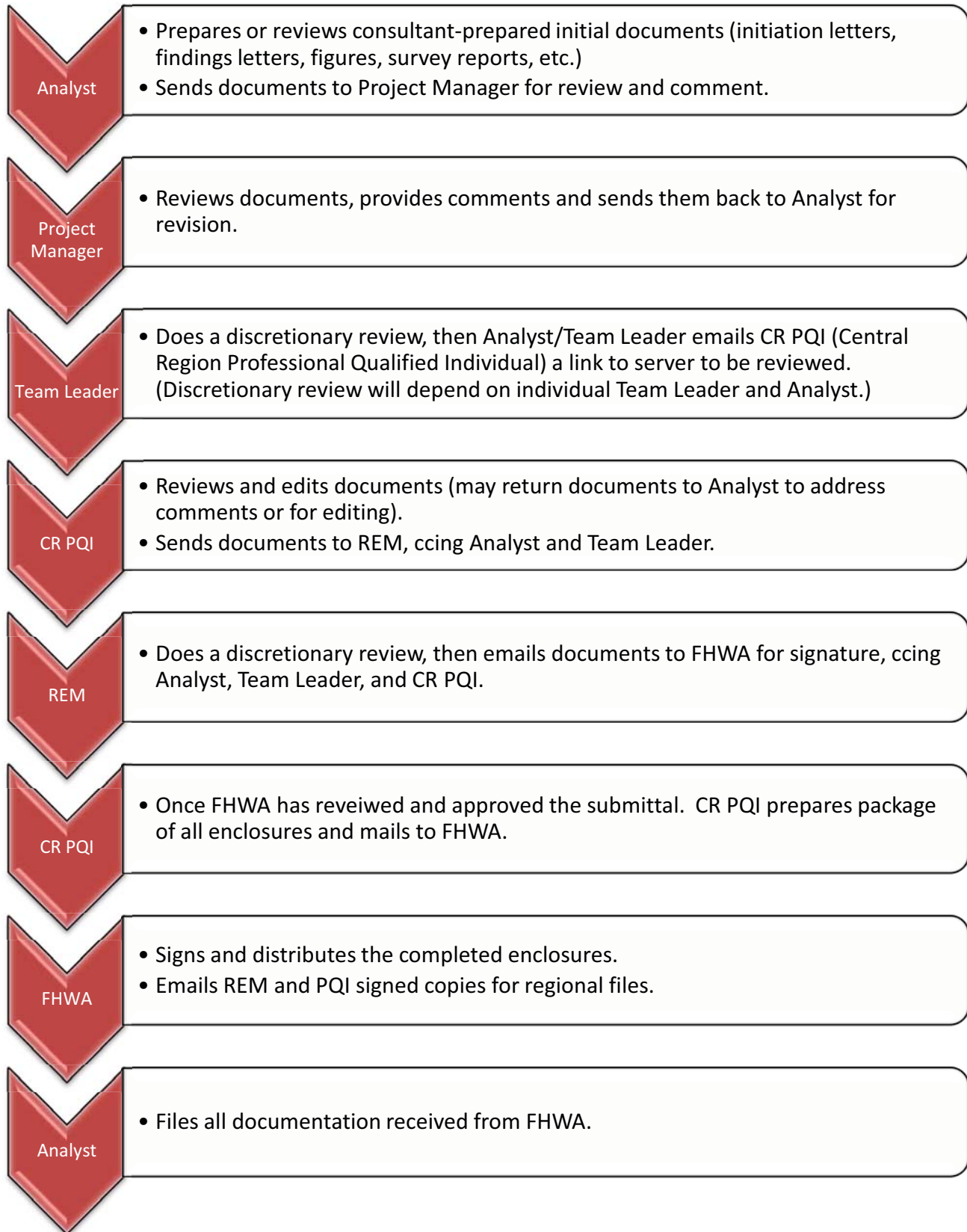
# Section 106 Review Procedure - 6004



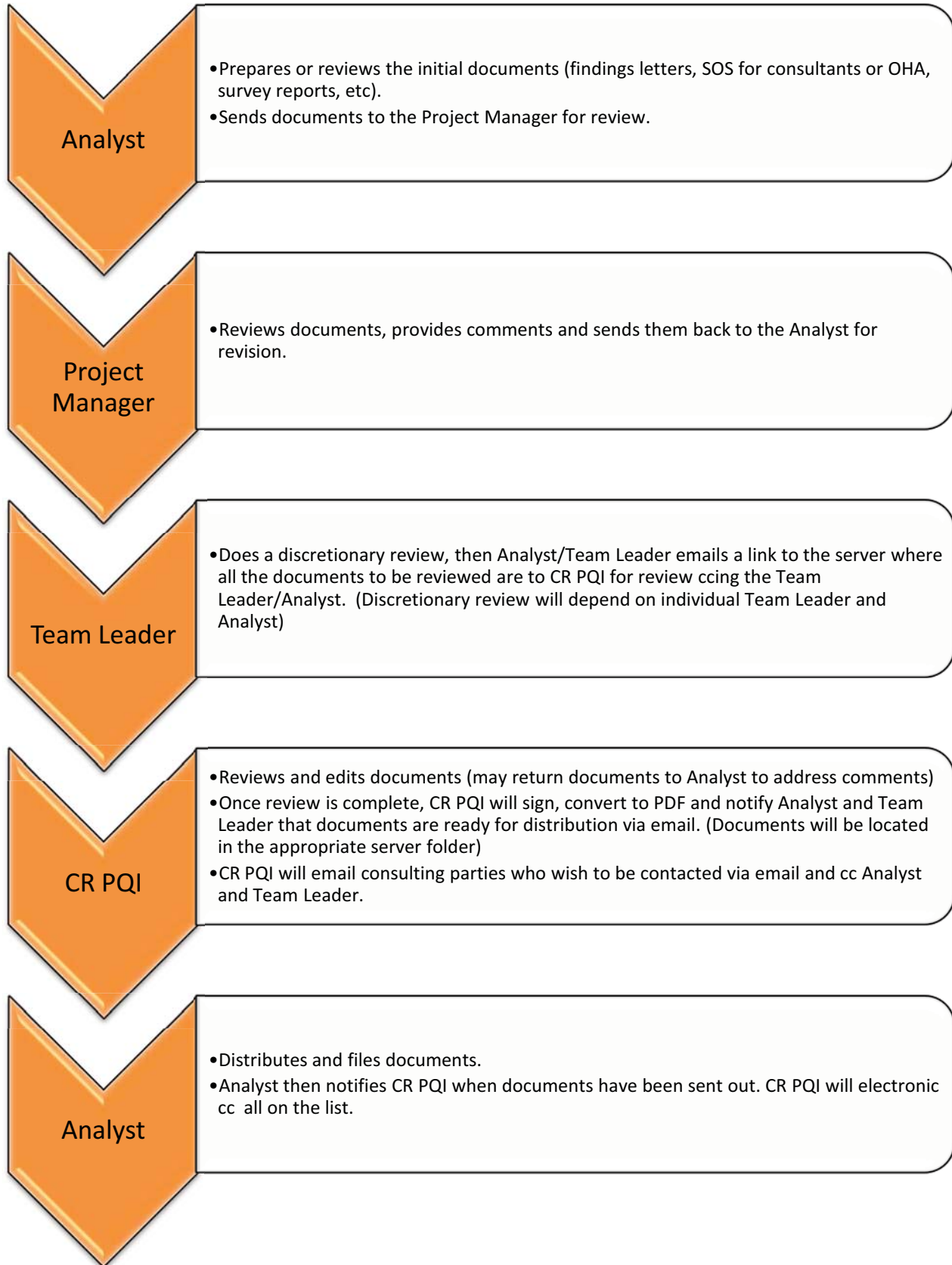
# Section 106 Review Procedure - FAA



# Section 106 Review Procedure - FHWA



# AHPA Review Procedure - State-Funded



## Section 4(f) Applicability Determination

This outline is to be used to consult with FHWA or the 6004 NEPA Manager to determine if Section 4(f) applies to the project. This consultation needs to be reviewed by the REM and sent by a Team Leader (cc'ing the REM).

### E-mail Consultation Outline

The Alaska Department of Transportation and Public facilities (DOT&PF), in cooperation with the Alaska Division of the Federal Highway Administration (FHWA), **OR** has assumed the responsibilities of the Federal Highway Administration under Section 326 of amended Chapter 3 of Title 23, United States Code (23 U.S.C. 326) and is proposing to **describe project as you think appropriate.**

We are consulting with you, in accordance with Chapter 9 of the Environmental Procedures Manual, to determine if the proposed project will result in the use of an adjacent 4(f) resource, described below. We believe the proposed project **would or would not** result in a permanent incorporation, adverse temporary occupancy, or constructive use of a 4(f) resource and are requesting your concurrence. Below is information to assist you in your evaluation.

### Section 4(f) Resource

**Describe the resource – include the following (refer to chapter 9 of EPM):**

- **a detailed map or drawing identifying the project in relation to the Section 4(f) resource; property boundary, size, and location;**
- **ownership, ownership status, and property type;**
- **property function;**
- **a description of facilities, features, and attributes; its relationship to other similar land uses in the vicinity.**

### Section 4(f) Use

- **Permanent incorporation: describe why project would/would not be a permanent incorporation as defined in 23 cfr774.13(d).**
- **Constructive Use: describe why project would/would not be a constructive use as defined in [23 c.f.r. 771.135(p). Example: would not permanently impact noise, aesthetics, access, vibrations, or the ecology of the surrounding area.**
- **Temporary Occupancy: describe why project would/would not be a temporary occupancy as defined in 23 cfr774.13(d).**

Please contact me or **[your name]** if you have any questions about the project.

Thank you,  
**[Team Leader's]**

**Essential Fish Habitat Guidance Placeholder**  
**Coming Soon from the Statewide Environmental Office**



**Invasive Special Guidance**  
**Coming Soon from the Statewide Environmental Office**

## **Floodplain Guidance**

**Coming Soon from the Statewide Environmental Office**

## Location Hydraulic Study Guidance and Template

---

A Location Hydraulic Study must be performed for all project alternatives that encroaches in a floodplain or supports base floodplain development.

In accordance with Alaska Highway Drainage Manual 4.5.1 and 23 CFR 650.111, this study should summarize the environmental impact associated with the encroachment into the floodplain. The level of analysis should be commensurate with the significance of the risk of encroachment. The following is a technical report template that can be incorporated into or attached to the environmental document.

### Template

The Alaska Department of Transportation and Public Facilities (DOT&PF) in cooperation with the Federal Highway Administration (FHWA), is proposing to ..... in City, Alaska. The proposed project is located within the ..... Borough in Section ##, Township # N/S., Range # E/W., Seward Meridian, USGS Topographical Map Name Letter-#. The purpose of the proposed project is to .....

The proposed action involves: This paragraph discusses the project description (only the work in the floodplain).

The risk associated with implementation of the proposed action is.....: This paragraph discusses the risks associated with the implementation of the action..

As a result of ..... the natural and beneficial flood-plain values will .....: This paragraph discusses the impacts on natural and beneficial floodplain values.

The proposed action will/will not change, from the existing condition, the surrounding areas ability to support development that is incompatible with the floodplain because.....: This paragraph discuss changes to the surrounding area's ability to support development incompatible with the floodplain.

The measures taken to minimize the flood-plain impact as part of this proposed action are.....: This paragraph discuss the measures to minimize floodplain impacts associated with the action.

The measures taken to preserve and restore the natural and beneficial floodplain values are.....: This paragraph discuss the measures to restore and preserve the natural and beneficial floodplain values affected by the action.

From the summary above this proposed action will result in no significant adverse impacts on natural and beneficial floodplain values, and there will be no significant change in flood risk. Therefore, it is determined that this encroachment would not change the support of any incompatible flood-plain development.

# Phase I & II Environmental Site Assessments

## Frequently Asked Questions

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### 1. What is a Phase I Environmental Site Assessment (ESA)?

The process used to determine the likelihood that a particular parcel of property may contain hazardous substances or Recognized Environmental Conditions (REC).

The industry standard for preparing Phase I ESAs is found in the American Society for Testing Materials (ASTM) Standard E1527-05 “Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process”.

### 2. What are the elements of a Phase I ESA?

- Interviews with past and present land owners, commercial operators, and occupants, if possible
- Review of historical sources of information, such as aerial photographs, fire insurance maps, building department records, chain of title documents, and land use records
- Review of government records, including regulatory reports for both the subject properties and nearby or adjoining properties
- Field visit involving only visual inspection of the subject properties and of adjoining properties
- Documentation of research, observations and results of the environmental inquiry in a written report that specifically identifies any properties that will require invasive site investigations and makes a recommendation regarding the need for additional study (i.e., a Phase II ESA).

### 3. What is a Recognized Environmental Condition?

The presence or likely presence of any hazardous substances or petroleum products on a property under conditions that indicate a spill has occurred on the property or into the ground, ground water, or surface water of the property.

### 4. Why are Phase I ESAs performed?

- To evaluate the property for potential contamination
- To assess potential liability for contamination that may be present

- To establish an innocent landowner’s defense should environmental contamination be discovered after the property is acquired

**5. What Federal and State laws, regulations, and guidance governs hazardous waste?**

Federal

- Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), commonly known as Superfund
- Resource Conservation and Recovery Act of 1976 (RCRA)
- Clean Air Act (CAA)
- Clean Water Act (CWA)
- FHWA Interim Guidance – Hazardous Waste Sites Affecting Highway Project Development

State

- Alaska Statute Title 46: Water, Air, Energy, and Environmental Conservation (46.03.299)
- Title 18 Alaska Administrative Code Chapter 62: Environmental Conservation

**6. Are there advantages to doing a Phase I ESA, aside from learning about hazardous material in the project area?**

Yes - CERCLA can give liability protection for those purchasing a property. In order to qualify for this protection, the organization must have made “all appropriate inquiry” (such as conducting a Phase I ESA) into the history and potential contamination on the property. Without conducting “all appropriate inquiry” the new owner is held liable for clean up, remediation, or monitoring costs.

**7. When should we conduct a Phase I ESA for a project?**

- EA level projects
- Projects requiring numerous partial or total acquisitions of ROW
- If you suspect hazardous material may be present in your project area and you are proposing substantial excavation

## **8. Does a Phase I ESA tell me if my project area has hazardous material?**

Not exactly. The Phase I ESA will identify any RECs with respect to your project area. A REC is “the presence or likely presence of hazardous material”. Because the Phase I ESA does not involve sampling, it cannot say for sure if contamination is or is not present.

## **9. If the Phase I ESA identifies RECs, does DOT&PF then have to clean it up?**

Not necessarily. If there is contamination in the project area, you will need to consult with ADEC to determine what needs to be done. If the area is not going to be disturbed and the contamination does not pose a threat to drinking water or human health, you may be able to leave the hazardous material where it is. If the material is going to be excavated, it may need to be disposed of at an approved treatment facility. It will depend on the project, the type of contamination, and how much material is present.

## **10. What is a Phase II ESA?**

A Phase II ESA is a field sampling and lab analysis of soil and groundwater samples to confirm whether suspected hazardous materials are actually present on the property.

## **11. What are the elements of a Phase II ESA?**

- Geophysical survey
- Soil and soil gas sampling
- Ground and surface water sampling

## **12. If the Phase I ESA identifies RECs, should we conduct a Phase II ESA?**

Probably, but it depends on the amount of excavation and the previous land use in the project area. The Phase I should include a recommendation for additional study, if needed. Consult with your Team Leader and the Regional Environmental Manager in making this decision.

## **13. What types of hazardous materials are usually found?**

The most common hazardous material is fuel (gasoline = GRO, diesel = DRO, oils = RRO). Other contaminants can include other hydrocarbons, PCBs, pesticides, or metals.

## **14. What if I already know hazardous material is present in my project area?**

Then a Phase I ESA probably will not give you any new information. You can probably go straight to consulting with ADEC and/or conducting a Phase II ESA.

## **15. Who performs a Phase I or Phase II ESA?**

An Environmental Professional who meets either of the following qualifications:

- Possesses sufficient specific education, training and experience necessary to exercise professional judgment to develop opinions and conclusions indicative of a release or threatened release on, at, in or to a property.

**Or**

- Possesses the following:
  - A Professional Engineer’s (P.E.) or Geologist’s (P.G.) license
  - A license or certification from the federal government to perform such assessments
  - Works under the direct supervision of the above accredited personnel
  - B.S. degree with 5 years experience or non B.S. degree with 10 years experience performing ESAs.

#### **16. Can anyone within DOT&PF perform ESAs?**

The DOT&PF PD&E section typically hires a consultant to perform ESAs. Another option is to use the Term Contract through the Facilities section. Consult with your Team Leader and REM to determine the best method for your project.

#### **17. Is a Right of Entry permit needed prior to performing the study?**

According to Alaska Statute 09.55.280, entry upon land is allowed to make examination, survey, and map or locate boundaries. Therefore, a Right of Entry permit is not required to perform a Phase I ESA because it is does not involve ground disturbing activities (i.e., is non-invasive) in nature. A Right of Entry permit is required to perform a Phase II ESA because they involve soil sampling and drilling.

As a courtesy to property owners, it may be a good idea to notify them that survey work will occur on or near their property. The DOT&PF Right of Way section will send notification letters when requested. Consult with your Team Leader and Engineering Manager to determine if you should notify property owners.

#### **18. The Environmental Procedures Manual (EPM) talks about “Initial Site Assessments” and “In Depth Site Assessments”. Are these Phase I and II ESAs?**

Yes, “initial site assessment” is another term for a Phase I ESA and “in depth site assessment” is another term for a Phase II ESA. Initial site assessment and in depth site

assessment are terms found in the AASHTO guidance on hazardous materials. Phase I and II ESA is the industry standard terminology for these studies.

## **19. What should be in a Phase I and II ESA reports?**

The contents of a Phase I are outlined in ASTM 1527-05. Reports should, at a minimum, include the following information:

- Site Investigation Project Description - A description of the objectives and activities of the investigation, all contacts with regulatory agency personnel and regulatory agency input on work plans, and a summary of previous investigative and remediation site work
- Site Background - A thorough discussion of the site geology, hydrogeologic conditions observed during the investigation, and extent of soil and ground water contamination known prior to the current investigation
- Data Evaluation and Discussion - Compilation and discussion of the site investigation results including impacts to the environment, potential impacts to human health, potential liability, and health and safety concerns. The data to be presented includes, but is not limited to:
  - Maps illustrating the site, physical features, boring locations, well locations, and contaminant distribution(s);
  - Cross sections of subsurface geology and hydrologic conditions, including chemical results exceeding detection limits;
  - Tabulated chemical data in all media sampled; and
  - Summary of laboratory results
- Conclusions and Recommendations - Documentation of the findings of the investigation, the potential impacts of the contamination to the planned transportation project, any further steps necessary to adequately assess the contamination, and mitigation issues to be considered if the contaminated property or site is included in the transportation project
- Appendices - Compilation of all data collected or used to support the report.

## **20. Does the Phase I need to be approved by an outside agency (i.e. ADEC)?**

No.

## **21. Is there anything after Phase II?**

Yes, Phase III and Phase IV ESAs are performed to determine the full nature and extent of contamination so handling, remediation, and monitoring requirements can be established, if needed.



## **22. How long will a Phase I or II take?**

Either a Phase I or Phase II will probably take two to three months after the Notice to Proceed is issued (assuming the ground is not frozen for a Phase II).

## **APDES, Outstanding National Resource Waters (Tier 3) Consultation, and Antidegradation Analysis**

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Part 2.1.5 of the 2011 Alaska Pollution Discharge Elimination System (APDES) Construction General Permit (CGP) states that construction activities that may discharge stormwater into a “high quality water that constitutes an outstanding national resource” must contact the ADEC thirty calendar days prior to the planned start of construction. The Chief Engineer Directive Memo dated December 5, 2011, further clarifies this requirement and states that ADEC must be consulted when a proposed project discharges stormwater into waters within the boundaries of or within a mile upstream of a national or state park or wildlife refuge.

During the environmental document preparation stage of the project, it is the role of the Environmental Analyst to identify these potential “outstanding national resource waters”, also known as potential Tier 3 waters. The analyst would then consult with the ADEC using the consultation outline below and include the response in the environmental document.

### **Outstanding National Resource Waters (Tier 3) Consultation E-mail Outline**

The Alaska Department of Transportation and Public Facilities (DOT&PF), in cooperation with the Federal Highway Administration, is proposing [DESCRIBE PROJECT IN AS MUCH DETAIL AS YOU THINK IS APPROPRIATE]. The proposed project is located [LOCATION DETAILS].

The DOT&PF is consulting with you to determine if additional submittal requirements for the proposed project pursuant to the 2011 Alaska Pollutant Discharge Elimination System (APDES) Construction General Permit (CGP) Part 2.1.5. The proposed project will discharge storm water into [WATER], a potential Tier 3 water.

#### **Potential Tier 3 Waters**

[DESCRIBE: What potential Tier 3 water will the proposed project discharge stormwater into and what qualifies it as potential Tier 3?]

Please contact me by e-mail or by phone at (907)269-XXXX, if you have any questions or need additional information.

### **Antidegradation Analysis**

As a result of this consultation, ADEC may request additional information be submitted with the SWPPP. These additional requirements would include:

- Development of a site-specific Antidegradation analysis using the ADEC Policy *Interim Antidegradation Implementation Methods* dated July 14, 2010 or a subsequent version;
- Submittal of the Antidegradation analysis and the SWPPP to ADEC at least 14 calendar days prior to filing the Notice of Intent for the project
- Receipt of the ADECs written reply according to part 2.5 prior to commencement of construction

The Environmental Analyst is then responsible for working with the Engineering Design team to include the following information in the Erosion and Sediment Control Plan (ESCP). The construction contractor will then use the ESCP to perform an Antidegradation Analysis for inclusion in the SWPPP.

It is also a good idea during the SWPPP review and the Pre-construction Conference to mention the Antidegradation Analysis and any other additional submittal requirements while discussing the projects coverage under the APDES CGP.

#### ESCP Section 7.1 Outline

In compliance with Park 2.1.5 of the APDES CGP, DOT&PF consulted with ADEC on [DATE] and determined that [WATERBODY] is a water within the [NAME OF PARK OR REFUGE] and is a high quality water that constitutes an outstanding natural resource. A site specific Antidegradation Analysis is required for this project at least 14 days prior to filing the NOI for CGP coverage.

The contractor shall include a section on the Antidegradation Analysis in the SWPPP that addresses the requirements of Alaska's Antidegradation Policy (18 AAC 70.015). The basic purpose of the Antidegradation Policy is to maintain and protect existing water quality.

Within the Antidegradation Analysis, include:

- a) A brief description of the economic and social benefit of the project [DESIGN TEAM WILL WRITE UP]
- b) A visual monitoring plan (see Part 7.4 of the ACGP) for discharges into [WATERBODY].
- c) A description of existing water uses [DESIGN TEAM AND ANALYST WILL RESEARCH AND DEVELOP THIS SECTION]

In the SWPPP, describe the location and use the most current and effective BMPs. Effective erosion control structures (i.e. silt fences) shall be installed and maintained before, during, and after construction to prevent erosion and the introduction of sediments and/or contaminants into adjacent waters of the U.S., including wetlands. These structures shall remain in place until all fills (including side slopes) or other disturbed areas subject to potential erosion have been permanently stabilized.

Tier 3 waters have not been designated yet, so an interim criterion has been established:

1. The water is in a national or state park or wildlife refuge

Are there Outstanding Natural Resource Waters (ONRW) located within this project?

Yes       No

A portion of the project is located in the **Name of Park or Refuge** therefore Criterion 1 is applicable.

If yes, has a consultation with the DEC been completed?

Yes       No

**Insert template here**

Modify the following requirements per ADEC consultation

Additional requirements include:

- Site specific antidegradation analysis, due at minimum 14 days prior to filing the NOI for ACGP coverage and is to be included in the SWPPP as an appendix;
- Submittal of the SWPPP;
- Waiting for a written response from ADEC before starting construction

# Environmental Document

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Common Environmental Commitments



## Categorical Exclusions Process Guidance

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The following guidance outlines the basic process involved in completing the environmental phase for a categorical exclusion (CE) project. It is recommended that you read the guidance in its entirety and refer to the Environmental Procedures Manual CE chapter and your Team Leader before beginning.

1. When you receive a new project, you should receive the following information:
  - a. Assumed type of document (i.e., PCE, CE, EA or state-funded project);
  - b. Whether the project may be assignable under 6004 (see 6004 MOU);
  - c. Purpose and need for project;
  - d. Scope of work;
  - e. Map(s) of project showing location and proposed actions.
2. In consultation with your Team Leader, complete the Class of Action form to determine if the project is CE [i.e. a “c” or “d” list project under 23CFR771.117(a), see Section 5 of the Environmental Procedures Manual] and if its assignable. See processing instructions in Project Management/Class of Action folder.
3. Ask your team leader for recently approved environmental documents/EAs similar to your project.
4. Orient yourself to the project area by viewing online maps/resources such as Google Earth and/or the Alaska Mapper. Once you have a good feel for the project site and scope of work, start conducting preliminary research. It’s a good idea to first go through each environmental impact category briefly to determine the potential impacts, then go back and analyze them in more detail. Refer to the list of resources and specific instructions for each environmental impact category in the Templates folder. The categories that usually take the most time/effort are Section 106, Section 4(f), waters/wetlands, and essential fish habitat.
5. When you have determined what potential impacts may be involved in the proposed project, visit the project site, if possible, to verify the on-site conditions and the project’s potential impacts. It’s a good idea to go with the PM, designer, hydrologist, and your Team Leader to discuss the project scope and answer any questions you may have about the proposed project. After your visit, write a trip report summarizing the trip, project site, potential impacts and any other relevant information. Attach photos taken during the trip.
6. At this point, you should have a thorough understanding of the scope of work and be ready to begin the environmental process and filling out the environmental document

form.

Next, in consultation with your Team Leader and the REM, determine if public and/or agency scoping is required. Agency scoping is required if any protected resources (e.g. wetlands, fisheries) would be potentially impacted. The agencies will usually reply and let you know if a permit is required, if they would like any additional studies conducted (e.g. a wetland delineation) or if they have additional information about the area.

Public scoping is required if there are any changes to the existing configuration of a site (e.g., another lane or new signals are being added or access changes) that may affect the public. Public comments vary depending on the project. The PM should respond to each of the comments, if necessary. The comments and responses should be discussed in the environmental document and attached as an appendix. Refer to the Public Involvement procedure in the Templates folder for specific instructions on agency and public scoping. If you have not received a response from agencies with jurisdiction by day 20-25, call/email to check the status.

7. It is best to begin the Section 106 process as early as possible and/or in conjunction with scoping. Plan to send out the scoping letters and Section 106 letters as close as possible. Review the AHRS database and visit the SHPO office to determine if any cultural resources are in the project area. Refer to Section 106 procedure in the templates folder.

Review the FHWA/DOT&PF “Program Undertakings with No Potential to Cause Effects to Historic Properties” agreement and discuss the situation with your Team Leader, REM, and DOT&PF Statewide. If the project meets the criteria listed in the agreement, prepare an email discussing the research you conducted and the results. Have your Team Leader review the email and revise it as necessary. DOT&PF Statewide will determine if the project would have a potential affect on historic sites. The email correspondence and response should be attached to the environmental document.

If the project does not meet the criteria listed in the FHWA/DOT&PF “Program Undertakings with No Potential to Cause Effects to Historic Properties” agreement, consult with your Team Leader, REM, and DOT&PF Statewide Cultural Resources Manager to determine if a Section 106 Initiation or Findings letter should be prepared. Typically an Initiation letter is sent first, then a Findings letter. However, sometimes we can send a combined Initiation and Findings letter. These letters need to be reviewed by the Project Manager, Team Leader, REM, DOT&PF Statewide Cultural Resources Manager, and FHWA (in that order). The SHPO has 30 days to respond (however, they often do not respond to Initiation letters). If you have not received a response from SHPO or other consulting parties by day 20-25, call/email to check the status.

8. After scoping is complete and you know if field studies are required, you should start planning how and when to get them done. Depending on the study, we can do it in-house or we can hire a contractor to complete the work. We can usually do wetland delineations, fish trapping, and Essential Fish Habitat Assessments. Consultants are hired using a small procurement or a term contract. Consult with your Team Leader and REM and refer to the Contracts folder for specific guidance on completing this process.
9. The next environmental impact category you should analyze is Section 4(f) and Section 6(f) resources. First, determine if there are any Section 4(f)/6(f) resources within or adjacent to the project. If there are, you and your Team Leader will consult with FHWA or DOT&PF Statewide in much the same way as you consulted for Section 106 if the project met the programmatic agreement. If the project impacts (i.e. there is a “use” or a “conversion of use”) a Section 4(f) or Section 6(f) resource, an additional evaluation is required. Refer to the Section 4(f) procedures for specific guidance on completing this process.
10. Continue to analyze each environmental impact and fill in the environmental documentation form. Refer to the specific guidance for each impact category in the Templates folder. When you have completed each section of the CE form and conducted all required consultations, the document is ready to be finalized. Prepare a transmittal memo and attach the following documents/maps to your document:
  - a. Location/vicinity map;
  - b. Section 106 Consultation;
  - c. Section 4(f) Consultation;
  - d. Wetlands Delineation, if any;
  - e. Permits, if obtained;
  - f. Public and Agency Coordination;
  - g. Other relevant information.
11. The document is then ready to be reviewed. The document should be reviewed by the PM, your Team Leader, and the REM. First, give the document with the attachments and the transmittal memo to the PM. Specifically ask them to review the scope of work, purpose and need, and environmental commitments. They should provide you with comments/suggestions for revising the document. If you agree with their comments, make the suggested changes. Next, give the revised document, attachments, and memo to your Team Leader and they will provide you additional comments. Again, make the suggested changes and give the revised document to the REM for review and signature. Since this is the first time the REM sees the completed document, they may have additional changes. If so, make the changes and resubmit the document to the PM for signature. Re-submit it to the REM with your signature or Team Leaders signature. If the document is a CE, the REM will email it to FHWA or DOT&PF Statewide for their



signature.

12. When all the signatures have been obtained, complete the following:
  - a. scan the document and email it to the everyone on the cc: list,
  - b. save the PDF in the electronic file;
  - c. file the original copy.
  
13. When the project design is roughly at least 50 percent complete, the project designer will send you a packet containing a plan set and booklet of special provisions for you to review. This review is called the Plans in Hand (PIH) or Plans, Specifications and Estimates (PS&E) review. Typically the PIH review happens first when the project is 50-75 percent complete, then the PSE review happens when the project is 75-95 percent complete. However, depending on the project schedule, sometimes the reviews are combined. The designers should also include an Erosion and Sediment Control (ESCP) with the package. You need to review each document and provide comments. Refer to the ESCP checklist and Design Review procedure. The aim of this review is to ensure the project plans and specifications are consistent with the environmental document and permits. Refer to the review instructions in the Templates folder.
  
14. Submit the ESCP and applicable plan sheets to the ADEC if the project:
  - a. Involves 5 or more acres of ground disturbance; OR
  - b. Changes or modifies the storm drain; OR
  - c. Changes drainage patterns; OR
  - d. Includes a sediment basin.
  
15. After you review the plan set and specifications, have your Team Leader review your comments. Submit your comments on the comment form or via the intranet. Shortly after the deadline for submitting comments, there will be a meeting to discuss the comments. At the meeting, all of the different functional groups meet to go over all the comments. You should attend this meeting, if possible, to discuss your comments and answer environmental-related questions. If you cannot attend, you should still submit your comments prior to the deadline. If you miss the deadline, you can bring them to the meeting and/or submit them electronically as soon as possible.
  
16. If permits are required, determine when the project is expected to be certified and start applying for permits approximately 6 months in advance. Refer to the Permits folder for specific guidance on applying for each permit.
  
17. When the project design and environmental processes are complete, the project is ready to move into the next phase [i.e. Phase III (ROW) or Phase IV (construction)]. You will be sent a certification package (known as a “cert pack”) containing the plan set and

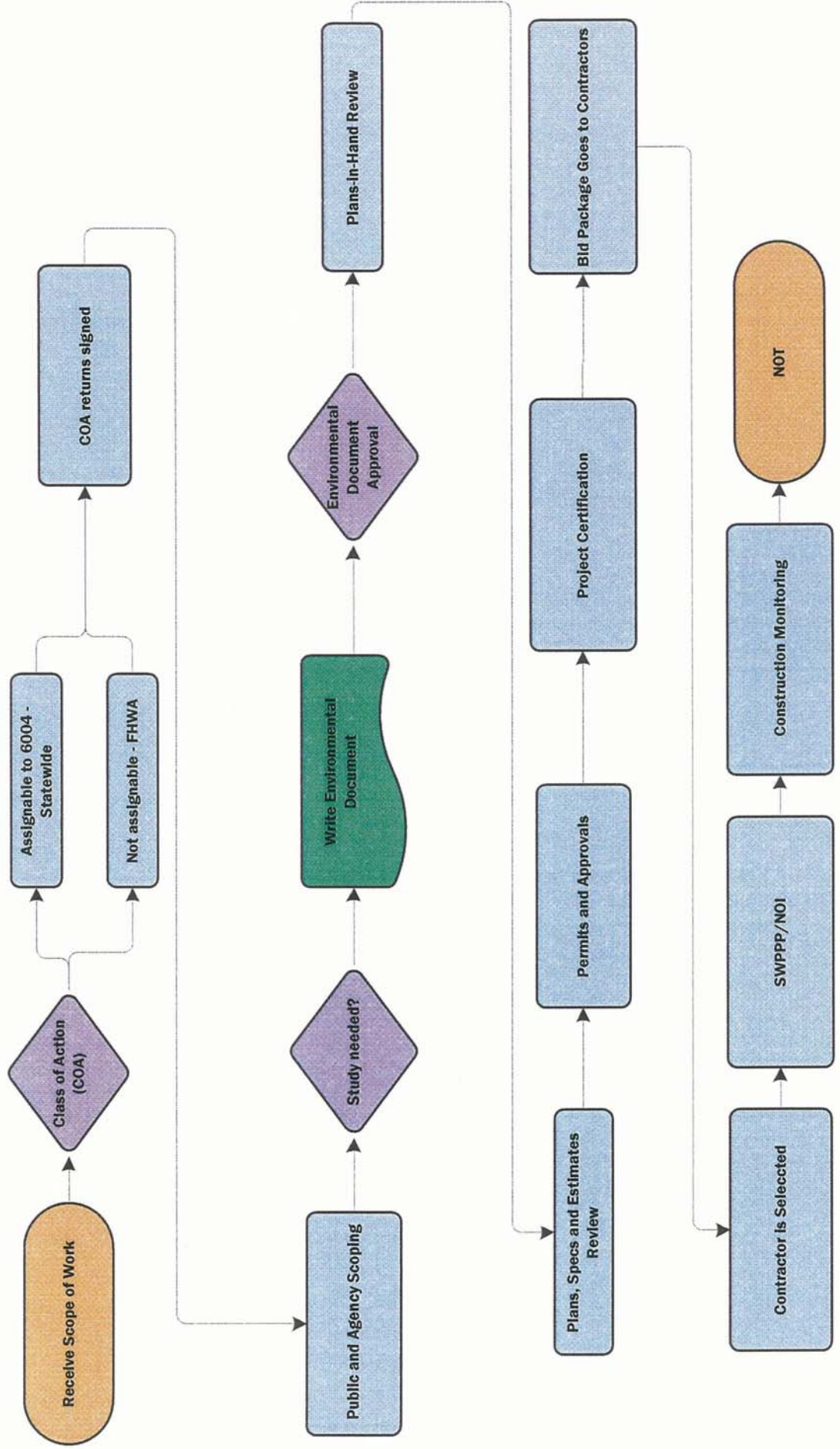
specifications similar to what you received for the PIH and PSE review. The goal is to ensure the environmental document is consistent with the scope of the work shown in the plans and specifications and to ensure all environmental permits and approvals have been obtained. Review the package and prepare an Environmental Commitments Memo. Complete the certification form and submit the package and form to the REM.

18. The project will then move into the next phase. If it goes directly into construction, a new project manager and a project engineer will be assigned to the project.
19. If you are notified of any changes to the project footprint or scope of work, immediately talk with your Team Leader. You must consult with FHWA or DOT&PF Statewide to determine if a written re-evaluate the document is required.
20. When the project is ready to go into construction, it will go out for bid. After the contract is awarded, the DOT&PF and the contractor will meet at a Preconstruction Conference (known as a “Pre Con”). You will have to give a summary of the environmental permits and environmental commitments at the conference. Always attend the preconstruction conference, if possible.
21. The contractor will prepare a Storm Water Pollution Prevention Plan (SWPPP) based on the ESCP and send it to you for review. Review the SWPPP and figures using the ADEC SWPPP review checklist and or EPA Appendix R. Prepare a memo to the construction PM discussing your comments on the SWPPP. The contractor will amend the SWPPP and resubmit it to you. Submit and NOI, if needed (over an acre of ground disturbance).

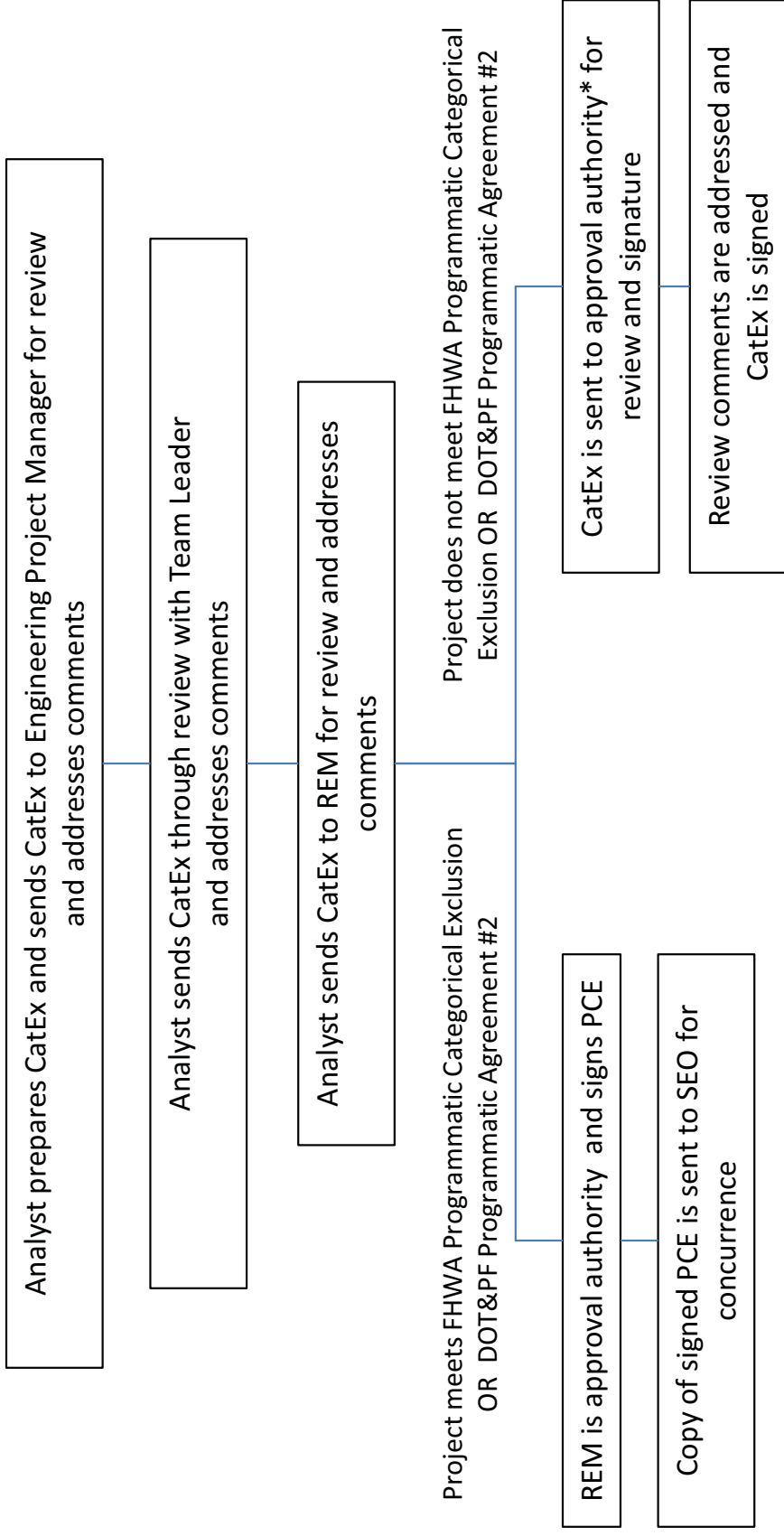
Once the project is in construction, you will need to monitor construction to ensure compliance with any environmental commitments, environmental permits, and the APDES Construction General Permit. You should stay in contact with the Project Engineer and visit the site during work that may impact a resource and to inspect the BMPs. The DOT&PF Erosion and Sediment Control Specialist will usually visit the site with you to help inspect the BMPs. The best times to go do site visits are during SWPPP inspections, major work periods, or when other agencies will be out there – coordinate all visits with your project engineer and (if possible) try to visit the site with Mary Nan Cunningham or Joshua James.

22. Once site work is complete and final stabilization is achieved, file an NOT.

# Environmental Project Process for CEs



# CatEx Document Review and Approval Procedure



FHWA Federal Highway Administration  
PCE Programmatic Categorical Exclusion  
REM Regional Environmental Manager  
SEO Statewide Environmental Office

\*approval authority is FHWA for non-assignable projects and SEO for assignable projects under the 6004 agreement.

# MEMORANDUM

# State of Alaska

Department of Transportation and Public Facilities  
Central Region Design and Engineering Services  
Preliminary Design and Environmental

To: **Name** Date: **##/##/####**  
6004 NEPA Program Manager **OR**  
FHWA Area Engineer

From: Brian Elliott Project **Name**  
Regional Environmental Manager Name:

Subject: Programmatic Categorical Project No: **State/Fed**  
Exclusion **OR** Categorical  
Exclusion

---

## USE THIS PARAGRAPH FOR 6004 PROJECTS

The Alaska DOT&PF has assumed the responsibilities of the Federal Highway Administration under Section 326 of amended Chapter 3 of Title 23, United States Code (23 U.S.C. 326). The project meets the criteria for classification as a categorical exclusion (CE) per 23 CFR 771.117(c/d)(#) and... **one of the options below:**

**If the project qualifies as a PCE** - meets the conditions outlined in the November 6, 2012, Programmatic Categorical Approval 2.

**If the project does not qualify as a PCE** - does not meet the conditions outlined in the November 6, 2012, Programmatic Categorical Approval 2 because **state rationale**.

## USE THIS PARAGRAPH FOR FHWA CEs

The subject project does not meet the criteria outlined in the September 2012 MOU between the FHWA and the Alaska DOT&PF for the State Assumption of Responsibility for Categorical Exclusions and is not assignable to the DOT&PF in accordance with Section 326 of amended Chapter 3 of Title 23, United States Code (23 U.S.C. 326) because **state rationale**. The project meets the criteria for classification as a Categorical Exclusion (CE) per 23 CFR 771.117(c/d)(#) and **one of the options below:**

**If the project qualifies as a PCE** - meets the conditions outlined in the April 13, 2012, Programmatic Categorical Exclusion for Use on Federal-Aid Highway Projects in Alaska Agreement between the Alaska Department of Transportation and Public Facilities (DOT&PF) and the Federal Highways Administration

**If the project does not qualify as a PCE** - does not meet the conditions outlined in the April 13, 2012, Programmatic Categorical Exclusion Agreement between the Alaska Department of

Transportation and Public Facilities (DOT&PF) and the Federal Highways Administration because **state rationale**.

The CE Documentation Form is attached for your review and approval. Please return original signature page to this office and keep a copy for your file. **Delete if PCE**

Enclosures: **CE/PCE** Documentation

cc: Project Manager, P.E., Highway/Aviation Design (w/ attachment)  
Environmental Team Leader, PD&E (w/o attachment)  
Environmental Impact Analyst, PD&E (w/o attachment)

\*Make sure to have the above cc list in alphabetical order by last name\*

## EA Transmittal Letter Template (use State Letterhead)

---

Date

Project No. Federal/State

Name, P.E.

FHWA Area Engineer  
709 West 9<sup>th</sup> Street, Room 851  
P.O. Box 21648  
Juneau, Alaska 99802-1648

Name,

Enclosed is a copy of the project Environmental Assessment and Appendices for your review and approval. Please provide us with your comments or return the original signature page to this office and keep a copy for your records.

Questions relating to the environmental aspects of the project, please contact me at 269-05XX or Project Manager, P.E. at 269-XXXX.

Sincerely,

Name

Region Environmental Manager

Enclosures:

Project name: Environmental Assessment  
and Appendices

cc:

FHWA  
COT&PF Director, PD&E Section Chief, PM



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

Alaska Division

November 2, 2010

709 West 9th Street, Rm. 851  
P.O. Box 21648  
Juneau, AK 99802  
(907) 586-7418  
(907) 586-7420 Fax  
[www.fhwa.dot.gov/akdiv](http://www.fhwa.dot.gov/akdiv)

Federal Register  
National Archives and Records Administration  
700 Pennsylvania Avenue N.W.  
Washington, D.C. 20308-0001

In Reply Refer To:  
IM-OA4-1(23)/57178

Dear Sir:

Enclosed are three originals of the "Notice of Limitation on Claims for Judicial Review of Actions by FHWA" for the FHWA Alaska Division Project Number IM-OA4-1(23) titled Parks Highway: MP 44-52, Lucus Road to Big Lake Road. Please publish this Notice of Limitation on Claims in the Federal Register. The billing code is identified on the Notice.

I hereby certify that the enclosed CD contains a true and accurate copy of the three signed paper copies of the notice of limitation of claims.

Should you have any questions please contact Mr. Alex Viteri, Central Region Area Engineer, at (907) 586-7544.

Sincerely,

David C. Miller  
Division Administrator

Enclosures: 3 copies of Notice of Limitation on Claims for Judicial Review of Actions by FHWA and CD

cc w/enclosure: Brian Elliott, DOT&PF Regional Environmental Manager





**Federal Highway Administration**

**Notice of Final Federal Agency Actions on Proposed Highways in Alaska**

**AGENCY:** Federal Highway Administration (FHWA), DOT

**ACTION:** Notice of Limitation on Claims for Judicial Review of Actions by FHWA

**SUMMARY:** This notice announces actions taken by the FHWA that are final within the meaning of 23 USC §139(l)(1). The actions relate to various proposed highway projects in the State of Alaska. Those actions grant approvals for the projects.

**DATES:** By this notice, the FHWA is advising the public of final agency actions subject to 23 USC §139(l)(1). A claim seeking judicial review of the Federal agency actions on any of the listed highway projects will be barred unless the claim is filed on or before ***[Insert date 180 days after publication in the Federal Register]***. If the Federal law that authorizes judicial review of a claim provides a time period of less than 180 days for filing such claim, then that shorter time period still applies.

**FOR FURTHER INFORMATION CONTACT:** Mr. Dale J. Lewis, Area Liaison Engineer, FHWA Alaska Division, P.O. Box 21648, Juneau, Alaska 99802-1648; office hours 7am-4:30pm (AST), phone (907) 586-7429; email Dale.J.Lewis@fhwa.dot.gov. You may also contact Jerry O. Ruehle, DOT&PF Central Region Environmental Coordinator, Alaska Department of Transportation and Public Facilities, 4111 Aviation Drive, P.O. Box 196900, Anchorage, Alaska 99519-6900; office hours 7:30am-5pm (AST), phone (907) 269-0534, email Jerry\_Ruehle@dot.state.ak.us.

**SUPPLEMENTARY INFORMATION:** Notice is hereby given that the FHWA has taken final agency actions by issuing approvals for the following highway projects in the State of Alaska that are listed below. The actions by the Federal agency on the projects, and the laws under which

such actions were taken, are described in the Environmental Assessment (EA) issued in connection with the projects. The EA, FONSI, and other documents from the FHWA files for the listed projects are available by contacting the FHWA or the State of Alaska Department of Transportation & Public Facilities at the addresses provided above. EA and FONSI documents can be viewed and downloaded from the project Web site at <http://projects.ch2m.com/Sewardhwy> and <http://projects.ch2m.com/SewardMeridian> or viewed at 4111 Aviation Avenue, Anchorage, Alaska 99519.

This notice applies to all FHWA decisions and approvals on the listed projects as of the issuance date of this notice and all laws and Executive Orders under which such actions were taken, including but not limited to:

1. General: National Environmental Policy Act (NEPA) [42 U.S.C. 4321-4351]; Federal-Aid Highway Act [23 U.S.C. 109].
2. Air: Clean Air Act, [42 U.S.C. 7401-7671(q)].
3. Land: Section 4(f) of the Department of Transportation Act of 1966 [49 U.S.C. 303].
4. Wildlife: Endangered Species Act of 1973 [16 USC 1531-1544 and Section 1536]; Anadromous Fish Conservation Act [16 U.S.C. 757(a)-757(g)]; Fish and Wildlife Coordination Act [16 U.S.C. 661-667(d)], Migratory Bird Treaty Act [16 U.S.C. 703-712]; Magnuson-Stevenson Fishery Conservation and Management Act 1976 as amended [16 USC 1801 et seq.].
5. Historic and Cultural Resources: Section 106 of the National Historic Preservation Act of 1966, as amended [16 U.S.C. 470(f) et seq.]; Archeological Resources Protection Act of 1977 [16 U.S.C. 470(aa)-11]; Archeological and Historic Preservation Act [16 U.S.C. 469-469(c)].
6. Social and Economic: Civil Rights Act of 1964 [42 U.S.C. 2000(d)-2000(d)(1)]; Farmland Protection Policy Act (FPPA) [7 U.S.C. 4201-4209].

7. Wetlands and Water Resources: Clean Water Act [33 U.S.C. 1251-1377]; Coastal Zone Management Act [16 U.S.C. 1451-1465]; Land and Water Conservation Fund (LWCF) [16 U.S.C. 4601-4604]; Wild and Scenic Rivers Act [16 U.S.C. 1271-1287].
8. Executive Orders: E.O. 11990 Protection of Wetlands; E.O. 11988 Floodplain Management; E.O. 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations; E.O. 13186 Migratory Birds; E.O. 11514 Protection and Enhancement of Environmental Quality.

The projects subject to this notice are:

1. Project Location: Anchorage, Alaska, Municipality of Anchorage, New Seward Highway (NSH). Project Reference Number: FRAF-CA-MGS-NH-0A3-1(27). Project type: Road improvements to NSH between Rabbit Creek Road and 36<sup>th</sup> Avenue, a distance of approximately eight miles. The NSH will remain a controlled access corridor and noise barriers, fencing, and pathways throughout the corridor will be upgraded or constructed as warranted and continuous illumination will be added to augment the existing high-mast interchange lighting. Between O'Malley Road and Dimond Boulevard the existing NSH will be widened from four to six lanes to address current and future travel demand and mobility needs. NEPA document; Environmental Assessment and Finding of No Significant Impact issued November 4, 2006 and available electronically at <http://projects.ch2m.com/Sewardhwy>.
2. Project Location: Wasilla, Alaska, Matanuska-Susitna Borough, Seward Meridian Parkway (SMP). Project Reference Number: IM-0001(302). Project type: Road improvements to SMP from the Parks Highway to Bogard Road and extension of the road one mile from Bogard Road to Seldon Road; a distance of approximately three miles. The selected alternative will expand the existing SMP from a two-lane facility to a four-lane facility with a center turn lane and a multi-use separated pathway. The project will increase the capacity of SMP and provide a key system line from Seldon Road to the

Parks Highway. NEPA document: Environmental Assessment and Finding of No Significant Impact issued April 2, 2007 and available electronically at <http://projects.ch2m.com/SewardMeridian>.

(Catalog of Federal Domestic Assistance Program Number 20.205, Highway Planning and Construction. The regulations implementing Executive Order 12372 regarding intergovernmental consultation on Federal programs and activities apply to this program.)

Authority: 23 USC §139(l)(1)

Issued on: **[date signed]**

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David C. Miller

Division Administrator

Juneau, Alaska

**DEPARTMENT OF TRANSPORTATION****Federal Highway Administration****Environmental Impact Statement:  
Sarpy County, NE**

**AGENCY:** Federal Highway Administration (FHWA), DOT.

**ACTION:** Notice of Intent.

**SUMMARY:** The FHWA is issuing this notice to advise the public that an Environmental Impact Statement will be prepared for a proposed interchange on U.S. Interstate Highway 80 in Sarpy County, Nebraska.

**FOR FURTHER INFORMATION CONTACT:** Mr. Edward Kosola, Realty/Environmental Officer, FHWA, Federal Building, Room 220, 100 Centennial Mall North, Lincoln, NE 68508-3851, (402) 437-5765. Mr. Randy Peters, Planning and Project Development Engineer, Nebraska Department of Roads, Box 94759, 1500 Highway 2, Lincoln, NE 68509, (402) 479-4795. Mr. Thomas Lynam, Highway Superintendent, Sarpy County, 15100 South 84th Street, Papillion, NE 68046, (402) 339-4606.

**SUPPLEMENTARY INFORMATION:** The FHWA in cooperation with the Nebraska Department of Roads and Sarpy County, Nebraska, will prepare an Environmental Impact Statement (EIS) to study a proposed interchange on U.S. Interstate Highway 80 (I-80) at the location of the existing Pflug Road overpass in Sarpy County. The proposed interchange location is approximately three miles east of the Platte River Bridge.

The Pflug Road overpass has recently been reconstructed as part of widening I-80 to six lanes between Omaha and Lincoln. The reconstructed overpass consolidates the Pflug and Ruff Road overpass bridges at one location 1,300 feet southwest of Pflug Road to not preclude possible future interchange improvements, including construction of ramps.

The proposed Pflug Road interchange is shown in the Sarpy County Comprehensive Development Plan adopted by the Sarpy County Board in 2005, as well as in the (Omaha) Metropolitan Area Planning Agency's (MAPA) 2030 Long Range Transportation Plan adopted in 2006. The impetus for the project is anticipated future growth and development in southern Sarpy County and along the I-80 corridor.

Alternatives to be analyzed in the Interchange Justification Report (IJR) and EIS include (1) a partial cloverleaf at the current Pflug Road location, (2) a tight diamond with a skew at the

current Pflug Road location, (3) improvements to the existing Gretna interchange, (4) an interchange at the 180th Street location, and (5) the no build alternative. The proposed study area for the alternatives analysis will extend from the Platte River to 180th Street. The study area for the EIS will be based on the area of potential effect for those alternatives carried forward for further analysis.

To date, the main environmental concern that has been expressed is the effect of cumulative impacts on fish and wildlife resources. Concerns have been raised that increased access from the interchange will result in private development that may negatively affect the Platte River.

A Coordination Plan is being prepared for the project to define the agency and public participation process for the environmental review. An agency scoping meeting and a public information meeting are planned. Letters describing the proposed action and soliciting comments will be sent to appropriate federal, state and local agencies, and to private organizations and citizens who are known to be interested in this proposed project. A Draft EIS will be prepared and a public hearing will be held. Public notice will be given of the time and place of the public meetings and public hearing.

To ensure that the full range of issues related to this proposed action are addressed and all significant issues are identified, comments and suggestions are invited from all interested parties. Comments or questions concerning this proposed action and the EIS should be directed to the FHWA or the Nebraska Department of Roads at the address provided.

(Catalog of Federal Domestic Assistance Program Number 20.205, Highway Planning and Construction. The regulations implementing Executive Order 12372 regarding intergovernmental consultation of Federal programs and activities apply to this program.)

Dated: July 19, 2007.

**Edward W. Kosola,**

*Realty/Environmental Officer, Nebraska Division, Federal Highway Administration, Lincoln, Nebraska.*

[FR Doc. 07-3652 Filed 7-25-07; 8:45 am]

BILLING CODE 4910-22-M

**DEPARTMENT OF TRANSPORTATION****Federal Highway Administration****Notice of Final Federal Agency Actions  
on Proposed Highways in Alaska**

**AGENCY:** Federal Highway Administration (FHWA), DOT.

**ACTION:** Notice of Limitation on Claims for Judicial Review of Actions by FHWA.

**SUMMARY:** This notice announces actions taken by the FHWA that are final within the meaning of 23 U.S.C. 139(l)(1). The actions relate to various proposed highway projects in the State of Alaska. Those actions grant approvals for the projects.

**DATES:** By this notice, the FHWA is advising the public of final agency actions subject to 23 U.S.C. 139(l)(1). A claim seeking judicial review of the Federal agency actions on any of the listed highway projects will be barred unless the claim is filed on or before January 22, 2008. If the Federal law that authorizes judicial review of a claim provides a time period of less than 180 days for filing such claim, then that shorter time period still applies.

**FOR FURTHER INFORMATION CONTACT:** Mr. Dale J. Lewis, Area Liaison Engineer, FHWA Alaska Division, P.O. Box 21648, Juneau, Alaska 99802-1648; office hours 7 a.m.-4:30 p.m. (AST), phone (907) 586-7429; e-mail

*DaleJ.Lewis@fhwa.dot.gov.* You may also contact Jerry O. Ruehle, DOT&PF Central Region Environmental Coordinator, Alaska Department of Transportation and Public Facilities, 4111 Aviation Drive, P.O. Box 196900, Anchorage, Alaska 99519-6900; office hours 7:30 a.m.-5 p.m. (AST), phone (907) 269-0534, e-mail *Jerry\_Ruehle@dot.state.ak.us.*

**SUPPLEMENTARY INFORMATION:** Notice is hereby given that the FHWA has taken final agency actions by issuing approvals for the following highway projects in the State of Alaska that are listed below. The actions by the Federal agency on the projects, and the laws under which such actions were taken, are described in the Environmental Assessment (EA) issued in connection with the projects. The EA, FONSI, and other documents from the FHWA files for the listed projects are available by contacting the FHWA or the State of Alaska Department of Transportation & Public Facilities at the addresses provided above. EA and FONSI documents can be viewed and downloaded from the project Web site at <http://projects.ch2m.com/Sewardhwy> and <http://projects.ch2m.com/SewardMeridian> or viewed at 4111 Aviation Avenue, Anchorage, Alaska 99519.

This notice applies to all FHWA decisions and approvals on the listed projects as of the issuance date of this notice and all laws and Executive

Orders under which such actions were taken, including but not limited to:

1. General: National Environmental Policy Act (NEPA) [42 U.S.C. 4321–4351]; Federal-Aid Highway Act [23 U.S.C. 109].

2. Air: Clean Air Act, [42 U.S.C. 7401–7671(q)].

3. Land: Section 4(f) of the Department of Transportation Act of 1966 [49 U.S.C. 303].

4. Wildlife: Endangered Species Act of 1973 [16 U.S.C. 1531–1544 and Section 1536]; Anadromous Fish Conservation Act [16 U.S.C. 757(a)–757(g)]; Fish and Wildlife Coordination Act [16 U.S.C. 661–667(d)], Migratory Bird Treaty Act [16 U.S.C. 703–712]; Magnuson-Stevenson Fishery Conservation and Management Act 1976 as amended [16 U.S.C. 1801 *et seq.*].

5. Historic and Cultural Resources: Section 106 of the National Historic Preservation Act of 1966, as amended [16 U.S.C. 470(f) *et seq.*] Archeological Resources Protection Act of 1977 [16 U.S.C. 470(aa)–11]; Archeological and Historic Preservation Act [16 U.S.C. 469–469(c)].

6. Social and Economic: Civil Rights Act of 1964 [42 U.S.C. 2000(d)–2000(d)(1)]; Farmland Protection Policy Act (FPPA) [7 U.S.C. 4201–4209].

7. Wetlands and Water Resources: Clean Water Act [33 U.S.C. 1251–1377]; Coastal Zone Management Act [16 U.S.C. 1451–1465]; Land and Water Conservation Fund (LWCF) [16 U.S.C. 4601–4604]; Wild and Scenic Rivers Act [16 U.S.C. 1271–1287].

8. Executive Orders: E.O. 11990 Protection of Wetlands; E.O. 11988 Floodplain Management; E.O. 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations; E.O. 13186 Migratory Birds; E.O. 11514 Protection and Enhancement of Environmental Quality.

The projects subject to this notice are:

1. Project Location: Anchorage, Alaska, Municipality of Anchorage, New Seward Highway (NSH). Project Reference Number: FRAF–CA–MGS–NH–OA3–1(27). Project type: Road improvements to NSH between Rabbit Creek Road and 36th Avenue, a distance of approximately eight miles. The NSH will remain a controlled access corridor and noise barriers, fencing, and pathways throughout the corridor will be upgraded or constructed as warranted and continuous illumination will be added to augment the existing high-mast interchange lighting. Between O'Malley Road and Dimond Boulevard the existing NSH will be widened from four to six lanes to address current and future travel demand and mobility

needs. NEPA document; Environmental Assessment and Finding of No Significant Impact issued November 4, 2006 and available electronically at <http://projects.ch2m.com/Sewardhwy>.

2. Project Location: Wasilla, Alaska, Matanuska-Susitna Borough, Seward Meridian Parkway (SMP). Project Reference Number: IM–0001(302). Project type: Road improvements to SMP from the Parks Highway to Bogard Road and extension of the road one mile from Bogard Road to Seldon Road; a distance of approximately three miles. The selected alternative will expand the existing SMP from a two-lane facility to a four-lane facility with a center turn lane and a multi-use separated pathway. The project will increase the capacity of SMP and provide a key system line from Seldon Road to the Park Highway. NEPA document; Environmental Assessment and Finding of No Significant Impact issued April 2, 2007 and available electronically at <http://projects.ch2m.com/SewardMeridian>.

(Catalog of Federal Domestic Assistance Program Number 20.205, Highway Planning and Construction. The regulations implementing Executive Order 12372 regarding intergovernmental consultation on Federal programs and activities apply to this program.)

Authority: 23 U.S.C. § 139(l)(1).

David C. Miller,  
Division Administrator, Juneau, Alaska.  
[FR Doc. 07–3662 Filed 7–25–07; 8:45 am]  
BILLING CODE 4910–RY–M

## DEPARTMENT OF TRANSPORTATION

### Federal Highway Administration

#### Notice of Final Federal Agency Actions on Proposed Highway in Idaho

AGENCY: Federal Highway Administration (FHWA), DOT.

ACTION: Notice of Limitation on Claims for Judicial Review of Actions by FHWA, Army Corps of Engineers (USACE), DoD, and Other Federal Agencies.

SUMMARY: This notice announces actions taken by the FHWA, USACE, and other Federal Agencies that are final within the meaning of 23 U.S.C. 139(l)(1). The actions relate to a proposed highway project, Cheyenne Overpass, Project No. DHP–1564(001), Key No. 7508, Pocatello in Bannock County in the State of Idaho. Those actions grant licenses, permits, and approvals for the project.

DATES: By this notice, the FHWA is advising the public of final agency actions subject to 23 U.S.C. 139(l)(1). A

claim seeking judicial review of the Federal agency actions on the highway project will be barred unless the claim is filed on or before January 22, 2008. If the Federal law that authorizes judicial review of a claim provides a time period of less than 180 days for filing such claim, then that shorter time period applies.

FOR FURTHER INFORMATION CONTACT: For HWA: Mr. Peter Hartman, Division Administrator, Federal Highway Administration, 3050 Lakeharbor Lane Suite 126, Boise, Idaho 83703; telephone: (208) 334–1843; e-mail: [Idaho.FHWA@fhwa.dot.gov](mailto:Idaho.FHWA@fhwa.dot.gov). The FHWA Idaho Division Office's normal business hours are 8 a.m. to 4 p.m. (Mountain Time). For ITD: Mr. Mark Snyder, Project Development Engineer, Idaho Transportation Department, District 5, 5151 South 5th Avenue, Pocatello, Idaho 83205–4700; Normal business hours are 8 a.m. to 4 p.m. (Mountain Time), telephone: (208) 239–3336.

SUPPLEMENTARY INFORMATION: Notice is hereby given that the FHWA has taken final agency actions subject to 23 U.S.C. 129(l)(1) by issuing licenses, permits, and approvals for the following highway project in the State of Idaho: Cheyenne Overpass, Pocatello from Bannock Highway to South 5th Avenue in Bannock County. The project will be a 1.1 mile long, five-lane arterial street with grade separations at 2nd Avenue and Interstate 15. It will begin at Bannock Highway south of Tech Farm Road and proceed to the east over the Portneuf River, Union Pacific Railroad tracks, and 2nd Avenue. Further east the new roadway will cross under Interstate 15 and end at South 5th Avenue. The proposed arterial will be on new alignment. The actions by the Federal agencies, and the laws under which such actions were taken, are described in the Environmental Assessment (EA) and supporting documentation for the project. The EA was released for public review on August 24, 2005; a Finding of No Significant Impact (FONSI) was issued by the FHWA on May 14, 2007. The EA, FONSI, and other supporting information are available by contacting the FHWA or the Idaho Transportation Department at the addresses provided above. The EA and FONSI can be viewed and downloaded from the project Web site at: <http://itd.idaho.gov/Projects/D5/CheyenneOverpassEA/> or viewed at public libraries in the project area. This notice applies to all Federal agency decisions as of the issuance date of this notice and all laws under which such actions were taken, including but not limited to:

## **Common Environmental Commitments**

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### **General**

The Contractor would conduct pre-construction survey to delineate environmentally sensitive areas that would be avoided during construction.

The contractor is responsible for obtaining all necessary permits and clearances for materials sites, disposal sites, and staging areas.

The contractor is required to create a traffic control plan and provide advance notice to the public and businesses of construction activities that could cause delays, detours, or affect access to adjacent properties.

The contractor would notify the public in advance of construction activities and road closures to reduce construction impacts on local businesses, residents, and road users.

Construction vehicles, equipment, and activities (stockpiling of materials, ect.) would be prohibited in wetland areas outside the design toe of slope unless permitted.

### **Air Quality**

Air quality would be maintained through the use of best management practices such as watering, sweeping, maintaining construction entrances/exits, and equipment emission control devices.

### **Bald and Golden Eagles**

If active Bald Eagle nests are found within 660 feet of the project area (primary and secondary projection zones), construction activities would be prohibited during sensitive nesting time periods or monitoring would be conducted during nesting period according to USFWS protocol.

Maintain a primary zone of a minimum of 330 feet as an undisturbed habitat buffer around nesting bald eagles. If topography or vegetation does not provide an adequate screen or separation, extend the buffer to 0.25 mile, or a sufficient distance to screen the nest from human activities. Within the secondary zone (between 330 and 660 feet), no obtrusive facilities or major habitat modifications shall occur. If nesting occurs in sparse stands of trees, treeless areas, or where activities would occur within line-of-site of the nest, this buffer shall extend up to 0.5 miles. No blasting, logging, or other noisy, disturbing activities within the primary or secondary zones should occur during the nesting period (March 1 – August 31).

### **Fisheries**

Culverts would be replaced in accordance with the fish passage requirements stated in the 2001 *Memorandum of Agreement between the ADF&G and DOT&PF for the Design, Permitting, and Construction of Culverts for Fish Passage*.

In-water work areas would be isolated from flowing waters.

Construction plans would be submitted to NMFS, USFWS, and ADF&G for comment prior to construction.

### **Hazardous Materials**

If contaminated or hazardous materials are encountered during construction, all work in the vicinity of the contaminated site would be stopped until ADEC is contacted and a corrective action plan is approved by ADEC and implemented.

### **Historic Properties**

If cultural, archaeological, or historic sites are discovered during project construction, then all work that may impact these resources would stop and the DOT&PF would consult with the State Historic Preservation Officer.

### **Invasive Plants**

All construction equipment would be inspected and cleaned prior to entering and exiting the construction site.

Prior to construction, the project area will be surveyed and all weed populations to be avoided will be flagged.

A preliminary inventory of the area would be conducted prior to construction to ensure no previously unidentified high priority weeds are present and to determine the exact location of the weeds identified above.

All construction equipment and vehicles would be washed on site to remove dirt, seeds, roots, and other plant fragments.

Any erosion control materials made from straw or hay (e.g. wattles, bales of hay, etc.) would be made from certified weed free straw or hay. If certified materials are not available locally produced products would be used to minimize potential importation of new weed propagules from outside Alaska.

All disturbed areas would be reseeded with certified weed-free seed and vegetated with native species.

### **Migratory Birds**

Vegetation clearing would occur only as needed and construction activities would be scheduled in accordance with the USFWS Recommended Time Periods for Avoiding Vegetation Clearing in Alaska, if possible.



## **Noise**

The contractor will make every reasonable effort to minimize construction noise through abatement measures such as proper maintenance of construction equipment.

## **Storm Water**

An Erosion and Sediment Control Plan (ESCP) would be prepared during design of the project.

A DOT&PF approved SWPPP and all applicable BMPs would be implemented in accordance with contract specifications and the APDES CGP.

Existing vegetation would be preserved when possible.

# Design

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## Table of Contents

Plan Review Procedure

ESCP Review Procedure



## **Design Plan Review Frequently Asked Questions**

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Design plan reviews can be a bit complicated, so before beginning a design plan review, go through the following questions and consult with your Team Leader for more direction. You can also ask the Preliminary Design engineers and the project designers for help.

### **1) Where can we get more information on how to read plans?**

Refer to the Basic Highway Plan Reading manuals (Georgia and Colorado DOT). You can find these and an example review within the Design folder in Templates and Procedures.

Design and construction standards for DOT&PF are available on our website:  
<http://www.dot.state.ak.us/stwddes/dcsspecs/index.shtml#>

### **2) What are the different types of plan reviews?**

Local Review (optional) – occurs when the design is 30 percent to 50 percent developed [see Preconstruction Manual (PCM) 450.13].

Plans-in-Hand (PIH) – occurs when the design is 75 percent developed (see PCM 450.14).

Plans, Specifications, and Estimates (PS&E) – occurs when the design is complete. The PIH and PS&E reviews may be combined to expedite project delivery (see PCM 450.18).

### **3) What is the purpose of a plan review?**

Local Review - to ensure development is proceeding consistently with the project scope and that there is adequate coordination between the various support groups.

PIH - to ensure conformity with project scope and design standards, to review design details and coordinate technical recommendations.

PS&E - to ensure conformity with project scope and design standards, to verify environmental commitments, to review design details and coordinate technical recommendations, to assess the cost-effectiveness of project construction, and to evaluate the quality of the project.

### **4) What is the analysts' role in a plan review?**

Analysts' role in plan reviews is to ensure the plans are consistent with the environmental document and regulatory requirements, to ensure all necessary permits and approvals have been identified and obtained, and to ensure the environmental commitments have been incorporated into the design.

## **5) When do plan reviews occur during the design process?**

Local Review – early in the design process and prior to approval of the environmental document

PIH – prior to approval of the environmental document

PS&E – after the approval of the environmental document and usually shortly before project certification and advertising

## **6) What elements are included in a review packet?**

- Plan set
- Modifications to the Standard Specifications
- Special Provisions
- Design Study Report
- Erosion and Sediment Control Plan (ESCP) and ESCP sheets

## **7) What is a “Standard Specification”?**

Standard specifications are detailed statements prescribing how work is to be conducted, types of acceptable materials, construction requirements, method of measurement, basis of payment, and the quality of work. The most current specifications can be found in the Standard Specifications for Highway Construction (“blue book”) and Standards for Specifying Construction of Airports. They provide clear and concise direction for a contractor to successfully bid and build a given project. You should be given these upon starting work, but you can review them on the DOT&PF and FAA websites or get extra copies from the Contracts section.

## **8) What is a “Standard Modification”?**

Standard modifications are approved modifications to the Standard Specifications.

## **9) What is a “Special Provision”?**

Special provisions are project-specific specifications that work in conjunction with, supplement, or modify standard specifications. They typically describe special construction features not covered in the Standard Specifications.

If a Standard Modification is changed, it will then be considered a Special Provision instead of a Standard Modification.

## **10) What does it mean if a section is not included in the Standard Modifications and Special Provisions?**

If there are no changes to the Standard Specifications, they will not be included. However, they will still apply to the project.

## 11) What sections of the Standard Specifications do we review?

Analysts' should review all sections that could apply to the project. Review the Standard Modifications and Special Provisions to make sure all environmental commitments, permit stipulations, and any other environmental issues are covered. At minimum, analysts should review the following sections:

### *Highways*

107	Legal Relations & Responsibility to Public
201-206	Earthwork
505	Piling
507	Bridge Railing
603-606	Culverts & Storm Drains, Manholes & Inlets, Underdrains
610-611	Ditch Lining, Riprap
614	Concrete Barrier
617	Railroad Crossing
618-621	Seeding, Soil Stabilization, Topsoil, Planting Trees and Shrubs
626-627	Sanitary Sewer System, Water System
633	Silt Fence
636	Gabions
640	Mobilization & Demobilization
641	Erosion, Sediment, & Pollution Control
643	Traffic Maintenance (643-3.04 sweeping/power brooming section)
710	Fence and Guardrail
724-727	Seed, Fertilizer, Topsoil, Soil Stabilization Material

### *Airports*

Section 70	Legal Relations and Responsibility to Public
Section 80	Prosecution and Progress
D Items	Drainage
F Items	Fencing
G-100	Mobilization and Demobilization
L Items	Lighting Installation
P-151 to 157	Earthwork
S Items	Structures
T Items	Turfing

## 12) What are the different types of plan sheets?

A	Title Sheet and Legend
B	Typical Sections
C	Estimate of Quantities
D	Summary Sheets
E	Detail Sheets

F	Plan and Profile
G	Grading Plan
H	Traffic Detail and Signalization
J	Traffic Control
R	Right-of-way

The plan sheet numbers only apply to highway projects. Not all plan sets include the same sheets. The ones that do not apply to the project are left out.

### **13)What sheets are most useful to us when conducting plan reviews and what information can we get from them?**

Plan and profile (F Sheets) – these sheets show overhead (plan) and side (profile) views. They are intended to convey a general overview of the project by showing how the project interacts with existing features. They contain information concerning alignments, profiles, and ditching. They give the most detailed depiction of the project.

Estimate of Quantities – these show an estimate of the types and quantities of materials needed to complete the project. They should be commensurate with scope of the project.

### **14)What information should analysts pay particular attention to and why?**

For highway projects, analysts should pay particular attention to the following sections. The same things should be considered when reviewing airport plans although the section numbers do not apply.

- Estimate of Quantities - Erosion and sediment control should be somewhere around 3-5% of the total project budget
- Section 107 Legal Regulations and Responsibilities to Public
  - 1.11 Protection and restoration of property and landscape - Are conditions for avoiding sensitive areas included here?
- Section 201 Clearing and Grubbing
  - Designated areas
  - Bird clearing window (not necessary if in 107)
- Section 618 Seeding
  - Changes to materials
  - 3.01 and 3.03 - Does it specify method of prep and dispersal?
  - 3.02 Seeding dates (should be a standard modification)
  - 3.03 Table - Check the type of seeds in the table against the DNR revegetation manual
  - 3.05 Acceptance - should be 70% coverage in accordance with CGP
- Section 641 Erosion, Sediment, and Pollution Control
  - Is it the most recent version?

## Plan Sheets

- Read through all the notes to see that they make sense, especially any clearing or environmental related.
- Keep an eye out for the north arrow when looking at every sheet. If the project is occurring along a large corridor and the road changes cardinal orientation many times it can be easy to mistake one side of the road for the other.
- Work below ordinary high water – this work must adhere to regulatory requirements for water quality, discharge of dredged/fill material, fish passage, and fish habitat.
- Work in or adjacent to Section 4(f) resources – it is important that all Section 4(f) resources have been identified and that FHWA/FAA has made an applicability determination on the property.
- Utility work – locations where utility work is needed is not always known early in the environmental phase and may not be discussed in the environmental document. As design progresses, it may be added to the plan set and the analyst may not be notified.

### **15)What type of comments should analysts make?**

Analysts' comments should generally focus on things within the environmental realm. However, you may comment on any other aspect of the project you deem appropriate. Be concise but clear. Your comments should include a solution or suggestion and a source or citation. Be prepared to discuss your comments during the plan review meeting. Very minor comments can be given directly to the PM and excluded included from the formal comments.

### **16)How do we submit comments?**

Comments are either written into a comment form (Word document) or entered into an online form. The cover page on the project's standard modifications to the standard specification will typically have instructions describing the design project manager's preference.

### **17)What can we expect from the plan review meeting?**

All of the functional groups associated with the project are invited to attend the plan review meeting. At the meeting, a representative from each functional group goes over their comments. Be prepared to discuss your comments and offer solutions. The meeting can take several hours depending on the complexity of the project.

## ESCP Review Procedure

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Contractors must develop a Storm Water Pollution Prevention Plan (SWPPP) for all projects with ground disturbance. The purpose of the Erosion and Sediment Control Plans (ESCP) is to provide the contractor with sufficient information and guidance to prepare their SWPPP. To accomplish this, the DOT&PF has an electronic ESCP template which the project managers are required to use. This template ensures that the ESCP (and in turn the SWPPP) meet the requirements and standards of the APDES Construction General Permit. The ESCP is broken into two Volumes; Volume I is the document and appendices and Volume II are the plan sheets.

Additional information can be found in section 1120.8 of the 2011 Alaska Highway Preconstruction Manual and in the references section of the ESCP template.

### 1. Volume I of the ESCP

Read **Volume I** of the ESCP in tandem with the most recent DOT&PF template (see the Design and Review Comments folder in Templates and Procedures). Check to make sure all the information in the ESCP is correct and consistent with the environmental document, permits, etc. Pay close attention to the following sections:

- 3.1 Project information
  - Is the project name, number, and location information correct?
  - Is the source of the latitude and longitude listed?
  - If the latitude and longitude are for the approximate midpoint of the project corridor is it noted?
- 3.2 Project specific conditions
  - Are the slope, topography, and drainage patterns accurately described?
  - Are the types of vegetation, growing season, and seeding dates accurate?
  - Are the clearing window and fish window consistent with the environmental commitments in the Environmental Document?
  - Is the historic site contamination consistent with the Environmental Document?
- 4.1 Scope of work
  - Is it consistent with the Environmental Document?
- 4.4 Size of property and total area to be disturbed
  - Is the total project area a reasonable number based on the size of the project corridor?
  - Is the area for ACGP coverage less than or close to that listed in the water quality section of the Environmental Document?
- 4.5 Identification of all potential pollutant sources



- Are all reasonable sources listed?
  - Are sources other than sediment listed?
- 5.0 Site maps
- Check the site maps in Appendix A to make sure they show the features listed in the ESCP template in the Site Maps section.
- 7.1 Identify receiving waters
- Are all the receiving waters identified in the Environmental Document and requested in the ESCP template listed here?
  - Are the questions and check boxes for the Outstanding Natural Resource Waters (ONRW), also known as potential Tier 3 waters, answered correctly?
  - If the proposed project will or may discharge storm water into and ONRW, is the consultation with ADEC from the Environmental Document and the date included?
  - If an Antidegradation Analysis is required, is it included here?
  - Are the appropriate BMPs, including natural buffer areas, included in Section 11 to meet any permit conditions or environmental commitments?
- 7.2 Identify TMDLs
- Are all impaired receiving waters with established TMDLs listed here, including a discussion on the water quality standards, pollutants, and pollutant sources?
  - If the project affects a water body with an approved or established TMDL, are the proposed measures to ensure that discharges will be consistent with the requirements of the TMDL discussed?
  - Are the appropriate BMPs, including natural buffer areas, included in Section 11 to meet any permit conditions or environmental commitments?
- 8.1 Information on endangered or threatened species or critical habitat
- Are the threatened and endangered species or their critical habitat identified in the Environmental Document discussed here?
  - Are the mitigation measures or commitments for avoiding adverse impacts to the species discussed here?
  - Are the appropriate BMPs, including natural buffer areas, included in Section 11 to meet any permit conditions or environmental commitments?
- 9.0 Historic Properties
- Is the Section 106 consultation and findings of effect accurately described here and a copy of the SHPO concurrence included in Appendix D?

- Are the consultation dates included and do they match the Environmental Document?
- If historic sites are near the construction site is avoidance and mitigation of potential impacts discussed?
- Are the appropriate BMPs, including natural buffer areas, included in Section 11 to meet any permit conditions or environmental commitments?

11.0 Control measures and best management practices

- In addition to including the appropriate BMPs as discussed above, does the ESCP also address (as necessary); the removal of off-site accumulation of sediments, management of construction waste, permanent sediment controls, and maintenance of the BMP's?

**2. Volume II of the ESCP**

**Volume II** of the ESCP should include two sets of plans. One set should show the project details and proposed BMP's as discussed in Volume I. The second set is blank for the contractors use. When reviewing the plan set showing BMP's look for the following:

- Location of ground disturbing activities
- Names and locations of waters of the U.S
- Stormwater flow and drainage patterns from the project area after grading
- Location and placement of BMPs
- Sensitive areas not to be disturbed: this could include historic resources, wetlands, streams, etc.

**3. Commenting**

Make your comments on the "PIH-PS&E comment form\_original" found in the Templates and Procedures folder. Fill the columns on both the word document and electronic form with the following information:

In the Category column below please identify: Engineers Estimate, Plans, Standard Modification, Special Plans				
Item No.	Sheet No. / Page No.	Item	Category	Comment
1)	ESCP [page #]	Section number	Section name	Your comment
2)				

Make comments in the order they can be found within the ESCP. Be concise but clear. Your comment should include a solution or suggestion and the source or citation of the correction.

- a) Change the project name, number, and type of review comments and anything else highlighted on the document. If the ESCP came with the pre-PS&E packet then the type of review will be “Pre-PS&E” and all comments from the ESCP, specifications, estimates, and plan sheets will be on the same comment form. For ESCPs that are separate from the Pre-PS&E packet, you can rename the review sheet “ESCP review” and only ESCP comments will be on the form.

<b>PIH/PS&amp;E</b>		<b>PROJECT NAME: Name</b>
<b>REVIEW</b>		<b>PROJECT NUMBER: Federal/State</b>
<b>Initials</b>	<b>DATE: Date</b>	<b>Confirmation of actio</b>
<b>Analyst:</b>	<b>REVIEWER: Name</b>	
<b>TL:</b>	<b>SECTION: PD&amp;E</b>	
	<b>PHONE: (907) 269-####</b>	

- b) Have your team leader review your comments prior to sending them to the project manager. After revising as needed, initial the top of the final comment form and ask your team leader to initial it as well. PDF the final comments sheet with initials and send a copy to the project manager, cc your team leader, and place a copy in both the electronic and main project folders.

<b>REVIEW</b>	
<b>Initials</b>	<b>DATE</b>
<b>Analyst:</b>	<b>REVI</b>
<b>TL:</b>	<b>SECT</b>
	<b>PHON</b>

# Permits

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# Environmental Permits, Approvals, and Consultations

Federal			
Agency	Permits, Approvals, and Consultations	Activity	Website
National Marine Fisheries Service (NMFS)	Essential Fish Habitat (EFH) Assessment	Work may adversely affect EFH	<a href="http://alaskafisheries.noaa.gov/habitat/efh.htm">http://alaskafisheries.noaa.gov/habitat/efh.htm</a>
	Section 7 consultation	Work that may adversely affect Belugas and/or other Federally listed threatened or endangered marine mammals	<a href="http://www.nmfs.noaa.gov/pr/consultation/">http://www.nmfs.noaa.gov/pr/consultation/</a>
U.S. Army Corps of Engineers (USACE)	Section 10 Permit	Work below the Ordinary High Water (OHW) of navigable waters	
	Section 404 Permits Individual Permits		
	1. Standard Permits 2. Letters of Permission General Permits 1. Regional Permits 2. Nationwide Permits 3. Programmatic Permits	Discharge of dredged or fill material into wetlands and waters of the U.S.	<a href="http://www.poa.usace.army.mil/Missions/Regulatory.aspx">http://www.poa.usace.army.mil/Missions/Regulatory.aspx</a>
U.S. Coast Guard (USCG)	Navigability Determination Section 9 Bridge Permit	Construct or modify a bridge or causeway across a navigable waterway of the U.S.	<a href="http://www.uscg.mil/hq/cg5/cg551/BPAG_Pa ge.asp">http://www.uscg.mil/hq/cg5/cg551/BPAG_Pa ge.asp</a>
U.S. Forest Service (USFS)	Special-use Authorization	Work on USFS land	<a href="http://www.fs.fed.us/specialuses/special_app_process.shtml#sp-app-d">http://www.fs.fed.us/specialuses/special_app_process.shtml#sp-app-d</a>
U.S. Fish and Wildlife Service (USFWS)	Bald Eagle Non-purposeful Take Take of Eagle Nests	Project results in a take of or disturbs eagles, nests, or eggs	<a href="http://www.fws.gov/migratorybirds/CurrentBirdIssues/Management/BaldEagle/ApplicationandReports.html">http://www.fws.gov/migratorybirds/CurrentBirdIssues/Management/BaldEagle/ApplicationandReports.html</a>
	Section 7 Consultation	Work that may impact Federally Threatened or Endangered species or their designated critical habitat	<a href="http://www.fws.gov/endangered/permits/index.html">http://www.fws.gov/endangered/permits/index.html</a>
State			
Agency	Permits, Approvals, and Consultations	Activity	Website
Alaska Department of Environmental Conservation (DEC)	Alaska Pollutant Discharge Elimination System Construction General Permit	Construction projects disturbing more than one acre of ground, excluding routine maintenance projects	<a href="http://www.dec.state.ak.us/water/wmpspc/stormwater/sw_construction.htm">http://www.dec.state.ak.us/water/wmpspc/stormwater/sw_construction.htm</a>
	Tier 3 Consultation	Work discharging stormwater into a waterway within or less than a mile upstream of a State or Federal park or wildlife refuge	<a href="http://www.dec.alaska.gov/water/wqsar/Antidegradation/docs/P&amp;P-Interim_Antidegradation_Implementation_Methods.pdf">http://www.dec.alaska.gov/water/wqsar/Antidegradation/docs/P&amp;P-Interim_Antidegradation_Implementation_Methods.pdf</a>

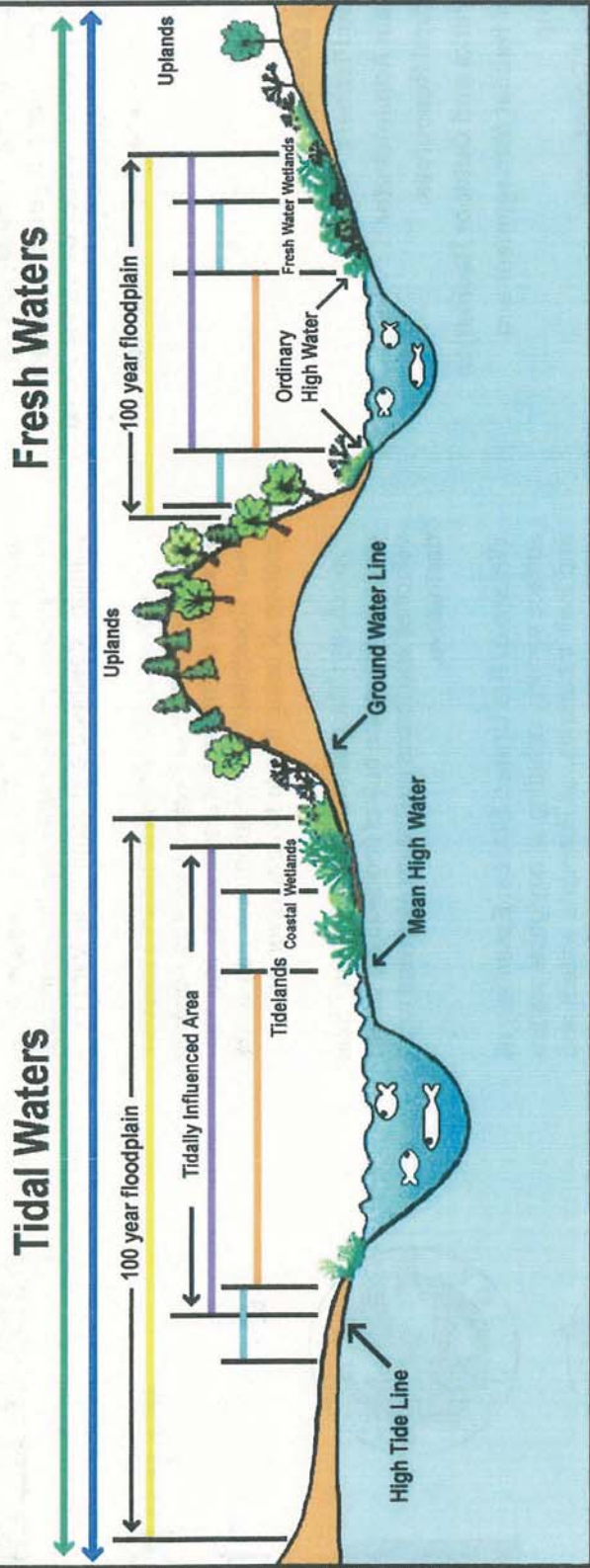
# Environmental Permits, Approvals, and Consultations

State (continued)	
DEC Plan Review and Letter of Non-objection	Projects with permanent stormwater controls, treatment controls, or sewer systems
Wastewater General Permit - Excavation Dewatering	Discharge of wastewater from excavations on sites located <1 mile from a contaminated site OR from excavations on sites located >1 mile from a contaminated site when project is not eligible for coverage under APDES
Alaska Department of Environmental Conservation (DEC)	Discharge of contained wastewater (e.g. water from tanks, swimming pools, and other containers holding wastewater that meets water quality standards) to lands and waters of the State
Section 401 Certification (done by USACE with Section 404 or Section 10 Permit)	Discharge into Waters of the U. S.
Title 16 Fish Habitat Permit	Activities that require work below OHW of or over anadromous waters or EFH
Alaska Department of Fish and Game (ADF&G)	Capturing fish using minnow traps, beach seines, or djp nets
Fish Resource Permit	Work within or adjacent to a State refuge, critical habitat area, or game sanctuary
Special Areas Permit	
Alaska Department of Natural Resources Division of Mining Land and Water (DNR-DMLW)	<p>Tidelands Lease/Permit</p> <p>Right-of-way Permit</p> <p>Land Use Permit</p> <p>Temporary Water Use permit</p> <p>Water Right Permit/Certificate</p> <p>Material Site Permit</p>
Special Use Permit	Work within a State park or recreation area/site
Alaska Department of Natural Resources Division of Parks and Outdoor Recreation (DNR-DPOR)	<p>Section 6(f) Conversion of Use</p> <p>Section 106 (federally funded) Consultation</p> <p>Alaska Historic Preservation Act (state funded) Consultation</p> <p>All projects</p>

# Environmental Permits, Approvals, and Consultations

<b>State (Continued)</b>	
DOT&PF and/or FWA or FAA	Section 4(f) Determination of Use  Work within publicly owned parks, recreational areas, wildlife and waterfowl refuges, or public and private historical sites  <a href="http://environment.fhwa.dot.gov/4f/index.asp">http://environment.fhwa.dot.gov/4f/index.asp</a>
<b>Borough/Municipality</b>	
Kenai Peninsula Borough (KPB)	KRC Multi-agency Permit Application (single application for certain Federal, State and KPB permits)  Project affects environmental resources or is within the 50-Foot Habitat Protection Area (extends outwards 50 feet from OHW of anadromous streams)  <a href="http://www.kenairivercenter.org/Permits/pdfs/multi-agencyappwritable.pdf">http://www.kenairivercenter.org/Permits/pdfs/multi-agencyappwritable.pdf</a>
Municipality of Anchorage (MOA)	Noise Permit  Work will occur near a residential property or other noise sensitive receiver and on nights, weekends, or holidays  <a href="http://www.muni.org/departments/traffic/engineering/documents/hhs%20noise%20permit.pdf">http://www.muni.org/departments/traffic/engineering/documents/hhs%20noise%20permit.pdf</a>
32 Participating Communities and Boroughs	Flood Hazard Permit  Work within a Federal Emergency Management Act mapped floodway

# Kenai River Center Agency Jurisdictions



- █ KPB Floodplain Administrator
- █ AK Department of Natural Resources
- █ KPB 50 Foot Habitat Protection Area
- █ US Environmental Protection Agency
- █ KPB Coastal Zone Management Program
- █ US Army Corps of Engineers

## Areas of Regulatory Authority:

**KPB Resource Planners:** Lands within 50 feet of OHW (or within 50 feet of mean high tide in tidal areas) on streams covered by the KPB's Habitat Protection Area ordinance

**KPB Floodplain Administrator:** Lands within mapped floodplains and floodways in the Kenai Peninsula Borough

**DNR DPOR:** The area at and below OHW (or mean high tide in tidal areas) in the Kenai River Special Management Area

and any structures projecting over the water; commercial activities on Alaska State Parks lands and waters

**DNR OHMP:** Areas at or below OHW (or mean high tide in tidal areas) of catalogued anadromous streams and streams supporting high value resident fish species

**EPA:** All activities which may result in discharge of pollutants to waters of the United States, including streams, rivers, lakes, ponds, marine waters and wetlands

**KPB Coastal District:** The borough's coastal district includes all areas out to the 3-mile off-shore limit, up to

the 1000-foot elevation above sea level, and along the course of all documented streams important for salmon.

**US ACE:** Waters of the United States, including wetlands

**City of Soldotna:** Lands within 100 feet of OHW on the Kenai River inside Soldotna city limits.



## What is the Kenai River Center?

The Kenai River Center is a multi-agency permitting, information and education center. Borough, state and federal agencies are working cooperatively to protect the rivers of the Kenai Peninsula, its watersheds, and its fish and wildlife resources. If you are doing a project near or in rivers or wetlands on the Kenai Peninsula, contact the Kenai River Center to see what permits may be required.

## Who is at the Kenai River Center?

Kenai Peninsula Borough  
Resource Planners  
Floodplain Administrator  
AK Dept. of Natural Resources,  
Div. of Parks and Outdoor Recreation  
Office of Habitat Management and  
Permitting  
US EPA Watershed Coordinator  
Kenai Watershed Forum

*Other agencies not located at the KRC, but with which the KRC works on a regular basis, include:*

US Army Corps of Engineers (USACE)  
Kenai Peninsula Borough Coastal District  
Coordinator  
US Fish and Wildlife Service  
AK Department of Natural Resources, Office  
of Project Permitting and Management  
City of Soldotna\*

\*Other Cities on the Kenai Peninsula may also have regulatory authority over projects within city limits.

## Definitions

**Anadromous waterbody:** A stream, river or lake that provides spawning, rearing, or migratory habitat for fish species that are born in and spawn in fresh water but spend most of their lives in the ocean. Anadromous fish species on the Kenai Peninsula include salmon, steelhead and some Dolly Varden.

**Floodplain:** A floodplain is the area adjacent to a river, stream or lake that may be covered by water during high-water events. The **100-year floodplain** is the area that has a 1% chance of being flooded in any given year.

**Floodway:** The channel of river and overbank areas that carry the bulk of floodwaters, where velocities and forces are the greatest and most destructive.

**Waters of the United States:** Essentially all surface waters, including all navigable waters and their tributaries, all interstate waters and their tributaries, all impoundments of these waters, all wetlands adjacent to these waters, and certain isolated wetlands. Some examples include oceans, lakes, rivers, streams, ponds, marshes, wetlands, and mudflats.

**Ordinary High Water:** The Ordinary High Water Mark can usually be identified by the vegetation line along the bank or shore, or by other distinctive signs. It is defined as the mark along the bank or shore where the presence and action of water are so common and usual as to leave a natural line impressed on the bank or shore. That line may be indicated by erosion, shelving, changes in soil characteristics, destruction of terrestrial vegetation, or other distinctive physical characteristics.



# Agency Jurisdictions



Kenai River Center  
514 Funny River Road  
Soldotna, AK 99669  
(907) 260-4882

[www.borough.kenai.ak.us/KenaiRiverCenter](http://www.borough.kenai.ak.us/KenaiRiverCenter)



*The Kenai River Center, Soldotna, Alaska*

## HOW CAN THE CENTER HELP ME?

**SITE VISITS:** If you are a landowner or land manager in the Kenai River watershed, the staff at the Kenai River Center can advise you on how you can best utilize your property while protecting valuable habitat for fish and wildlife.

Yes, we will make "house calls" to look at your individual property and specific project needs. Please call us at (907) 260-4882 to set up an appointment.

**PROJECT FUNDING:** Habitat protection and restoration projects may be eligible for a KPB partial credit on land assessments. Projects must be pre-qualified before beginning construction.

Partial funding may also be available from other sources for selected projects that protect property while restoring and providing fish and wildlife habitat. These include but are not limited to bank stabilization, the revegetation of eroded banks

and the removal of structures detrimental to salmon habitat such as jetties and bulkheads.

Contact us for further information, permitting guidelines and program eligibility requirements.

**PROJECT PERMITS:** If your project activities require a permit from any or all of the agencies listed below, one consolidated permit application packet available from the Kenai River Center is all you need. Staff is available to answer any questions about the application and provide information to assist you in completing the forms.

◆ **KPB CONDITIONAL USE PERMITS.** To protect salmon spawning and rearing habitat, the Borough established a 50-foot habitat protection corridor on 25 salmon streams. In addition to protecting valuable fish habitat, the 50-foot setback area contributes to flood and erosion control, as well as filtration and absorption of stormwater runoff.

Allowable activities within the 50-foot habitat protection area include minor vegetation management, construction of gratewalks, light penetrating platforms and steps, floating docks, and fish cleaning stations. A complete stream list and permit information are available at the Center.

◆ **KPB FLOODPLAIN PERMITS.** Activities within the floodway or floodplain of the Kenai Peninsula Borough may require a permit from the Floodplain Administrator. If you do not know if your property is located in the floodplain we will help you make that determination.

◆ **FISH & GAME HABITAT PERMITS.** Any activity or project that occurs below the ordinary high water line of the Kenai River or affects the Kenai Watershed requires a permit from the Alaska Department of Fish & Game.

◆ **STATE PARKS USE PERMIT.** Any activity or project that extends over or occurs below the ordinary high water line of the Kenai River requires a State Parks Use permit.

◆ **STATE PARKS NON-COMMERCIAL USE PERMITS.**

Any commercial activity or venture that takes place within the Kenai Peninsula or Prince William Sound State Park units, including Kenai River guides, requires a State Parks Commercial Use permit.

◆ **ENVIRONMENTAL PROTECTION AGENCY (EPA) INFORMATION AND PERMITS.** The EPA staff at the Kenai River Center is available to provide technical assistance for wetlands and other aquatic ecosystems, as well as to participate in aquatic resource and conservation planning. In addition, EPA conducts waste and storm water inspections. Anyone can stop by to obtain additional information about other EPA programs, and miners may come in and pick up mining waste water discharge permit forms.

◆ **ADDITIONAL PERMIT** information is available for the Kenai Watershed Overlay District (KROD), Kenai National Wildlife Refuge, Moose Range Meadows easements, the U.S. Corps of Engineers, and the Department of Natural Resources (DNR).



◆ **THE DON E. GILMAN REFERENCE**

**LIBRARY,** under continuous development, contains books, publications, and article reprints focusing on the Kenai River, its fish and wildlife resources, and habitat protection techniques. Studies, land use plans, and other government-generated materials relating to the Kenai River Watershed are available for review. Computers and Web access are offered for river and habitat-related research purposes.



514 Funny River Road  
Soldotna, AK 99669  
(907) 260-4882

KenaiRivCenter@borough.kenai.ak.us



## Working Together to Restore and Protect Our Rivers

### WHAT IS THE KENAI RIVER CENTER?

The Kenai River Center is a multi-agency permitting, information, and education center. Four agencies are working cooperatively to protect the rivers of the Kenai Peninsula, its watersheds, and its fish and wildlife resources.

### WHO'S AT THE CENTER?

- ◆ **Kenai Peninsula Borough, Planning Department**
- ◆ **Alaska Department of Fish and Game, Habitat and Restoration Division**
- ◆ **Alaska Department of Natural Resources, Division of Parks and Outdoor Recreation (State Parks)**
- ◆ **Environmental Protection Agency (EPA), Watershed Coordination**



514 Funny River Road  
Soldotna, Alaska 99669

## **USACE Permits General Guidance**

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When you coordinate with the USACE, they will evaluate your project to see if:

1. No permit is required (i.e. no jurisdiction, activities not jurisdictional, meets 404 exemptions, etc.).
2. The project meets a Nationwide Permit (NWP). They will always use the lowest level of authorization.
3. The project meets a Regional General Permit (GP). These are hardly ever used at DOT&PF, but the process is similar to NWP.
4. The project must go through the Letter of Permission or Individual Permit (IP) process.

### **Nationwide Permit**

Nationwide permits are nationally issued permits that have already gone through agency review and have been determined to have a de minimus impact on natural resources and do not require an individual permit authorization through the USACE. They may require Pre-Construction Notification [(PCN) (not an application)] to the USACE to verify the project meets the conditions of the NWP and to let them know of your intent to use an NWP.

#### *Processing*

1. Review the NWPs to determine if one may apply to your proposed project. Read the complete language of the NWP.
2. Determine if a PCN is required. The NWPs usually state if a PCN is required through General Condition 27 and will give the stipulations for PCN requirement. Also, you can look at the NWP Summary Table which outlines each NWP and states whether or not a PCN is required.
  1. If a PCN is not required, compose an email message and attach a location and vicinity map, plans, and any other pertinent information. Submit the materials to your team leader for review/approval. Upon approval, send the materials to the Regional Environmental Manager (REM). The REM will send it to the Statewide Environmental Manager for approval. They will reply with a concurrence and forward a courtesy copy to the USACE.
  3. If a PCN is required, fill out the USACE PCN form and complete a transmittal letter. You should include the following:
    - a. location and vicinity map
    - b. plan view (bird's eye view) of the project with the coordinates and the total project footprint in acres, and
    - c. cross-section of excavation and/or fill (including the slopes) with the amount of fill in cubic yards.

Submit the materials to your team leader for review/approval. Upon approval, send the materials to the Regional Environmental Manager (REM). The REM will send it to the Statewide Environmental Manager for approval. They will digitally sign it and send back to you for you to print and send to the USACE.

2. If a project results in the loss of ½ acre or greater of waters of the U.S. or is required by Regional Condition B, the USACE will send out a General Permit Agency Coordination email or fax for a 10-day agency review. If an agency contacts the USACE, they will wait 15 more days before making a decision.
3. NWP's and GP's have already been found consistent with the DEC 401 water quality standards and have obtained a Certificate of Reasonable Assurance. You do not need to seek additional authorization for this permit.

## **Regional General Permits**

Regional Permits are issued by the Alaska District Engineer for a general category of activities when the activities are similar in nature and cause minimal environmental impact, both individually and cumulatively.

The only GP's you may encounter are:

- Bank Stabilization within the Kenai Peninsula Borough
- Anchorage Wetlands Management Plan Revision (when working on a class "C" wetlands), and
- Bethel General Permit.

Read the complete language of the permit to determine if your project qualifies under them and for specific processing instructions.

## **Letter of Permission (Section 10 CE projects only)**

Letters of Permission (LOP) are a type of permit issued through an abbreviated processing procedure, which includes coordination with Federal and state fish and wildlife agencies, as required by the Fish and Wildlife Coordination Act, and a public interest evaluation, but without the publishing of an individual public notice. LOP's may be used for projects subject to Section 10 of the Rivers and Harbors Act of 1899 when the Corps determines the proposed work would be minor, would not have significant individual or cumulative impacts on environmental values, and should encounter no appreciable opposition. Follow the processing instruction for IP's below.

## **Individual Permits**

Individual Permits are issued following a full public interest review of an individual application for a Department of the Army permit. A public notice (usually 30 days in length) is distributed to all known interested persons. The permit decision is generally based on the outcome of a public interest balancing process, where the benefits of the project are weighed against the detriments.

## *Processing*

1. If your project is regulated under the USACE jurisdiction and does not fall under an NWP, you will probably need an IP. To expedite the process, contact the USACE for a pre-application meeting to discuss the project and what they might recommend for mitigation or if they think any will be required. This is also a good time to invite other agencies to have a complete pre-application agency meeting. Let them know when you expect to be sending the application.
2. Complete the Application Form. Read the instructions starting on page 3, which describe what to put in each box. Include a good plan set – this is really important and one of the most common things that will delay your project. Have them completed to meet the Guide to Drawings recommendations. If you have a completed EA, send a copy of that, too (while it is not required, it helps expedite the process).
3. Complete the Applicant Proposed Mitigation Statement. Make sure you discuss the avoidance, minimization, and mitigation measures with the Project Manager prior to completing the form.
4. Submit the materials to your team leader for review/approval. Upon approval, send the materials to the Regional Environmental Manager (REM). The REM will send it to the Statewide Environmental Manager for approval. They will digitally sign it and send back to you for you to send to the USACE.
5. The USACE will send you a letter of acknowledgement of receipt of the application and they may or may not request additional information.
6. If the application is complete, they will send out a Public Notice for a 30-day review to the public, associated villages/tribes, adjacent property owners, and agencies. Check their public notice website to see if your project has been posted. If the USACE receives comments, you will have an opportunity to respond to those comments and they will determine whether the project is contrary to public interest and whether or not it meets the 404(b)(1) guidelines.

## **Alternative Permit Process**

The Alternative Permit Process (APP), also known as the Abbreviated Permit Process, is a form of standard permit evaluation that allows applications to be processed in an expedited fashion. Evaluation of these applications is accelerated because the substantive issues are resolved in an abbreviated time frame. An APP permit decision will normally be authorized within 30 days from the receipt of a complete application. Activities authorized by an APP are subject to the general and special conditions specific to each APP. The Alaska District currently has developed one APP for sanitation facilities in Alaskan villages (APP 93-1).

## **Permit Denial**

USACE permit denials are rare and your project would only be denied if one of the following were to occur:

- Fails 404(b)(1) guidelines.
- Fails to receive ADEC 401 Certification.
- Inconsistent with the Alaska Coastal Management Program (ACMP) standards.
- Less damaging alternative practicable alternative available.
- Jeopardizes a T&E species
- Adversely effects overriding national interest.

## NWP with No Preconstruction Notification email Template

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Project Name

Request to use NWP ## – Nationwide Permit Name

Hi Ben,

The Alaska Department of Transportation and Public Facilities (DOT&PF), in association with list whether it is State, FHWA, or FAA, OR has assumed the responsibilities of the Federal Highway Administration under Section 326 of amended Chapter 3 of title 23, United States Code (23 U.S.C. 326), and is proposing to provide project description and location (see attached Figure 1).

The project was designed to avoid work within waters of the U.S. to the maximum extent practicable; however, there will be a minor amount work within wetlands or waters of the U.S. that would include describe work that would be taking place under COE jurisdiction. Include wetlands disturbed in acres and fill amount in cubic yards and add a figure enclosure if possible.

The construction activity within wetlands should be covered by Nationwide Permit (NWP) No. ##, NWP Name, which does not require a preconstruction notification. Please let me know if you concur with this request, or if further review from the COE is needed.

Signature block here



## PCN Required or IP Letter Template

Date

Re: Request for Nationwide Permit ##  
Project Name  
DOT&PF Project No: #####

### Name

Branch Chief, South Section  
Attention: CEPOA-RD-S or N  
US Army Corps of Engineers  
Post Office Box 6898  
Elmendorf, AK 99506-0898

Attn: Put project Manager/Regulatory Specialist name here if you've already contacted them.

Dear Mr./Ms. Name:

As discussed via phone/email/meeting on DATE (if applicable), the Alaska Department of Transportation and Public Facilities (DOT&PF) accordance with the list whether it is State, FHWA, FAA, OR has assumed the responsibilities of the Federal Highway Administration under Section 326 of amended Chapter 3 of title 23, United States Code (23 U.S.C. 326), and is requesting verification under the U.S. Army Corps of Engineers (USACE) Nationwide Permit (NWP) No. ##, NWP NAME, for the Central Region short project description. The proposed project is located within Section ##, T#N/S, R#E/W, on USGS Quad Map Name, Name Meridian; Latitude ##.####°N, Longitude -###.####°W; near City/Village, Alaska (see attached Figure 1 for location and vicinity map).

### Project Description

Add project description here. Be sure to include amount of fill in cubic yards and footprint of fill in acres.

### Purpose and Need

Add a good purpose and need section here. Explain why the project is required and how the project will resolve the need.

### Section 404 or 10 Involvement

Add a summary of the impacts to Waters of the U.S., including wetlands.

### Avoidance and Minimization

Provide a description of how you have avoided and minimized the amount of work within waters of the U.S.

If you have any questions or require additional information, please contact **Project Manager Name**, P.E., Project Manager, at 269-#### or **Your Name**, Environmental Impact Analyst, at 269-####.

Sincerely,

Ben White  
Statewide Environmental Manager

Enclosures: Provide PCN, good figures that show the typical of the footprint, a “birds-eye” view, a good Location and Vicinity Map.

cc: **Your Name**, Environmental Impact Analyst, PD&E  
**Your Team Leader**, Environmental Team Leader, PD&E  
**Project Manager**, P.E., Project Manager, **Their Section**



DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
Central Region Design and Construction  
Preliminary Design and Environmental Section  
4111 Aviation Avenue  
P.O. Box 196900  
Anchorage, Alaska 99519-6900

## GENERAL PERMIT AGENCY COORDINATION (GPAC)

\*\*\*\*The Alaska Department of Transportation and Public Facilities (DOT&PF) is coordinating the Pre-Construction Notification (PCN) as allowed by Alaska District's Regional Condition B which allows local, state and federal applicants for a notifying nationwide permit (NWP) to coordinate a PCN according to NWP general condition 27. At the end of the GPAC, the DOT&PF will consolidate agency comments and inform the Corps of changes to the project resulting from agency comments. The Corps will determine if DOT&PF has adequately addressed agency comments and if so, the Corps will not be coordinated again and they will make their decision to verify the NWP or require an individual permit.\*\*\*\*

The DOT&PF is requesting your comments on the proposed project within ten (10) calendar days from the date of this notification. If additional time is needed to provide substantive, site-specific comments, contact us and we will wait an additional 15 calendar days before providing the Corps our responses. Further information concerning the general permit can be found at the following web address: <http://www.poa.usace.army.mil/reg>.

We are requesting the U.S. Fish and Wildlife Service and the National Marine Fisheries Service to review and comment concerning potential impacts to threatened or endangered species or their critical habitat.

Comments on the proposal may be emailed to **NAME**, mailed to the address above, or you may call **NAME** at (907) 269-XXXX.

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RELEASER'S SIGNATURE:

\_\_\_\_\_  
Brian Elliott  
Regional Environmental Manager

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**Corps of Engineers Identification:** NWP #

**General Permit:** NWP XX

**Date of GPAC:** Date GPAC is sent out

**Comment Period Closing Date:** 10 Calendar Days from the day the GPAC is sent out

**For Questions, Please Contact:** Name, Environmental Analyst at 269-XXXX or via email at XX or Name, P.E., Project Engineer at 269-XXXX.

**Project Location:** The project site is located within Section #, T. # N/S., R. # E/W., NAME Meridian; USGS Quad Map NAME X-X; Latitude ##.###° N., Longitude ###.###° W.; Subdivision Name, Block #, Lot #; directions to site, near/in CITY, Alaska.

**Project Description:**

**Mitigation:** See PCN

**Enclosures:** Sheets 1-XX, Dated



## MEMORANDUM

## STATE OF ALASKA

Department of Transportation and Public Facilities  
Central Region  
Preliminary Design and Environmental

**To:** Beverly Holt  
Accounting Technician II  
Finance

**Date:**

**Phone:** 269-0534

**Project:**

**From:** Jerry O. Ruehle  
Environmental Coordinator

**Project No:**

**Subject: Payment to Alaska Wetlands  
Conservation Fund**

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Attached for payment for wetlands fill activities (Department of the Army Permit No \_\_\_\_\_) is a request in the amount of \_\_\_\_\_ .

Please arrange payment in the form of a check and send to: (address and phone number updated 6/1/09)

Conservation Fund  
2727 Hiland Road  
Eagle River, AK 99577  
Attn: Mr. Brad Meiklejohn  
Phone: (907) 694-9060 (always call or email to make sure Brad is still there  
bradmeiklejohn@aol.com)  
Tax ID No: 521388917

Charge to: 244\_\_\_\_\_ -57403-3\_\_\_\_\_ -73803

Please copy this Section on all correspondence with the Conservation Fund. If you have any questions regarding this request please contact \_\_\_\_\_(analyst) at 269-\_\_\_\_\_

cc: Design Project Manager  
Analyst

This form is located as a Word Document  
Environmental Unit/Environ Document/WETLANDS/Fee in Lieu Payment Memo

## MOA NOISE PERMIT

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1. Obtain a project description and vicinity map from the project manager.
2. Download Noise Permit Application from MOA Department of Health and Human Services - Environmental Services  
(<http://www.muni.org/Departments/health/environment/FSS/Pages/fssnoise.aspx>).
3. Open the application and click on Forms>Start Form Wizard>An existing electronic document>Use the current document.
4. There should now be textboxes for you to fill in. Click on “Close Form Editing” at the top right corner of the screen. Now save the document.
5. Try to find a noise permit application from a similar project to use to help complete the form.
6. Complete the form:
  - a. Name of Applicant: Your name
  - b. Date: Date application is mailed
  - c. Name of Organization: State of Alaska Department of Transportation and Public Facilities
  - d. Phone: Your desk phone
  - e. Mailing Address: P.O. Box 196900, Anchorage, Alaska 99519
  - f. Type of activity: Create a text box to put an “X” in the construction box
  - g. Dates and times of planned activity: Permits are good for 1 year, so apply for 1 year. i.e. “April 01, 2010 - March 31, 2011, 24 Hours; including Sundays and State holidays”
  - h. Location of activity: Location of your project.
  - i. Description of event: Describe what work will be done, including machinery used. i.e. for resurfacing on the Glenn Highway “The proposed project involves repaving the driving lanes, interchange ramps, cross roads and bridges, installing or replacing the guardrail and guardrail end terminals, and striping the center line. A temporary increase in noise levels will occur during construction due to the use of heavy equipment (i.e. milling machine, paver, grader, dump truck, backhoe, front-end loader, jackhammer, and guardrail post driver).
  - j. Estimated noise level during event: Use an old project as a guide. For resurfacing “Up to 85 decibels 25 feet from source” is acceptable.
  - k. Number of persons expected to participate: Construction crew sizes will vary.
  - l. Zoning of location: residential, industrial, commercial, rural, or a combination.
  - m. Distance to nearest residential property line: Use your best estimate.
  - n. Demonstration of need for permit: Explain why you need a noise permit. For example, high traffic volume means work can’t be done well during daytime hours. Working in only daytime hours will cause severe traffic delays. Project will also cost more and increase impacts to surrounding neighborhoods.

- o. Describe actions to abate impacts: Examples of actions to abate impacts are things like working on the side of the road with less traffic and notifying the public (Public Involvement Plan)
7. Prepare a cover letter stating that DOT&PF is requesting a noise permit for a proposed project. Give a brief description of the project. State that upon issuance, the noise permit will be provided to the contractor and compliance will be a requirement of our contract with the contractor. Give the anticipated project start date. Give your contact information and sign the letter yourself.
8. Attached the approved Public Involvement Plan.
9. Combine the cover letter, application form, public involvement plan, and vicinity map into 1 pdf file. Have them reviewed by the PM, then your team leader.
10. Email the PM and state that you need their authorization to charge the dollar amount for the noise permit for the project. Ask them to verify that the codes are valid and that it is okay to charge this to the project. Then give them the project name, project number, ledger code, collocate, and program code.
11. Once they write back that they approve, forward the email to the Administrative Assistant, with a copy of the noise permit application attached.
12. Once the application has been reviewed, make sure the letter, app, and PIP are signed and email it to Janine Nesheim, ([NesheimJR@ci.anchorage.ak.us](mailto:NesheimJR@ci.anchorage.ak.us)) giving the name and project number in the email. State that you will follow up with a hard copy and tell her how to contact you with any questions.
13. Mail a hard copy to Janine Nesheim, MOA Environmental Services at 825 L Street. Follow up with a phone call to confirm that the letters arrived.
14. Janine Nesheim will contact you when the permit is finished. Bring the check to MOA Environmental Services at 825 L Street, 3<sup>rd</sup> floor.
15. Email a copy of the noise permit to the PM, and file the original.

# Engineering Plan Review and Letter of Non-Objection

## Frequently Asked Questions

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### 1. What is an Engineering Plan Review and Letter of Non-Objection?

According to 18 AAC 72.600, any entity who constructs, alters, installs, modifies, or operations any part of a nondomestic wastewater treatment works or disposal system must first have ADEC Division of Water approval of engineering plans. After ADEC reviews and concurs with the project's engineering plans, they issue a Letter of Non-Objection to the project.

### 2. What is a nondomestic wastewater treatment works or disposal system?

*Nondomestic wastewater treatment works* means a plant, device, structure, or other works designed to treat, neutralize, or stabilize nondomestic wastewater or sludges.

*Nondomestic wastewater disposal system* means a device or structure designed to dilute, dispose, or discharge nondomestic wastewater.

For more definitions refer to 18AAC72.990.

### 3. When does a project need an Engineering Plan Review and a Letter of Non-Objection?

**Required** for projects outside the Municipality of Anchorage (MOA) with permanent storm water controls, such as:

- New culverts
- Dry Extended Detention Pond
- Constructed Wetlands
- Wet Ponds
- Sand Filters
- Oil/Grit Separators
- Rotational Flow Separators
- Sediment ponds or basins
- Other similar treatment controls

**Not required** for projects within the MOA<sup>1</sup> with permanent storm water controls and are not likely to adversely affect water quality, such as:

- Utility Lines (water, sewer, gas, phone, etc.)
- Boardwalks
- Cross-culvert replacement
- Road surface maintenance
- Bike and Pedestrian Trails
- Sewage Lagoons

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<sup>1</sup> The DOT&PF and the MOA are co-permittees of the municipal separate storm sewer system (MS4) permit, which authorizes discharges from all MS4 outfalls into most of the creeks in the MOA. Refer to the permit (AKS-052558) in the Permits and Authorizations folder.

#### **4. Who is responsible for submitting the engineering plans and obtaining the Letter of Non-objection?**

The Analyst should submit the engineering plans and/or consult with the ADEC while preparing the environmental document. The plans can be submitted electronically or hard copy.

#### **5. If my project does not involve any permanent storm water controls mentioned above, is any additional consultation required to document compliance?**

DOT&PFs policy is for Analysts to get ADEC concurrence that no Engineering Plan Review and Letter of Non-Objection are required for the project during preparation of the environmental document. To obtain this concurrence, we usually send ADEC an email with a short description of the project and an explanation of why the project is not likely to adversely affect water quality. If they agree with the assessment, they will waive the Engineering Plan Review and send a concurrence email. This email should be appended to the environmental document.

#### **6. How does an Engineering Plan Review and Letter of Non-objection relate to the Alaska Pollutant Discharge Elimination System (APDES) Construction General Permit (CGP) Notice of Intent?**

Projects that construct permanent storm water controls must undergo an Engineering Plan Review and obtain a Letter of Non-Objection. Every construction project that disturbs more than one acre of land must submit a Notice of Intent to use the APDES CGP.

Construction projects with permanent storm water controls should follow a four-step process:

- Obtain a Letter of Non-Objection
- Develop a Storm Water Pollution Prevention Plan
- File an APDES CGP NOI
- Submit a copy of the SWPPP to ADEC

#### **7. How long is a Letter of Non-Objection valid for?**

If construction has begun within two years after issuance of Letter of Non-objection, the Letter of Non-objection is valid until completion of the project. If construction has not begun within two years after issuance of Letter of Non-objection, the Letter of Non-objection is void and plans must be resubmitted to ADEC.

#### **8. How long does it take to get a Letter of Non-Objection issued?**

A Letter of Non-Objection is usually issued two weeks to a month from date all required documents and information are provided.



## 9. What do we submit to ADEC?

- Transmittal memo<sup>2</sup> – you can use the ADEC Letter of Non-Objection transmittal memo\_template in the Permits and Authorizations folder
- Erosion and Sediment Control Plan (ESCP)
- ESCP plan sheets
- Permanent Storm Water Management Control Checklist

Refer to your Team Leader and the Work Product Review Matrix for review and processing guidance.

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<sup>2</sup> The DOT&PF policy is to use a transmittal **memo** when submitting documents to other State of Alaska departments. The policy is to use a transmittal **letter** (i.e., on letterhead) when submitting documents to any other Federal, local, or tribal organizations.

# **Project Certification**

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Project Certification Procedure

Environmental Pre-Certification Checklist



## Project Certification Procedure

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Once the Final PS&E plan set is complete, the project should be ready to advertise for construction. Before the project can be advertised, the Alaska Division of FHWA requires that the Engineering Manager, Regional Environmental Manager, Right-of-Way Chief, Utilities Chief, and Preconstruction Engineer certify the project. The purpose of Project Certification is to confirm that the project meets all applicable standards and legal requirements. Project Certification occurs when the environmental document and re-evaluations, if necessary, are approved and all the regulatory permits are obtained, and all environmental commitments and mitigation requirements are incorporated into the plans and specifications.

1. When the Final PS&E is finalized, the Engineering Project Manager circulates it for review and certification. The Final PS&E certification package will include a plan set, standard modification to the specifications, special provisions, and a Project Certification Form.
2. Review the certification package to ensure
  - a. your PIH/PS&E review comments have been addressed
  - b. project scope is consistent with the environmental document
  - c. environmental commitments and mitigation measures have been incorporated
  - d. all regulatory permits have been obtained (except for MOA Noise Permit and ADEC Tier 3 consultation)
3. Fill out the Environmental Pre-Certification Checklist (EPCC). The EPCC is an internal Environmental document that summarizes the work done on the project. The EPCC includes the type of document, permits, when various consultations took place, etc. You can find the EPCC in the Templates and Procedures folder.
4. The project can be certified if all the requirements in #2 above have been met
  - a. If the project **is** ready for certification, give the certification package and completed EPCC to the REM
  - b. If the project is **not** ready for certification, resolve any issues preventing certification
5. The REM will then sign the Project Certification Form and return the certification package to the analyst. Scan the signed Project Certification Form and EPCC. File the electronic versions in the “project management folder” and file hard copies in the administrative file.
6. The analyst returns it to the Engineering Project Manager (without the EPCC).

# Environmental Pre-Certification Checklist (EPCC)

Form version:  
12/11/2012

<b>Project Name:</b> <input style="width: 600px; height: 25px;" type="text"/>	
<b>State Project #:</b> <input style="width: 150px; height: 25px;" type="text"/>	<b>Federal Project #:</b> <input style="width: 250px; height: 25px;" type="text"/>
<b>Type of environmental document</b>	<b>Type of project</b>
<input type="checkbox"/> State Checklist <input type="checkbox"/> PCE <input type="checkbox"/> CE <input type="checkbox"/> EA <input type="checkbox"/> EIS	<input type="checkbox"/> 6004 <input type="checkbox"/> FHWA <input type="checkbox"/> FAA                   Other <input style="width: 100px; height: 20px;" type="text"/>

**Project Approvals**

Date original Env. Doc. approved?  Number of re-evals?  Date last re-eval approved?

Has an ECM been prepared?  Yes  No

Have all required permits been obtained?  Yes  No

Permit/Authorization	Expiration Date

**Certification Requirements** Is the project scope consistent with what is described in the environmental document?  Yes  No  
 Have the environmental commitments, mitigation measures, and permit stipulations been incorporated into the project?  Yes  No

**Annual Report Data**

**Cultural Resources**

Was there SHPO coordination?  Yes  No Was there tribal coordination?  Yes  No Was there a survey?  Yes  No

Date of Initiation  Date of Findings  Survey Cost?

**Wetlands**

Wetlands impacted?  Yes  No Compensatory Mitigation?  Yes  No

Acres?  Cost?

**Section 7**

Formal consultation?  Yes  No

Cost (time plus mitigation)?

**Section 4(f)**

Was there 4(f) involvement?  Yes  No  Only constructive use consult  N/A (State funded project)

Was there a use?  Yes  No Type of evaluation

Analyst recommending project for certification  Date Submitted:

REM certifies that project may proceed to next funding stage

REM does NOT certify that project may proceed to next funding stage

\_\_\_\_\_  
Brian Elliott, DOT&PF Central Region, Regional Environmental Manager      Date

# **Construction**

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Environmental Expo Notes on the Role of the Environmental Analyst

Environmental Commitment (ECM) Template

Pre-construction Conference Guidance for Analysts

APDES Notice of Intent, Modification, and Notice of Termination (NOI/NOT) Instructions



# Environmental Expo

March 4, 2010

1. Briefly discuss role of Environmental Analyst with respect to construction:
  - A supporting role to construction staff in order to help them comply with General Permit, other environmental permits from the Corps or ADF&G
  - Our role is not enforcement. We are there to assist the Project Engineer in meeting permit stipulations and upholding environmental commitments and agreed mitigation.
  - Coordinate with the regulatory agencies if permit modifications are necessary, problems arise during construction: (1) we cannot meet permit stipulations (2) there are constructability issues that change the plans and permits (3) encounter contamination or eagle nest, or other environmental resources are discovered.
  - We are a resource that Construction staff can utilize for seeding, use of BMPs, ect.
  - We sometimes visit the project so we can learn from you. We take what we learn and use it the next time we apply for a permit. Knowing more about how permits affect your jobs allows us to better prepar permit applications or negotiate permits conditions so that it makes your job easier and more efficient.
  
2. Briefly discuss the difference between Environmental Analyst role and Mary Nan.
  - Mary is strictly APDES.
  - Analysts may or may not visit a project with Mary
  - Analysts are familiar with APDES but more importantly they are familiar with regulatory permits (Section 404, Title 16) and Environmental Commitments and Mitigation which come out during the NEPA phase.
  - Analysts ensure the project scope (what is currently being constructed) is consistent with the project scope in the Environmental Document. This is very important for funding reasons.
  
3. Environmental Analyst Introductions:
  - My role – I'm the Environmental Section's representative on the Erosion and Sediment Control Task Force.
  - My projects include
    - Old Seward Highway
    - Huffman Road
    - Parks Hwy 72-83
    - Ouzinkie Airport
    - Platinum Airport

# MEMORANDUM

## State of Alaska

Department of Transportation and Public Facilities  
Central Region Design and Engineering Services  
Preliminary Design and Environmental

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To:	Name	Date:	Date
	Construction Group Chief		
Thru:	Brian Elliott	Project No:	State/Federal
	Regional Environmental Manager		
From:	Name	Phone:	269-05XX
	Environmental Impact Analyst		
Subject:	Environmental commitments and permits	Project Name:	Name
Attachments:	Environmental permits Emergency permitting procedures and contact list Hazardous spill placard for posting at project office and in all construction vehicles		

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If the Contractor needs to deviate from these commitments, the Project Engineer must first receive written approval from Preliminary Design and Environmental (PD&E). Changes may require modifying the permits or acquiring new permits.

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### Environmental Permits and Stipulations

The Contractor must carry out all activities in compliance with federal, State, and local environmental regulations and permit requirements.

1. Alaska Department of Environmental Conservation  
**Alaska Pollution Discharge Elimination System – Construction General Permit, Permit #: AKR 100000, Expires: January 31, 2016**
  - Prepare and implement a DOT&PF approved Storm Water Pollution Prevention Plan in accordance with contract specifications and the APDES General Permit for Construction Activities in Alaska
  - Refer to 641 spec for specifics on permit compliance
  - List all other permits

The terms, conditions, and stipulations of these permits and clearances are also part of the contract specifications.

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### Stop work and notify the Project Engineer if

- Cultural, archaeological, or historical sites are discovered during project construction

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*Revised November 30, 2011*



- Contaminated or hazardous materials are encountered during construction

**Note: DOT&PF has term contracts with three hazardous waste firms. Contact Joel St. Aubin, Haz-Mat Safety Officer, at 269-0823.**

- Active Bald or Golden Eagle nests are found within 660 feet of the project area

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**General  
Environmental  
Commitments**

- Permanently stabilize exposed project slopes and disturbed areas at the earliest practicable date
- Get approval from the USACE and ADEC before disposing of solid waste
- Notify the public in advance of construction activities and road closures
- Do not clear vegetation during the migratory bird breeding window May 1 to July 15. Consult with Environmental Analyst if clearing during this time is necessary.

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**Contractor Must  
Obtain:**

The Contractor must:

- Acquire permits or approvals for temporary water use, material sources, disposal areas, and any other Contractor supplied off-site support areas  
**NOTE: Allow 30 – 60 days for permit application processing**
- Provide the Project Engineer with written evidence that these permits and clearances have been obtained.

The terms, conditions, and stipulations of these permits and clearances are also part of the contract specifications.

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**Changes to Project  
Scope**

The Project Engineer must contact PD&E if there is any change in project scope. PD&E will need to determine if these changes require re-evaluation of the environmental document, or changes to the environmental permits. PD&E must concur in writing before changes in project scope can be implemented.

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**Inspections**

PD&E will assist in field reviews to ensure compliance with all environmental commitments and help identify solutions to potential environmental problems. Based on these reviews and in consultation with PD&E, environmental problems must be corrected.

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The Project Engineer must notify Name and Mary Nan Cunningham when the project is approximately 80% complete and the Contractor is still available with equipment on site for an on-site inspection. Also, please notify the Environmental Analyst when work in environmentally sensitive areas is planned, so that on-site monitoring can be completed as necessary.

---

**Environmental and Sediment Control Contacts**

Environmental Analyst:

Name  
Phone  
Email

Environmental Team Leader:

Name  
Phone  
Email

Erosion and Sediment Control Specialist:

Mary Nan Cunningham  
907-269-0450  
[Mary.Cunningham@alaska.gov](mailto:Mary.Cunningham@alaska.gov)

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**Emergency Permitting**

Periodically, natural disasters (flooding, earthquakes, wildfire, windstorms, etc.) occur which threaten or result in serious damage to transportation infrastructure. In many of these situations, work necessary to protect, repair, or replace infrastructure (roads, bridges, culverts, etc.), requires permits from various resource agencies and local governments.

If this happens, please reference the attached emergency permitting procedures and contact list for guidance on how to proceed. PD&E staff will help you determine which, if any, permits are required and which agencies must be notified to obtain authorization.

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**Environmental Document**

A **Categorical Exclusion or Environmental Assessment** document was prepared and approved on DATE and is available for review upon request.

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cc: P.E., Construction Project Manager  
P.E., Construction Project Engineer  
Environmental Team Leader, PD&E  
Ben White, Statewide Environmental Manager

## **Pre-construction Conference Guidance for Analysts**

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This purpose of this guidance is to provide analysts an outline of topics that should be discussed during the preconstruction conference. Analysts should adapt this outline to describe the specific needs of the project.

### **General Outline**

- Introduce yourself as the point of contact for PD&E.
- Provide a brief description of the analysts role in construction (e.g., to provide support and assistance in complying with permits).
- Provide packet of information including the Environmental Commitments Memo, emergency permitting procedures, contact list, placards, etc.
- Recommend the following be posted at the project office:
  - All permits required for this project
  - Brief description of project (to hand out)
  - Contact information for on-site SWPPP Manager or Project Engineer
  - Emergency Contact List
  - Oil & Hazardous Substance Spills Placards
    - Small placards go in vehicles
    - Large placards posted at Project Office and at Material/Equipment staging site.
  - DOT will assist in inspections throughout the project to make sure construction is in compliance with the SWPPP and permit conditions.
- If applicable, describe the permits and stipulations to the degree you feel necessary to convey all pertinent information. This is your opportunity to inform the Project Engineer and Contractor of the permit stipulations and commitments agreed upon during the Environmental process.
  - Recommend the Project Engineer and Contractor read the permit in advance.
  - State that Construction must be done in compliance with all permit conditions.
  - If a permit needs to be modified, consult with the Project Engineer.
  - The Contractor is responsible for obtaining Temporary Water Use Permits, permits associated with material and disposal sites, and Contractor staging areas.
- Note any sensitive resources nearby that are not be directly affected by the project or discussed previously.
- State that an eNOI will/will not be submitted upon approval of the SWPPP.
  - State that Mary Nan Cunningham or Joshua James are DOT&PF Central Region POCs and are available to answer any questions about erosion, sedimentation, or upkeep of the SWPPP.

# Construction Frequently Asked Questions

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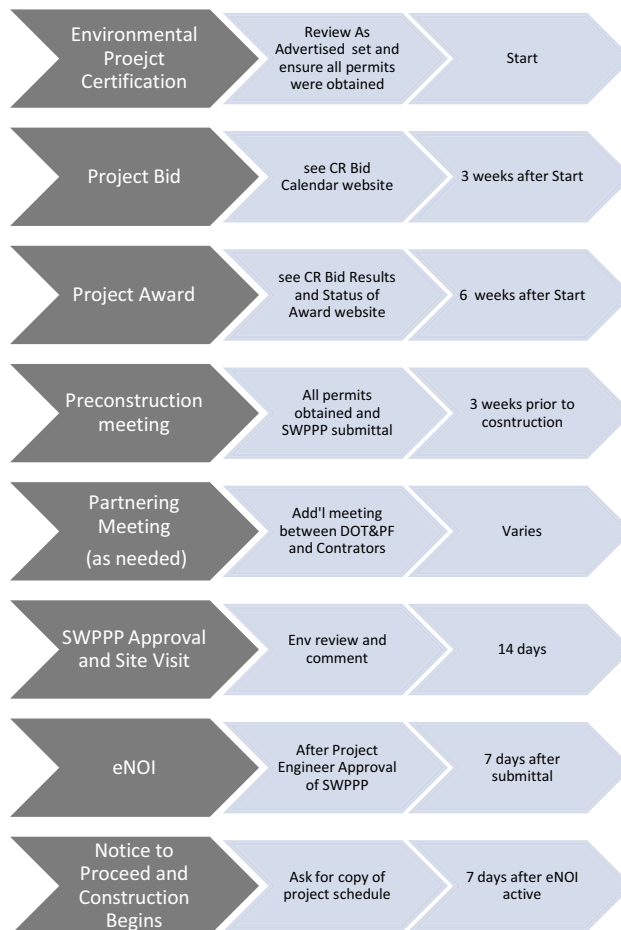
## 1. What is Environmental's role in construction?

- Primary role is support for construction staff in meeting environmental permit stipulations (most often the USACE or ADF&G)
- Assistance with upholding environmental commitments and mitigation requirements
- Coordination with regulatory agencies if permit modifications are necessary or problems arise during construction
- Resource for construction staff if they have questions about activities like seeding, use of BMPs, wetland impacts etc...

## 2. What isn't Environmental's role in construction?

Enforcement; if changes need to be made or activities stopped suggest or recommend changes to the Project Engineer with an explanation supporting your recommendation.

## 3. What is the schedule of events and timeframe for construction?



#### 4. What is our level of involvement?

Projects with **few or no environmental permits** - you may only talk to the project engineer a few times to check progress and remind them you're an available resource.

Projects with **multiple permits** and **construction spanning more than one season** – you will likely visit the site multiple times and need to coordinate several permit modifications.

#### 5. Who is the DOT&PF Project Engineer?

- They are the designated representative for the Department with the ultimate responsibility of ensuring the project is administered in accordance with the plans and specifications.
- They are Environmental's single point of contact on the job site. It is beneficial to begin communication early so you're comfortable working together.
- They should always be present at the pre-construction meeting and Analysts should be able to introduce themselves at that time.
- If you or the Project Engineer are unable to attend the pre-construction meeting or do not otherwise meet, be sure you receive a Storm Water Pollution Prevention Plan (SWPPP) from them for review prior to or during the pre-construction meeting. If you do not receive one, contact the Project Engineer as soon as possible.
- During construction, analysts should check in with the Project Engineer at least once a month, ideally including a site visit, to see how the project is progressing and ensure all environmental obligations have been met (see also #7).

#### 6. Who else will you encounter at the construction site?

<b>DOT&amp;PF</b>	<b>Contractor</b>	<b>Other</b>
Project Engineer	Superintendent	Utilities
Office Engineer	Foreman	M&O
Inspectors (grade, utility)	Office Engineer	Municipality/Borough Representatives
Lab Technicians	Laborers	Manufacturing Representatives
Engineering Technicians	Flaggers	
Consultant staff including SWPPP Manager	Operators	
Interns	SWPPP Manager	
Project Manager	Sub-contractors	
Regional ESCP Advisor	Quality Control	
Quality Assurance		

## 7. What are some examples of things I need to be aware of during construction?

- Project schedule and timing of environmentally sensitive work
- New work or modifications to previously planned work
- Status of environmental commitments or permit stipulations
- Changing site conditions
- Change orders and quantity changes

## 8. What are some common construction issues that we encounter?

- Inability to meet permit stipulations
- Constructability issues
- Encounter contamination
- Active eagle nests
- Requests to add work beyond original scope
- Emergency work permitting

## 9. When do we visit the construction site?

- At the request of the Project Engineer to review potential impacts to protected resources that were unanticipated during design
- To discuss additional permit acquisition or amendments
- During major permitted work periods
- When agency staff are visiting the site
- During SWPPP inspections - if possible, go with Mary Nan Cunningham or Joshua James (CR ESCP Specialists)

## 10. What should I do to prepare for construction site visits?

Coordinate all construction site visits through the Project Engineer. Give the Project Engineer notice at least one week in advance of when you plan to visit the site. It is important to ensure the project is being administered in accordance with the project scope described in the environmental document and final plan set. Construction that is not in accordance with these documents may be in violation of environmental laws or jeopardize funding.

<b>Always Bring</b>	<b>Additional items as necessary</b>
Appropriate footwear (work boots, thick-soled shoes, X-tra Tufs)	Plans and specs
High visibility safety vest or jacket and hard hat	Copy of CGP and other permits
Camera and notepad/pencil	List of BMP's
Long pants	Re-vegetation information
Appropriate clothing for the weather (coat, hat, gloves, raingear, etc...)	Water/snacks

## General Tips

- Review the Alaska Construction Manual for more information.
- Ask for the project schedule at the beginning to construction to determine when environmentally sensitive activities are likely to occur.
- Maximize trip benefit by coordinating with other Analysts that have projects in the area. You may be able to visit a construction site for them or they may be interested in accompanying you.
- Analysts should coordinate with a Team Leader or other more experienced staff member for initial trips to construction sites.
- Always wear your safety vest and hard hat while standing, walking, or working where equipment is operating or other construction activities are happening (NOT OPTIONAL).
- Do not tell the contractor what to do or answer questions from them regarding project actions; this is the Project Engineers job.
- Construction sites are generally very busy with a lot of equipment and personnel moving around:
  - Keep your eyes and ears open at all times
  - Yield to workers unless instructed otherwise
  - Do not approach equipment blind spots
  - Always make eye contact with operator before moving by equipment
  - Exercise good judgment and situational awareness
  - Plan your escape route
- Compliance with the CGP is primarily done by a SWPPP inspector, but you can still offer assistance with compliance issues (e.g., trackwalking wrong direction).
- Take lots of pictures, a picture really is worth a thousand words once you're back in the office.
- Make the effort to learn construction terminology, techniques and equipment; ask questions about the construction process.s
- Make sure areas that should not be disturbed are clearly marked.
- Be aware of night work operations. The Project Engineer may be on night shift and not accessible during the day. Email is probably the best way to get a hold of them.
- Depending on length of visit, be prepared to sit/stand around a lot and watch the contractor work.

# APDES Notice of Intent, Modification, and Notice of Termination Instructions

---

## Notice of Intent (NOI)

1. Review the Storm Water Pollution Prevention Plan (SWPPP) and provide comments to the DOT&PF Construction project engineer.
2. Once the Construction Project Engineer approves the SWPPP, you should receive the following:
  - a. SWPPP delegation of authority - designates the Construction Project Engineer as the authorized representative overseeing compliance with the Construction General Permit
  - b. SWPPP approval memo – a memo the Construction Project Engineer writes to the Contractor notifying them that the SWPPP has been approved
  - c. SWPPP Certification for DOT&PF - states that the SWPPP was prepared by qualified personnel under the supervision of the Construction Project Engineer
  - d. A copy of the Contractor's NOI
3. Complete the Notice of Intent (NOI) form. You can find a partially completed NOI form in the Templates and Procedures/Construction/NOI-NOT folder or on the ADEC website.
4. Once the NOI form is complete, save and print it. Take the NOI form and all four documents listed in 2a-d above to the PD&E office assistant, who will get it signed by the Regional Director and file the NOI with the ADEC.
5. The ADEC will reply in writing (via email) stating they received the NOI. The PD&E Office Assistant will forward it to the following people:
  - a. Environmental analyst
  - b. DOT&PF SWPPP/ESCP advisor,
  - c. Environmental Protection Agency,
  - d. DOT&PF Design Project Manager
  - e. Construction Project Engineer

If the NOI and ADEC response letter are not forwarded to all those listed above, the analyst is responsible for providing it.

6. The PD&E Office Assistant will file the NOI and its supporting paperwork in the project's paper file.
7. File the NOI Modification in the project's electronic folder.

## **Modify the Notice of Intent**

Any time there is a change in the operator or billing Contact information, project/Site information, SWPPP viewing information, discharge information, or the use of treatment chemicals, the NOI should be modified.

1. When you are aware of a change in the project, request a copy of the Contractor's NOI modification form from the Construction Project Engineer.
2. Complete the Modifications to the NOI form. You can find it in the Templates and Procedures/Construction/NOI-NOT folder or on the ADEC website.
3. Complete the first page with the same information listed in the original DOT&PF NOI application. For the remainder of the form, fill in only the box(es) that are different than the original NOI application (reflecting the change being made).
4. Once the Modifications to the NOI form is complete, save and print it. Take it to the PD&E office assistant, who will get it signed by the Regional Director and file the NOT with the ADEC.
5. The ADEC generally does not respond to NOI modification submittals. The PD&E Office Assistant should send a separate email to the ADEC requesting acknowledgement of the NOI modification and forward the analyst any reply.
6. The PD&E Office Assistant will file the NOI Modification and its supporting paperwork in the project's paper file.
7. File the NOI Modification in the project's electronic folder.

## **Notice of Termination (NOT)**

1. The Construction Project Engineer will notify you that the project has achieved final stabilization.
2. You should conduct a site inspection, if possible, with the Construction Project Engineer and the DOT&PF SWPPP/ESCP advisor to ensure the project has achieved final stabilization.
3. When the DOT&PF SWPPP/ESCP advisor concurs that the project has achieved final stabilization, complete the Notice of Termination (NOT) form. You can find it in the Templates and Procedures/Construction/NOI-NOT folder or on the ADEC website.
4. Once the CGP NOT form is complete, save it and print it. Take it to the PD&E office assistant, who will get it signed by the Regional Director and file the NOT with the ADEC.



5. The PD&E Office Assistant will forward the ADEC NOT acceptance letter to:

- a. Environmental analyst
- b. DOT&PF SWPPP/ESCP advisor,
- c. Environmental Protection Agency,
- d. DOT&PF Design Project Manager
- e. Construction Project Engineer

The PD&E Office Assistant will file the NOT and it's supporting paperwork in the project file. E-file the NOT in the project folder.

If the NOI and ADEC response letter are not forwarded to all those listed above, the analyst is responsible for providing it.

6. The PD&E Office Assistant will file the NOI and its supporting paperwork in the project's paper file.

7. File the NOT in the project's electronic folder.

## **Attachments**

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### **Table of Contents**

Guidance on Preparing Figures

Using CAD Standards

Public Meeting Records

Title VI of the Civil Rights Act Frequently Asked Questions

Title VI Public Meeting Sign-in Sheet

DOT&PF Civil Rights Office Title VI Pamphlet

Introduction to Title VI Power Point Presentation

Meeting Record



## Developing Project Figures Guidance

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When developing a set of figures for a project, first decide the purpose of the figures (scoping, permitting, 106, etc.) and what details (ROW, wetlands, APE, etc) need to be shown. Look for existing graphics or figures you can use or adapt for your project and talk with your Team Leader and Drafter before you start working on them. You can also refer to the enclosed examples for ideas.

Here are some general things to consider:

- Keep them simple and use the fewest sheets possible to adequately show the proposed activity.
- Think about your audience and conform to their expectations as much as possible.
- Try to make one set of figures that can be used or easily adapted for scoping, consultations, the environmental document, and permit applications.
- For projects with a minor scope, it is okay to combine Figures 1 and 2.
- In addition to Figures 1-3, you can attach plan sheets (e.g., temporary diversions/detours), aerial or site photos, other maps, etc.
- Other non-graphic related materials like permit applications, mitigation statement, and technical reports should be separate enclosures.

### Standard Set of Figures

At a minimum, all figures should use the standard title block and format and include a scale, north arrow, and location data.

#### Figure 1 - Location and Vicinity Map

This figure is done for every project and often comes from the project manager or design team. This figure depicts the general project location within the state (vicinity) and the specific local (location). The standard title block contains the state of Alaska in the bottom left side and the project information in bottom right side (see attached examples).

#### Figure 2 - Project Details (Plan View)

This figure depicts the project area as if you were looking down on it. The standard title block contains a legend in the bottom left side and the project information in the bottom right side. Use your best judgment in determining the most relevant information to show so that it is easy to understand, but still accurately portrays the proposed action. At a minimum, it should contain the following items:

- current aerial imagery, if available
- Topo lines, if needed
- all project activities
- BOP/EOP
- major roads and roads referenced in text
- existing and proposed ROW
- cut and fill lines

Additional information could include:

- waterbodies with direction of flow
- wetland boundaries
- floodplains or regulatory floodways
- critical habitat areas
- cultural resources, if appropriate
- recreational areas
- eagle nests
- areas of high wildlife/vehicle accidents
- hazardous waste sites
- schools, churches, businesses
- noise sensitive receivers

### Figure 3: Typical Cross Section View

This figure depicts the typical roadway section. It is used when the project involves a culvert installation, bridge work, or other in-water work, a new roadway configuration, new lane, etc. Some minor projects, such as resurfacing, do not need this figure. At a minimum, it should contain the following items:

- representative typical sections for similar work (e.g. numerous culvert replacements)
- existing and proposed ground
- grade of slope
- dimensions where appropriate
- OHW, MHW
- Stabilization measures (e.g. riprap)
- Table of temporary and permanent fill quantities, if necessary

## Using CAD Standards

---

Before you begin developing project figures, read the Developing Project Figures Guidance, templates, and consult with the Drafter and your Team Leader.

You will need to provide a few things to the Drafter when you begin developing figures:

1. Project name, number, LC, PC and CC number
2. Location of the project. For all location there will be a USGS map available. (Unless it is outside of the United States). In some cases there will be an aerial photo available via Google earth or other venues.
3. A clear description of the project. There may be similar projects that can be “robbed” of details and or photographs.
4. Giving a marked up drawing of a similar project can help speed up the process so a drawing won’t need to be started from scratch.

### CAD Standards

The following CAD standard was set in place to ensure that all drafting work performed by the Environmental Section follows the same guidelines. These guidelines are essential to the standardization of practices and to a uniform interpretation of drawings.

Standard template files have been created in order to make creating your drawing easier and to adhere to PD&E figure standards. These files already contain the standard layers, line types, blocks, dimension styles, text styles, drawing borders and much more. They are designed to allow the user to immediately begin the drawing and plotting without worrying about text size, dimension styles, which north arrow to use or what scale.

Please note: DO NOT change or update the content of the title block. You may add line types and hatches as needed. For fonts use Ariel text .08, .1 and .12 . For bodies of water, rivers etc. use New Times Roman, Italics.

If there is something you need that is not already a part of the template, please notify your Team Leader and they will have the drafter identify and properly update the template.

### Starting a CAD Drawing

To start a figure drawing go to :\\Environmental\Resources\\Drafting Templates\\ and start with the appropriately name file. This will depend on which figure you need and the size. Fig 1 is only available in 8.5x11. Other figures have the option of using an 11x17 size that can be folded to an 8.5x11 sheet size.

Open the file and immediately do a SAVE AS to your project folder. The folder should be named according to the standard filing naming conventions (refer to Electronic File Naming in the templates folder).

The list of layers is very short at this time. You may add layers if necessary to allow for isolating items. The viewport (orange line) is on its own layer and although you can see it, it will not print. Please remember to LOCK the viewport once you are done with the drawing.

Create the drawing in model space at 1 drawing unit = 1ft.

Xref in base maps, images and surveys on appropriate layers. The boarder is a block with attributes on the boarder layer. Double click and a window will open allowing you to insert the title, date, fig no. your name etc.

Never move or erase a .dwg or image file unless you created it and know (100%) that it has not been “xrefed” into another drawing.

### Project Number and Name

Figure 1 is always the project’s “Location and Vicinity” map. It has the Standard title block, north arrow and location map in the upper right hand corner. The preferred scale for this drawing is 1” = 1 mile. The graphic scale is dynamic so you can change it if you need to show a larger or smaller area. The north arrow is also a dynamic block and can be rotated by highlighting the arrow and clicking on the blue dot. However north should always be up if at all possible!

At this time there are no specialized line types. Please use what CAD provides in the line type pull down menu. Use plines to increase line width so that work area’s stand out. When plotting in color use the acad.ctb file. Do not customize the ctb file. If you need a black and white drawing such as for ACOE, use the Grayscale.ctb. or mono. For annotation, (detail or section titles, cut lines etc.) use imperial annotation blocks provided by AutoCAD.

Figure 2 is usually the “Project Details” drawing. It will show the area you are working on “up close”. CAD drawings should be drawn to be dimensionally accurate if possible so that an approximate measurement can be obtained by reading a dimension or scaling the printed drawing. All line work shall be in model space at a scale of 1 to 1.

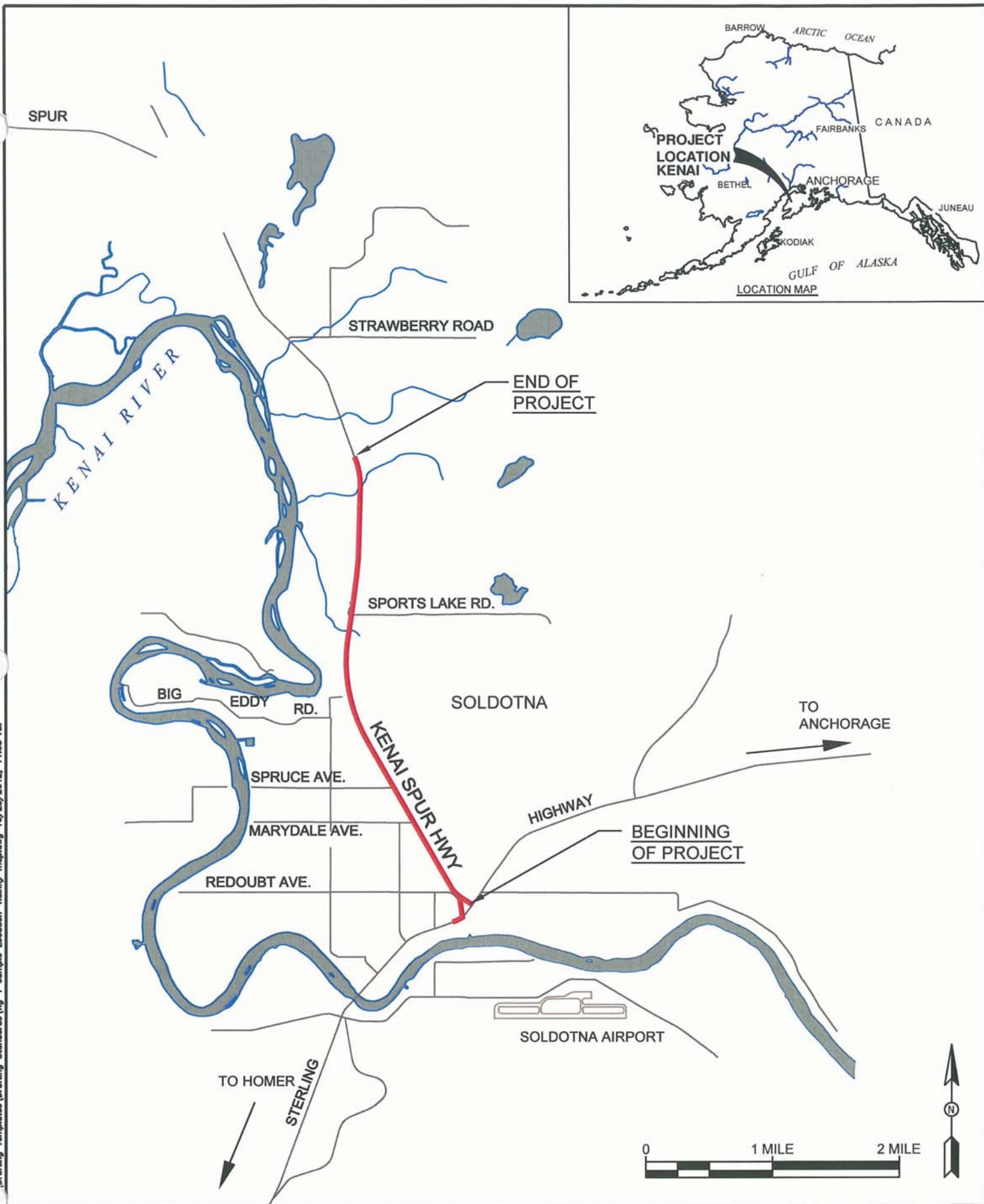
Where practicable the coordinate system of a drawing should remain set to World coordinates.

Figure 3 is usually the “Cross Sections” drawing. It provides even more detail of the project. Keep in mind not to add more information than is necessary to get your design across to the viewer. Be clear and concise.

There are sample/templates you can start with for any of the figures at:

:\Environmental\Resources\Drafting Templates

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STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

PRELIMINARY DESIGN AND  
ENVIRONMENTAL GROUP

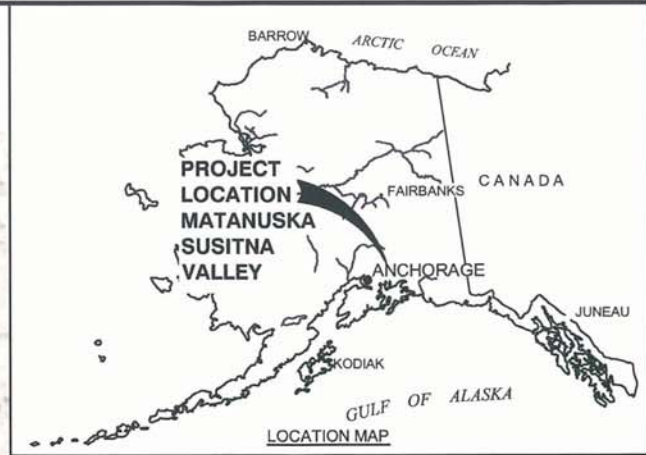
SCALE: SEE GRAPHIC

DATE: 10/25/2012

BY: LAW

**KENAI SPUR HIGHWAY MP 0-3  
PAVEMENT PRESERVATION  
PROJECT NO.  
LOCATION AND VICINITY MAP  
ANCHORAGE, AK**

**FIGURE 1**



X0 CR School Zone P111\Fig 1a\_b\_c.dwg 11/06/2012, 4:18 PM

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**STATE OF ALASKA**  
 DEPARTMENT OF TRANSPORTATION  
 AND PUBLIC FACILITIES

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 ENVIRONMENTAL GROUP

SCALE: SEE GRAPHIC

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DATE: 01/05/2012

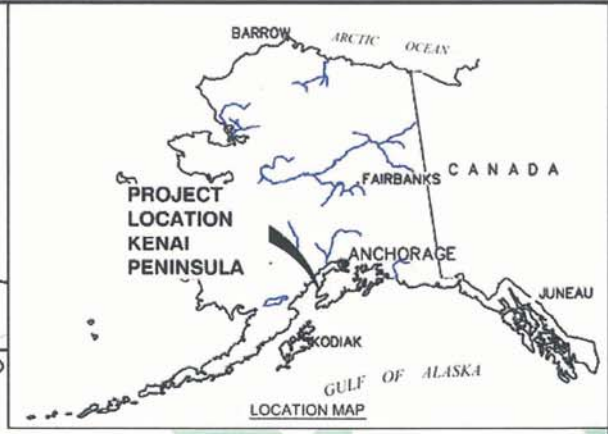
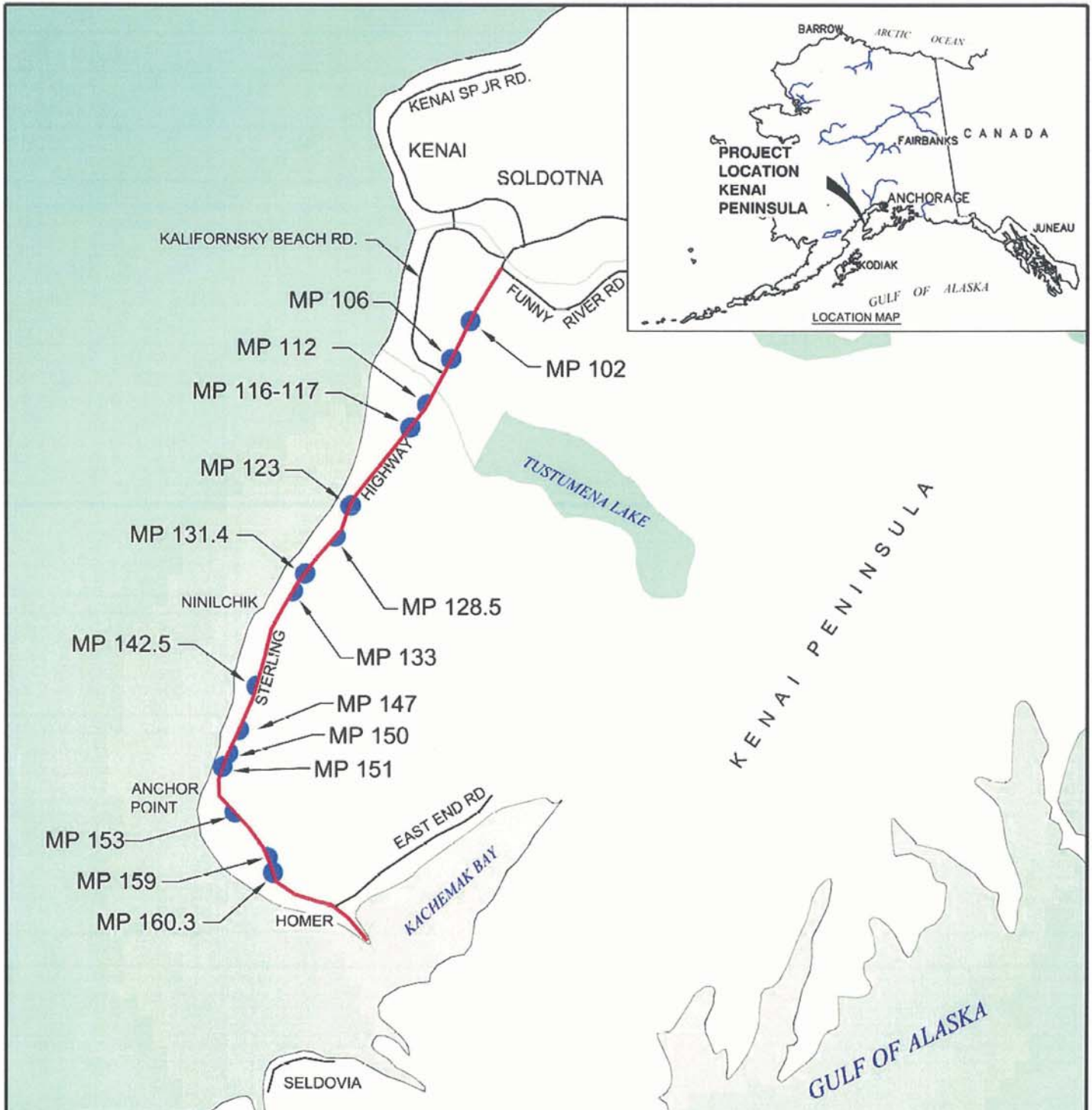
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BY: T STONE

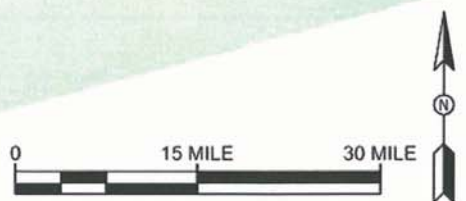
**CR SCHOOL ZONE UPGRADES**  
**PHASE II**  
 PROJECT NO. 55500  
 LOCATION AND VICINITY MAP  
 MATANUSKA SUSITNA VALLEY, ALASKA

**FIGURE 1A**





LEGEND	
	TURNOUT LOCATION BOTH SIDES OF STERLING HWY
	TURNOUT LOCATION SINGLE SIDE OF STERLING HWY

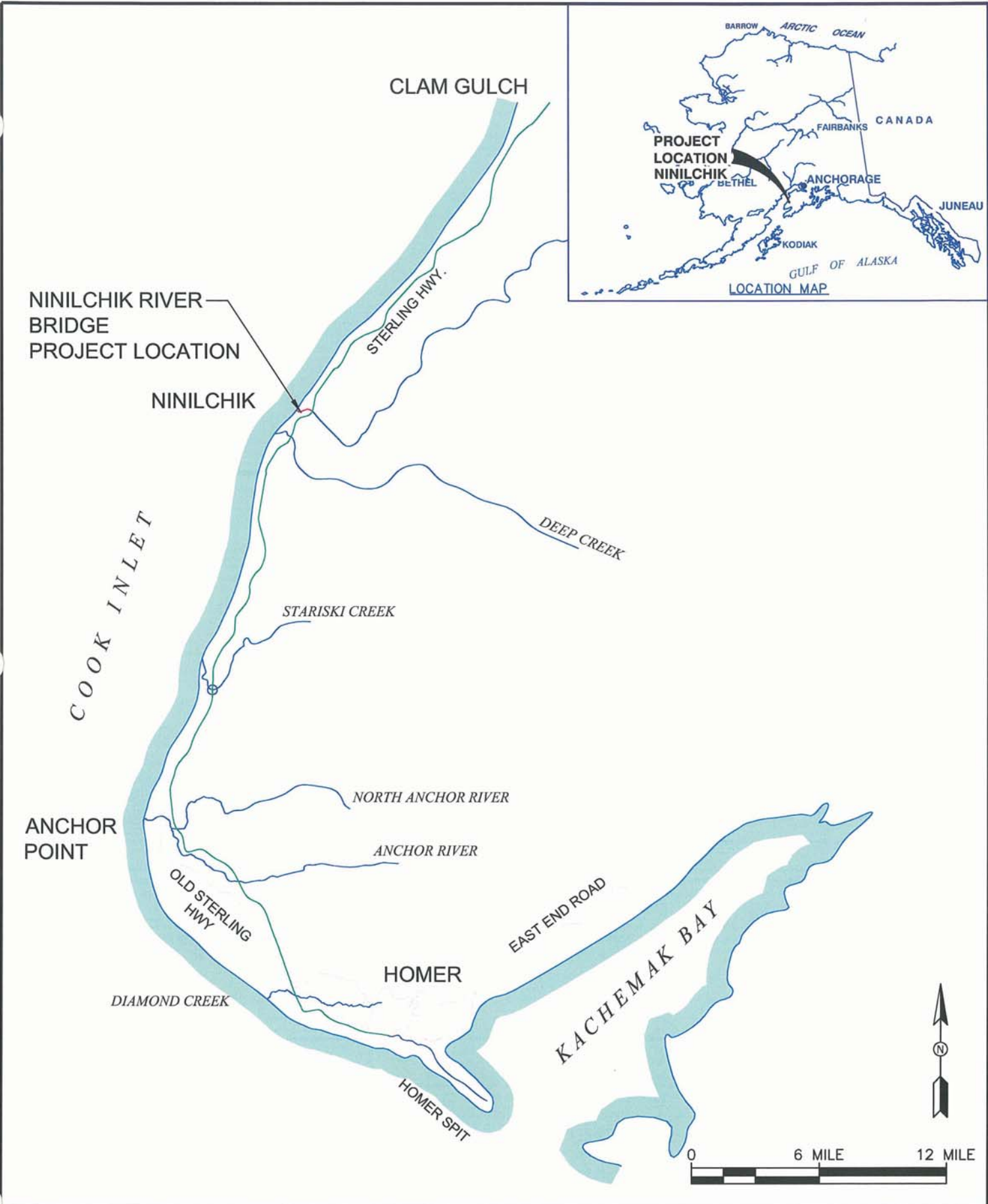


**STATE OF ALASKA**  
 DEPARTMENT OF TRANSPORTATION  
 AND PUBLIC FACILITIES  
 PRELIMINARY DESIGN AND  
 ENVIRONMENTAL GROUP

SCALE: SEE GRAPHIC  
 DATE: 10/29/2012  
 BY: RYAN

**KENAI SPUR HIGHWAY MP 0-3  
 PAVEMENT PRESERVATION  
 PROJECT NO. 52997  
 VICINITY MAP & SLOW VEHICLE TURNOUTS  
 KENAI PENINSULA, ALASKA**

**FIGURE 1**  
 1 OF 1



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**STATE OF ALASKA**  
 DEPARTMENT OF TRANSPORTATION  
 AND PUBLIC FACILITIES

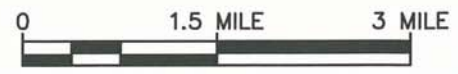
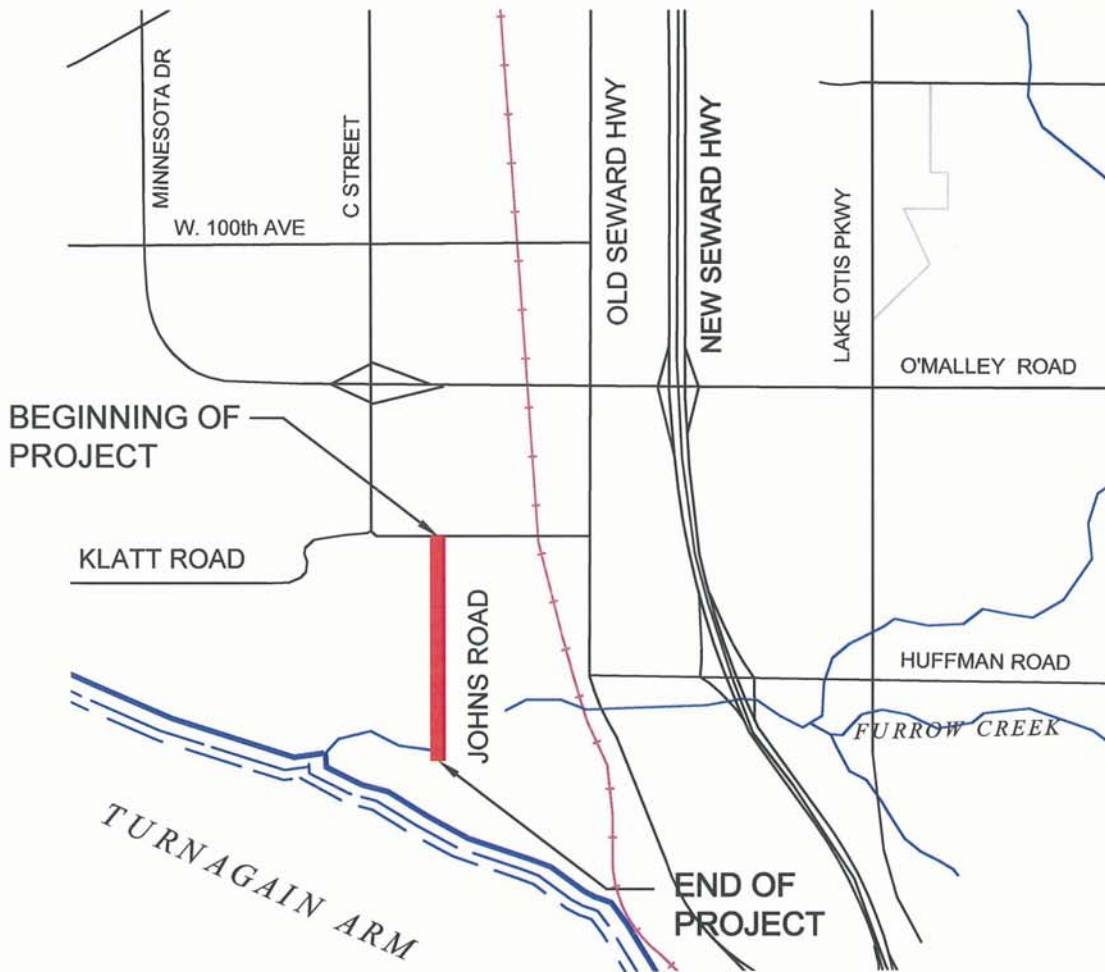
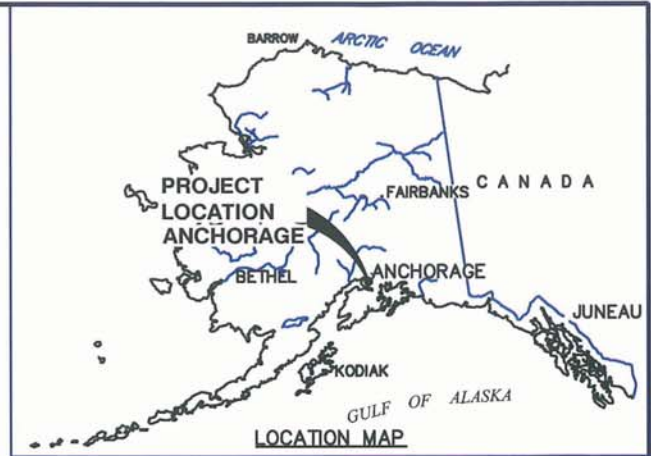
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PRELIMINARY DESIGN AND  
 ENVIRONMENTAL GROUP

Scale: AS NOTED  
 Date: 10/15/12  
 Drawn: LAW

**NINILCHIK RIVER BRIDGE  
 REPLACEMENT PROJECT**  
 PROJECT NO. 52765  
 LOCATION AND VICINITY MAP  
 NINILCHIK, AK

**FIGURE 2**



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

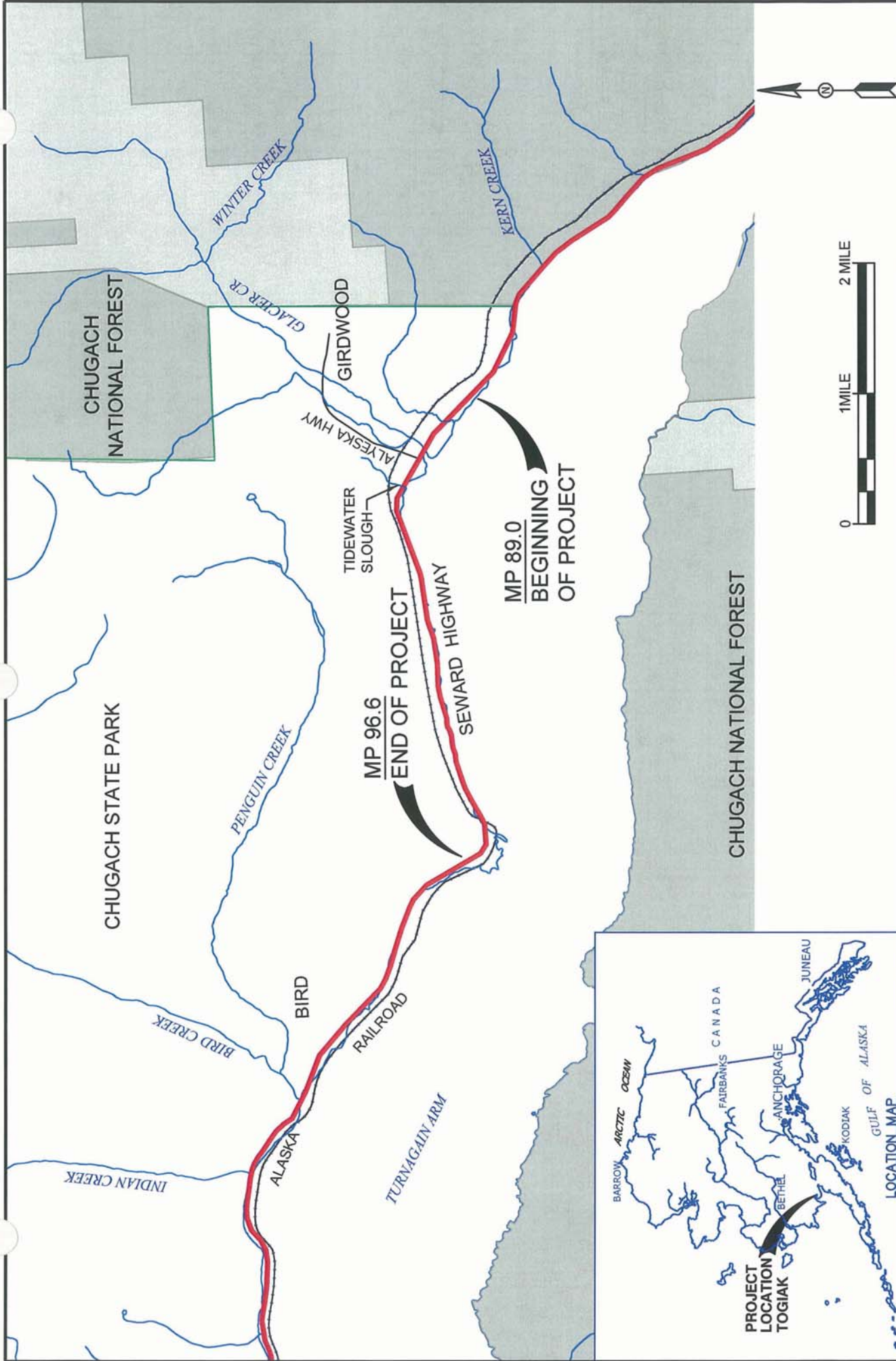
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PRELIMINARY DESIGN AND  
ENVIRONMENTAL GROUP

Scale: SEE GRAPHIC  
Date: 10/15/12  
Drawn: LAW

JOHNS ROAD IMPROVEMENTS  
KLATT TO HIGH VIEW  
PROJECT NO. 52783  
LOCATION AND VICINITY MAP  
ANCHORAGE, ALASKA

FIGURE 3

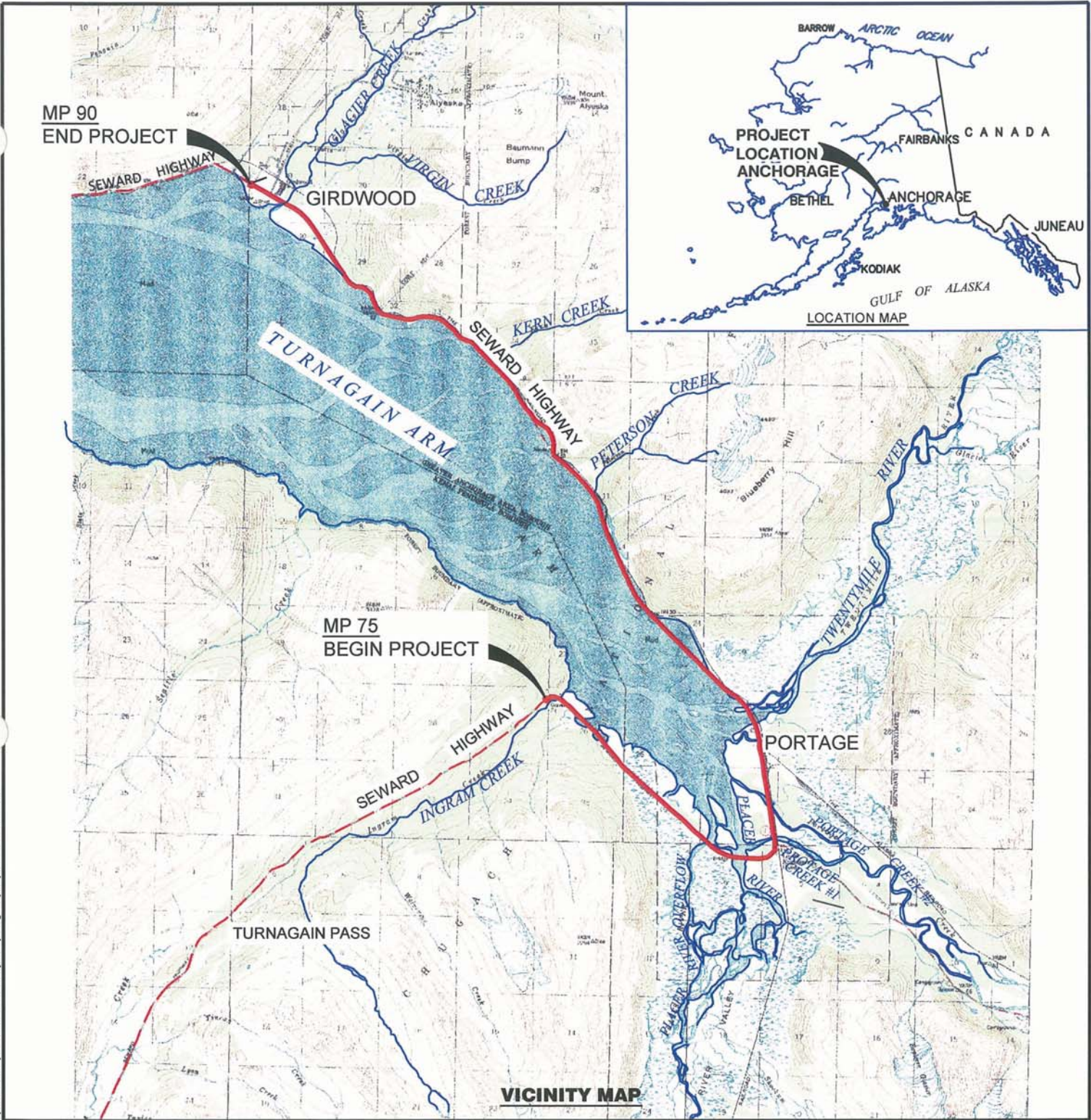


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 DATE: 10/25/2012  
 BY: LAW

STATE OF ALASKA  
 DEPARTMENT OF TRANSPORTATION  
 AND PUBLIC FACILITIES  
 PRELIMINARY DESIGN AND  
 ENVIRONMENTAL GROUP

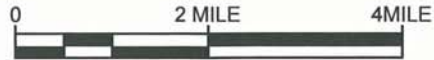
SEWARD HIGHWAY MP 89.0 TO 96.6 RESURFACING  
 PROJECT NO. 52991  
 LOCATION AND VICINITY MAPS  
 GIRWOOD, ALASKA

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 (Drafting Templates)\Drafting Standards\Fig 8 sample Location-vicinity map.dwg 10/25/2012, 10:52 AM



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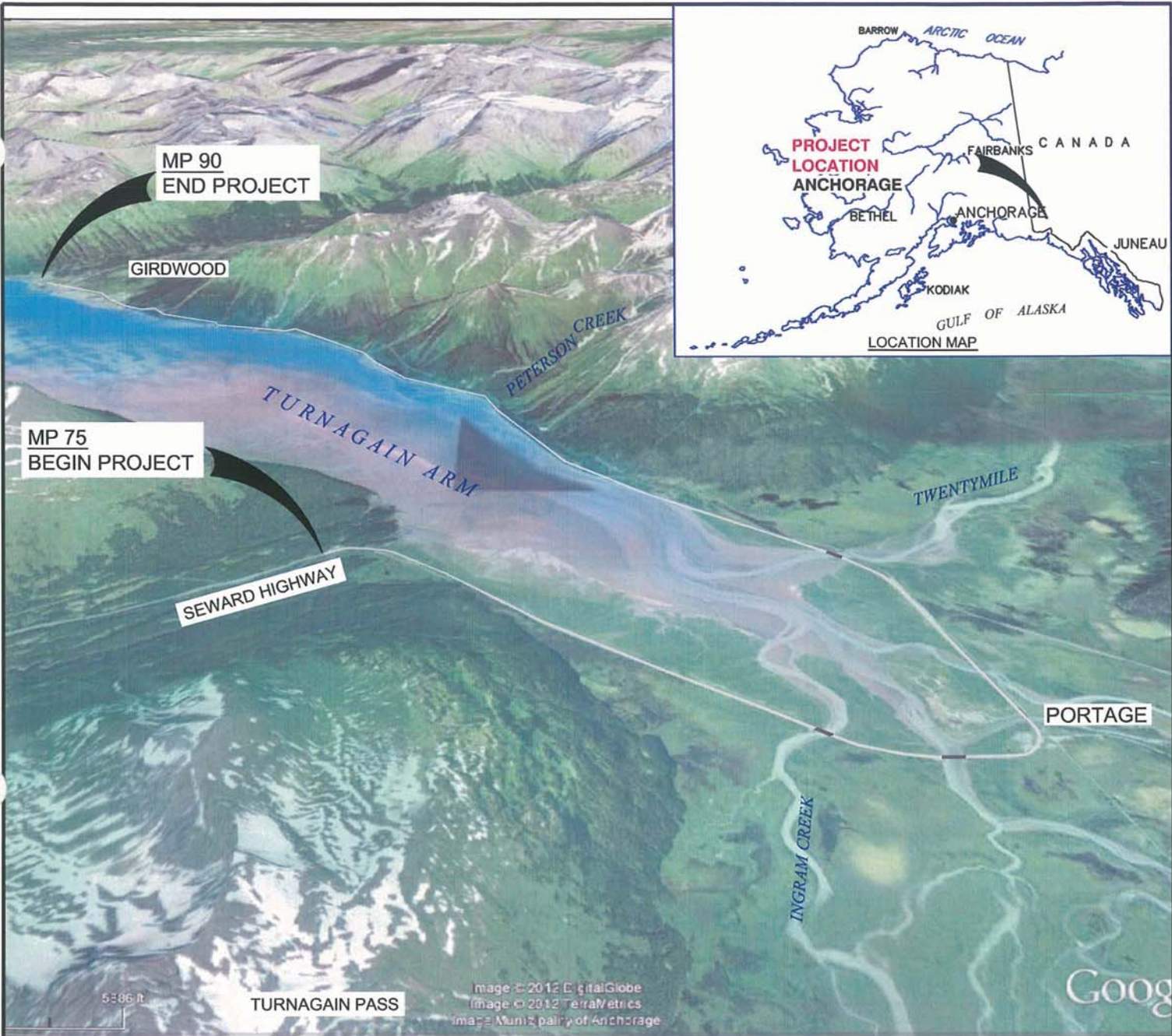


STATE OF ALASKA  
 DEPARTMENT OF TRANSPORTATION  
 AND PUBLIC FACILITIES

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 Date: 10/15/12  
 Drawn: LAW

SEWARD HIGHWAY MILE 75-90  
 PROJECT NO. 58105  
 LOCATION AND VICINITY MAP  
 ANCHORAGE, AK

**FIGURE 6**



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**LEGEND**

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THIS PROJECT	

**VICINITY MAP**



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

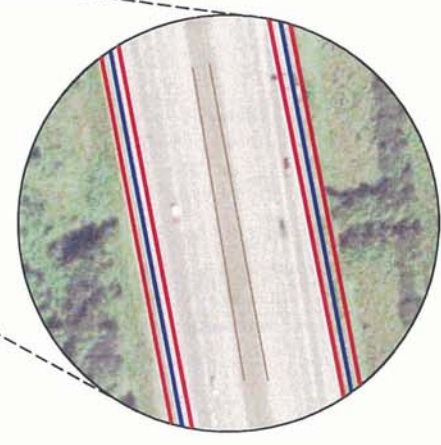
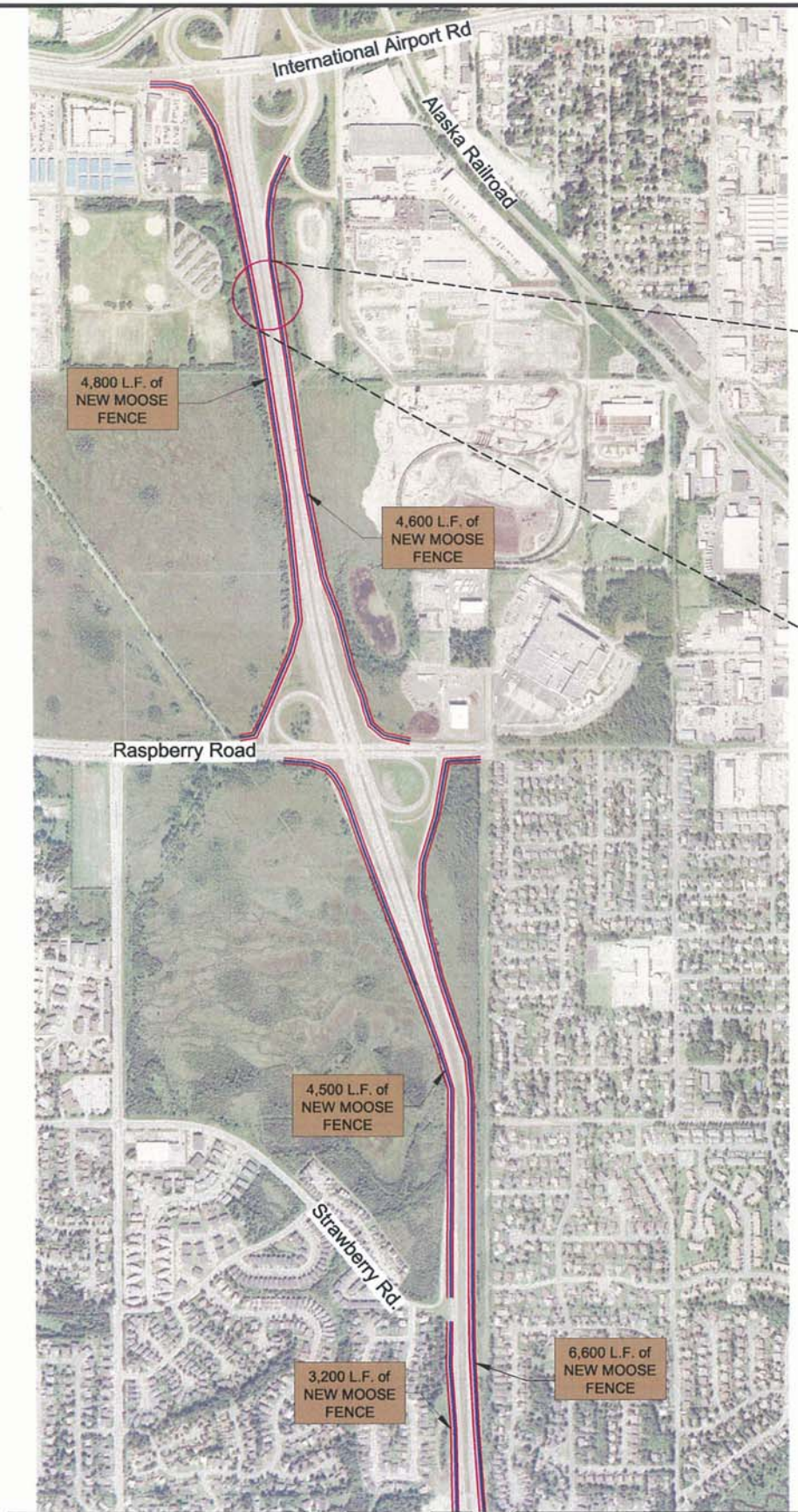
Scale: AS NOTED  
Date: 10/15/12  
Drawn: LAW

PRELIMINARY DESIGN AND  
ENVIRONMENTAL GROUP

SEWARD HIGHWAY MILE 75-90  
PROJECT NO. 58105  
LOCATION AND VICINITY MAP  
ANCHORAGE, AK

**FIGURE 6**

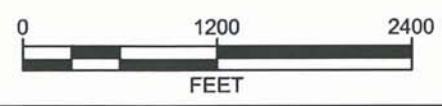
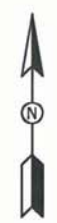
W:\Environmental\Res... \Drafting Templates\Drafting Standards\FIG 10 sample Project Details.dwg 1/23/2013, 8:42 AM



MATCH LINE SEE FIG 3B

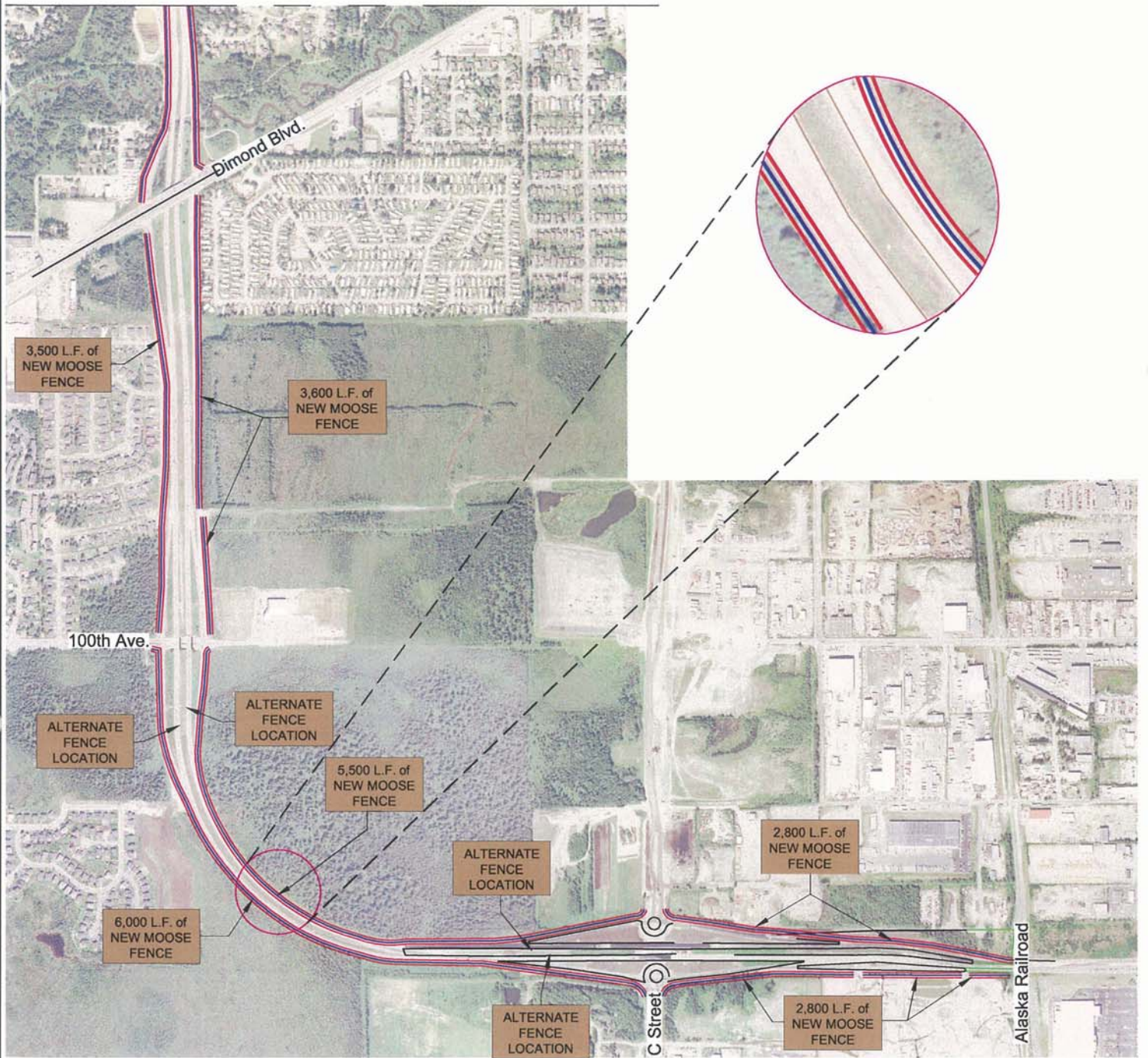
**LEGEND**

- PROPOSED NEW FENCE
- STUDY AREA

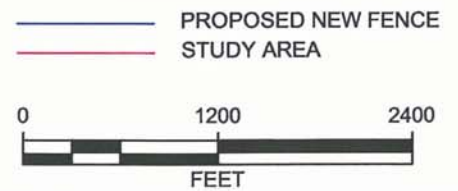


<p><b>STATE OF ALASKA</b> DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p>	<p>SCALE: <u>NTS</u></p>	<p><b>HSIP: MINNESOTA DRIVE</b> <b>MOOSE-VEHICLE CRASH MITIGATION</b> PROJECT NO. 53455</p>	<p><b>FIGURE 10a</b></p>
<p>PRELIMINARY DESIGN AND ENVIRONMENTAL GROUP</p>	<p>DATE: <u>10/31/2012</u></p> <p>BY: <u>NA</u></p>		

MATCH LINE SEE FIG 3A



**LEGEND**



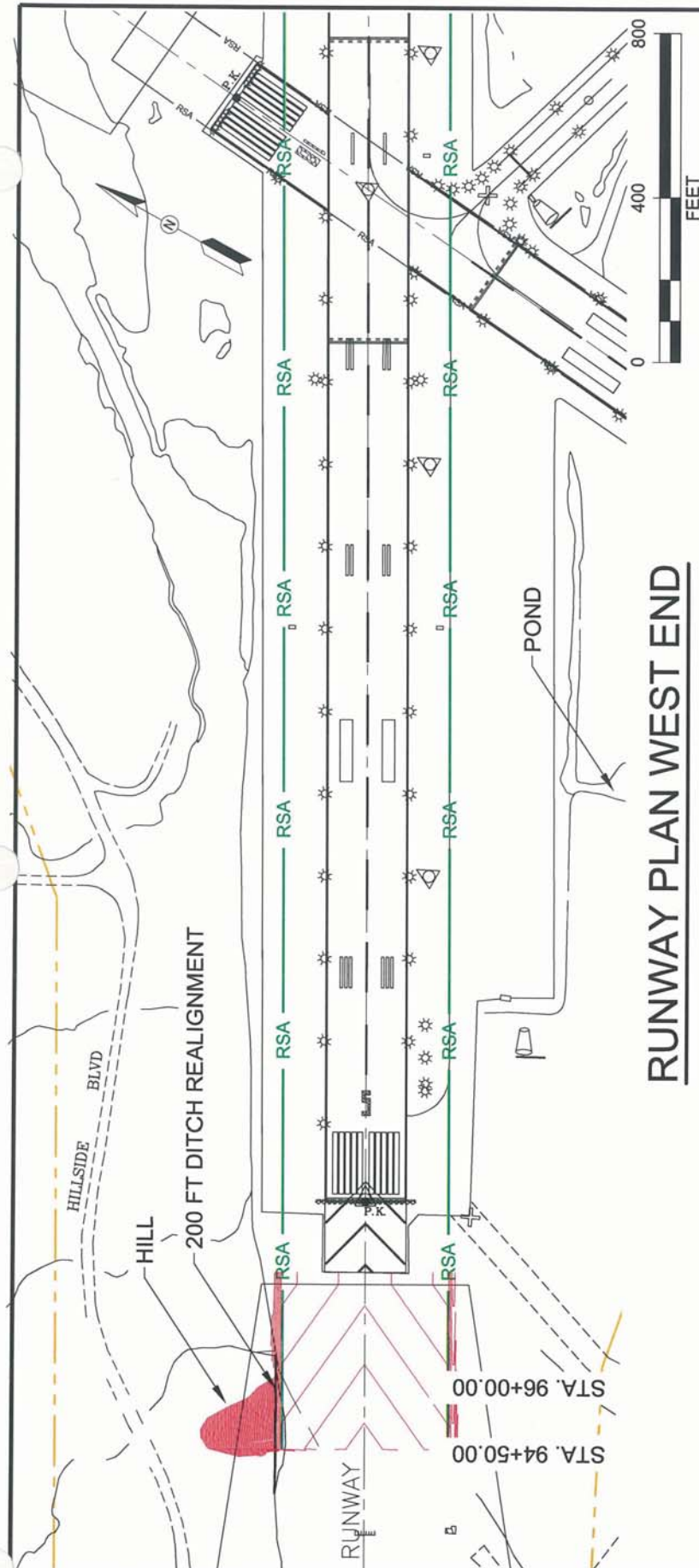
STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES  
PRELIMINARY DESIGN AND  
ENVIRONMENTAL GROUP

SCALE: NTS  
DATE: 10/31/2012  
BY: NA

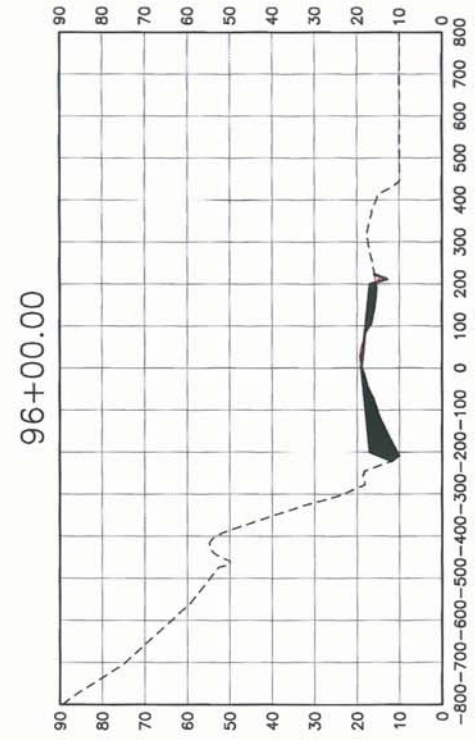
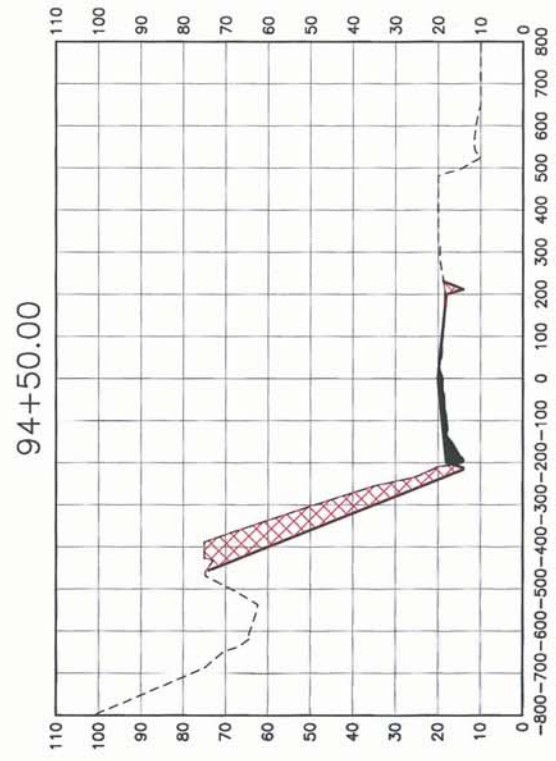
HSIP: MINNESOTA DRIVE  
MOOSE-VEHICLE CRASH MITIGATION  
PROJECT NO. 53455  
STUDY AREA 1  
ANCHORAGE, ALASKA

FIGURE 10B  
2 OF 2





**RUNWAY PLAN WEST END**



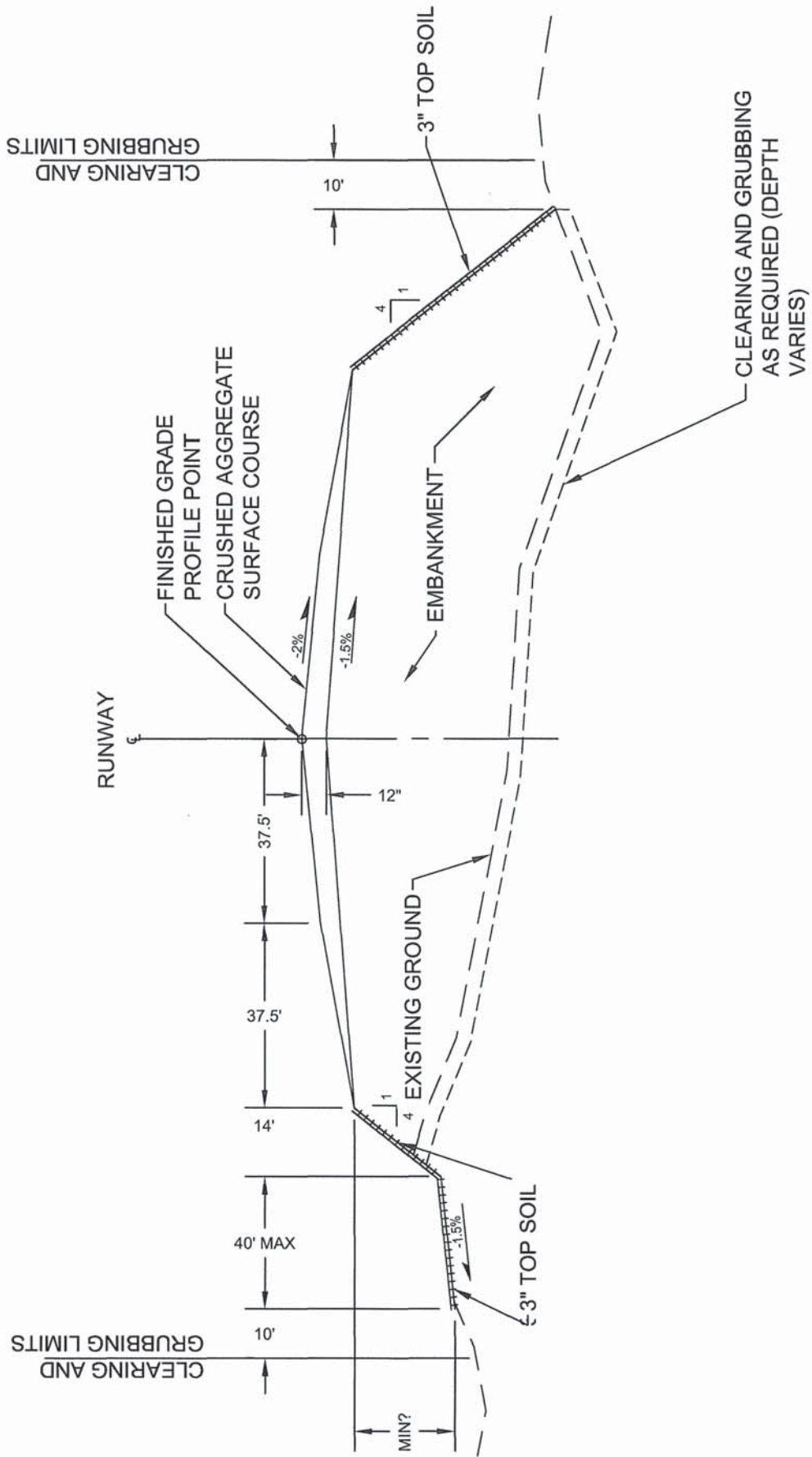
**CROSS SECTIONS**

STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES  
PRELIMINARY DESIGN AND  
ENVIRONMENTAL GROUP

SCALE: SEE GRAPHIC  
DATE: 01/17/2013  
BY: M. BOYDSTONE

ADAK AIRPORT RSA IMPROVEMENTS  
DITCH REALIGNMENT  
PROJECT NO. 54792  
PLAN VIEW AND SECTIONS  
ADAK, ALASKA

FIGURE 2



# RUNWAY TYPICAL SECTION WITH SPECIAL GRADING

NTS (NORTH ORIENTATION)

STATE OF ALASKA  
 DEPARTMENT OF TRANSPORTATION  
 AND PUBLIC FACILITIES  
 PRELIMINARY DESIGN AND  
 ENVIRONMENTAL GROUP

SCALE: SEE GRAPHIC  
 DATE: 01/14/2013  
 BY: M. BOYDSTONE

PLATINUM AIRPORT  
 EXTENSION (GO)  
 PROJECT NO. 54774  
 RUNWAY TYPICAL SECTION  
 PLATINUM, ALASKA

FIGURE 3

# **Title VI of the Civil Rights Act Frequently Asked Questions**

---

## **1. What is Title VI of the Civil Rights Act?**

Title VI of the Civil Rights Act of 1964 states that, “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Two Presidential Executive Orders place further emphasis upon the Title VI protections of race and national origin:

## **2. What other regulatory requirements apply to civil rights?**

Executive Order #12898 (Environmental Justice) directs federal agencies to develop strategies to address disproportionately high and adverse human health or environmental effects of their programs on minority and low-income populations.

Executive Order # 13166 (Limited-English-Proficiency) directs federal agencies to evaluate services provided and implement a system that ensures that Limited English Proficiency persons are able to meaningfully access the services provided consistent with and without unduly burdening the fundamental mission of each federal agency.

Additionally, each federal agency shall ensure that recipients of federal financial assistance provide meaningful access to their Limited-English-Proficiency applicants and beneficiaries. Please note that while an Executive Order has the force of law, a lawsuit may not be brought under an Executive Order.

## **3. How does DOT&PF comply with Title VI for Federal-Aid Projects?**

The regulations require that all FHWA projects be developed consistent with Title VI. Executive Order 12898, Environmental Justice, provides for additional civil rights requirements regarding nondiscrimination in environmental considerations and decisions made by the Department. The mechanism established by the Federal regulations to guide and oversee project development is the environmental document. As mandated by these regulations, all projects that have any potential Title VI impacts are subject to investigation and evaluation by either an Environment Assessment (EA) or an Environmental Impact Statement (EIS). Categorical Exclusions (CE) rarely have Title VI issues. However, the analysts working on a CE must be aware of potential Title VI issues.

## **4. Who is responsible for ensuring compliance with Title VI?**

DOT’s Civil Rights Office is responsible for the Department’s compliance with Title VI, including monitoring and annual reporting. The DOT Civil Rights Office – Environmental Justice Resource Website (<http://www.dot.alaska.gov/cvlrts/tvi.shtml>) is a good resource for additional information about their role in project development.

For additional information regarding Title VI goals, please see the Title VI office brochure and PowerPoint presentation in this section.

The environmental analyst assesses Title VI compliance in the environmental document and during public outreach and involvement.

## **5. What information should be in the environmental document?**

Analysts research and evaluate project-specific social, economic, and environmental impacts in every environmental document. PD&E relies primarily on the Alaska Department of Commerce, Community, and Economic Development (DCCED) for the demographic profile of communities impacted by projects when looking at potential environmental impacts (including environmental justice). Additional sources of community information include census data, school district data (for languages), state department of labor, and any other sites listed on the Title VI website.

## **6. How does DOT&PF perform public involvement?**

Project managers are responsible for public involvement during the NEPA process. Environmental analysts support the project manager in this effort. Refer to the Public Involvement and Scoping Frequently Asked Questions for more information.

The Department advertises each Notice for Public Meetings or Notice of Opportunity for Public Hearing in such periodicals and newspapers as are necessary to provide optimum coverage of the affected area to maximize opportunities for awareness by all people affected. This includes women, minorities, and low-income and any other traditionally underrepresented populations. The Public Hearing process requires a formal transcript be made of the hearing. Further, all verbal or written comments presented at the hearing or submitted as part of the hearing must be addressed and documented.

When supporting a public meeting or hearing, analysts should ensure the attached sign-in sheets are used, because this information is required for annual reporting back to FHWA.

## **7. What are the reporting requirements under Title VI?**

Every October, the Regional Environmental Manager provides information to the Civil Rights Office (CRO) for inclusion in the annual report to FHWA. Information includes the number and types of environmental documents completed during the previous year. EAs and EIS documents are forwarded to the CRO for their review during the NEPA process. Other information is provided once a year, including:

- A list of projects that considered demographics, including low-income populations
- The number of public meetings for each project, number of attendees at each meeting and demographic breakdown of attendees (from sign-in sheets); interpreters present and languages used; brochures and languages of brochures
- The number of commitment memos prepared by Environmental for Design, and Design

for Construction

- An electronic copy of public comments, DOT&PF response to the comments, and resolution. When there is a comment or suggestion DOT&PF cannot accommodate, include why
- The number of complaints received and status of each
- The number of employees and demographics of employees who attended the following:
  - a. Title VI Training,
  - b. Diversity/cultural sensitivity training, or
  - c. Other training.

\*This information is **voluntary**. Its purpose is to ensure fair and equal representation by the public in all projects and programs administered by the Alaska Department of Transportation and Public Facilities.

PROJECT NAME                      KOLIGANEK AIRPORT RECONSTRUCTION                      DATE                     



## ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES



### PUBLIC MEETING

SIGN IN SHEET

PROJECT NAME                      KOLIGANEK AIRPORT RECONSTRUCTION                      DATE                     

NAME (PLEASE PRINT)	MAILING ADDRESS and *EMAIL	PHONE	*GENDER (M/F)	*RACE (W, AN, N, B, H, A, P, O)

RACE CATEGORIES: WHITE (W), ALASKA NATIVE (AN), NATIVE AMERICAN (N), BLACK (B), HISPANIC (H), ASIAN (A), PACIFIC ISLANDER (P), and OTHER (O)

1 of \_\_\_\_\_

effective: December 2004



## Title VI Complaint Process

The Civil Rights Office (CRO) will ensure that the Title VI Complaint Procedure provides for:

Notification to the public of the State's Title VI policy right to file complaints of discrimination, the 180-day time limit for filing Title VI complaints, and avenues of appeal.

Notification to the FHWA of Title VI complaints.

Processing, investigation and resolution of complaints including time frames.

Description of the avenues of appeal.

Notification to complainants of decisions on complaints and further rights.

Clarification of the types of alleged acts of Title VI discrimination

The complaint procedure for any person or group shall be to:

- ✓ File a complaint in writing with the department's Civil Rights Office

In an effort to resolve the complaint, the CRO will:

- ✓ Acknowledge receipt within 5 working days; forward a questionnaire to the complainant
- ✓ Notify the program area implicated in the complaint as well as the FHWA
- ✓ Acknowledge receipt of the questionnaire and begin the investigation process
- ✓ Prepare a report of findings
- ✓ Inform the complainant/FHWA of the decision
- ✓ Provide complainant avenues of appeal

## CONTACT INFORMATION

ADOT&PF Civil Rights Office  
PO Box 196900  
Anchorage, AK 99519-6900

Physical address:  
2200 E. 42nd Avenue

Phone: 907-269-0851 or  
1-800-770-6236 (within Alaska)

Fax: 907-269-0847

TTY: Contact Relay Alaska  
1-800-770-8255

Web site: <http://www.dot.state.ak.us/cvlrts>

The Civil Rights Office (CRO) certifies all Disadvantaged Business Enterprises (DBE) for the Alaska Unified Certification Program. The CRO also ensures statewide compliance with the Alaska Department of Transportation and Public Facilities (ADOT&PF) federal non-discrimination and affirmative action obligations as a condition of continued federal funding for highway and airport construction. ADOT&PF promotes equal opportunities for socially and economically disadvantaged individuals to participate on federally funded highway and aviation projects through the DBE Program.

Effective October 2004 (03/05)

# TITLE VI

## Civil Rights Act of 1964

(Civil Rights Restoration Act of 1987 as amended)

## Nondiscrimination in Federally Assisted Programs

Policy Statement

Authorities

Title VI Monitoring and Review

Environmental Justice

Limited English Proficiency

Tribal Relations

Complaint Process



Alaska Department of  
Transportation and  
Public Facilities  
Civil Rights Office



# Title VI of the Civil Rights Act of 1964

## Policy Statement

It is the policy of the Alaska Department of Transportation and Public Facilities (ADOT/PF), that no person in the State of Alaska shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Department receives federal assistance from the U.S. Department of Transportation, including the Federal Highway Administration (FHWA).

## Authorities

Title VI of the Civil Rights Act of 1964  
23 CFR, part 200  
Executive Order 12898  
Executive Order 13166  
Executive Order 13175

## Title VI Monitoring and Review

The following ADOT/PF program areas are monitored and reviewed on an annual basis to ensure their effectiveness with regard to Title VI compliance:

- NHI Training Administration
- Planning
- Design (Preliminary Design & Environmental and Final)
- Right-of-Way
- Construction
- Research
- Consulting Contracting
- Alaska Marine Highway System

## Environmental Justice

Safety and mobility are two of the U.S. Department of Transportation's (DOT's) top priorities. Achieving environmental justice is another undeniable mission of the agency.

A 1994 Presidential Executive Order (EO 12898) directed every Federal agency to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations."

The (U.S.) DOT's environmental justice initiatives accomplish this goal by involving the potentially affected public in developing transportation projects that fit harmoniously within their communities without sacrificing safety or mobility.

Environmental justice and Title VI are not new concerns. Today, because of the evolution of the transportation planning process, they are receiving greater emphasis. Effective transportation decision making depends upon understanding and properly addressing the unique needs of different socioeconomic groups. This is more than a desktop exercise; it requires involving the public.

The U.S. DOT is committed to this more comprehensive, inclusive approach. These changes make sure that every transportation project nationwide considers the human environment.

<http://www.fhwa.dot.gov/environment/ej2000.htm>

## Limited English Proficiency

Executive Order 13166 (EO 13166) contains two major initiatives. The **first** is designed to better enforce and implement an existing obligation: Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating based on national origin by, among other things, failing to provide meaningful access to individuals who are limited English proficient (LEP).


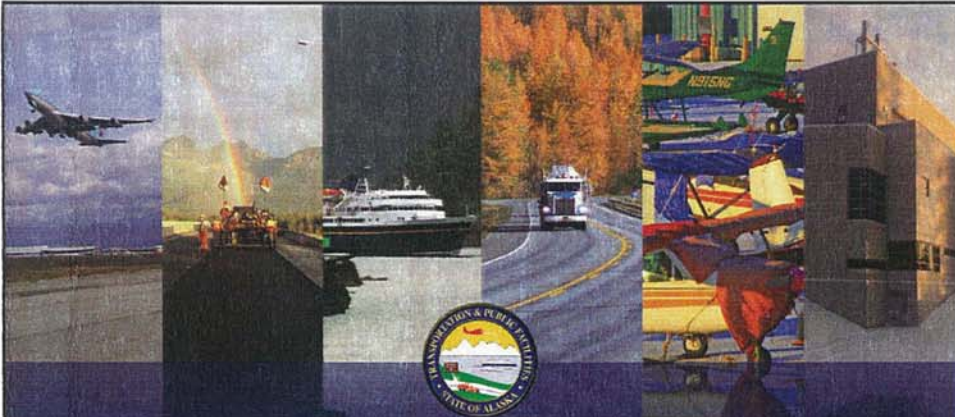
The Executive Order requires federal agencies that provide federal financial assistance to develop guidance to clarify those obligations for recipients of such assistance ("recipient guidance").

**Second**, the Executive Order sets forth a new obligation: Because the federal government adheres to the principles of nondiscrimination and inclusion embodied in Title VI, the Executive Order requires all federal agencies to meet the same standards as federal financial assistance recipients in providing meaningful access for LEP individuals to federally conducted programs.


[http://www.legalconsumerguide.com/legal\\_information/general\\_law/civil\\_rights\\_faqs/english\\_proficiency.html](http://www.legalconsumerguide.com/legal_information/general_law/civil_rights_faqs/english_proficiency.html)

## Tribal Relations

Executive Order 13175 establishes regular and meaningful consultation and collaboration with tribal officials in the development of Federal policies that have tribal implications, to strengthen the United States government-to-government relationships with Indian tribes, and to reduce the imposition of un-funded mandates upon Indian tribes.




**Alaska Department of  
Transportation & Public Facilities**  
[ Introduction to Title VI ]  
[ Name ]  
[ date ]



**Title VI of the Civil Rights Act of 1964**

**“(N)o person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”**

Integrity · Excellence · Respect



## Federal Highways Title VI Program


[The Title VI Program refers to the Civil Rights Act of 1964 and]...” to the civil rights provisions of other Federal statutes to the extent that they prohibit discrimination on the grounds of race, color, sex, or national origin in programs receiving Federal financial assistance of the type subject to Title VI itself. 23 CFR 200.1 *et seq.*

Integrity · Excellence · Respect




## Alaska Department of Transportation & Public Facilities (ADOT&PF) Title VI Goals

1. Meaningful community outreach and involvement
2. Develop accurate demographic and statistical data
3. Identification and mitigation of adverse effects
4. Effective self-monitoring efforts
5. Title VI training
6. Process Title VI Complaints




### Department/Division/Section Title VI Liaisons

- Self-monitoring & Documentation
- Title VI reviews
- Annual update reports
- Teleconferences
- Complaints
- Limited English Proficiency interpreters/ translations
- Main regular contact for Title VI Specialist




### Title VI Compliance – Why it Matters

1. It is illegal to discriminate, either intentionally or unintentionally
2. It is part of the Department's assurance to US DOT that we will administer the Highway program free of discrimination
3. Failure to do so could result in partial or complete loss of federal funding for a single project or statewide
4. It's the right thing to do




## Title VI Requirements

- **Environmental Justice,**
- **Limited English Proficiency populations (LEP), and**
- **Demographic Profile**



## Executive Orders


1. Environmental Justice (EJ) – EO # 12898  
(minorities & low-income)
2. Limited English Proficiency (LEP) – EO # 13166  
(individuals for whom English is a second language)



## Environmental Justice


Executive Order 12898 (1994)

**“Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on *minority* populations and *low-income* populations.”**



## 3 Principles of Environmental Justice


1. Avoid, minimize, or mitigate effects
2. Full and fair participation in decision-making
3. Prevent denial, reduction, and delay of benefits  
for  
Minority Communities  
Low Income Population



## Minority Communities

As defined by the Environmental Justice EO

- Black
- Hispanic
- Asian
- American Indian & Alaska Native
- Native Hawaiian or other Pacific Islander




## Low-Income Populations

A person whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines.

The current HHS poverty guidelines can be found at HHS' website:


<http://aspe.hhs.gov/poverty/index.shtml>





## Limited English Proficiency (LEP)

Executive Order # 13166


1. Comes from Title VI: National origin
2. Public involvement process to seek out and consider needs of LEP population: translators and interpreters
3. Meaningful access to programs, activities & services



## Title VI and Public Involvement

-  Multi-lingual information
- Q & A
-  Graphs & Visual Displays
- Continuity






## Vital Documents

**Must be translated for distribution:**

- Policy statements regarding ADA and Title VI
- Civil Rights brochures informing persons of rights, including the right to file a complaint.
- Complaint form
- Vital documents for your program area



## Interpreters


- Applies anytime there is an impact on a LEP person
- Professional vs friend/relative
- No fee to the public



### Available CR Brochures


[www.dotcivilrights.alaska.gov](http://www.dotcivilrights.alaska.gov)

- English
- Spanish
- Yup'ik
- Inupiat
- Braille
- Korean
- Tagalog
- Hmong
- Russian




### OUTREACH

# Public Outreach and Involvement



## The Basics About Title VI Implementation

- **Effective Title VI Implementation means:**
  1. **Identifying Minority Communities (Title VI & EO 12898)**
  2. **Identifying Low Income Populations (Environmental Justice EO 12898)**
  3. **Identifying affected residents that have Limited English Proficiency (EO 13166- LEP & Title VI)**
  4. **Communication that is meaningful and accurate about the impacts a highway project may/will impose on the resident.**




## Develop Accurate Demographic Data

**By project area, identify areas where there are concentrations of minority and low come populations as well as LEP persons (by residence and congregation areas)**

**Use existing sources to determine**

- Census (2010, not 2000)
- School districts (ask about racial make up/languages spoken at area elementary schools)
- Community centers
- Religious presence: churches, temples, mosques, etc.
- Ethnic organizations (e.g., Hispanic, Arab)
- Visual inspection: grocery stores, specialty shops, publications?
- Dept. of Commerce, Community, Economic Development & other government agencies
- Other program areas – Planning & PD&E (should have accurate demographic info preceding ROW involvement)
- Other government agencies



## Public Involvement

- **Public Outreach Plan**
  - Addresses your project population (both residents and people that frequent the area)
  - Has components to effectively reach out to Minority and Low-Income populations, as well as communications in appropriate languages for LEP population
  - Effectively records the concerns of the attendees and commitments made by staff
  - Memorializes the concerns and commitments for Design finalization and Construction




## Early Involvement

1. Opportunity to prevent/avoid disproportional adverse impacts
2. Improves data collections, monitoring, and analysis tools
3. Improves ultimate outcome
4. Identify unavoidable impacts early.




## Public Involvement Barriers

- **lack of trust/past experience (theirs)**
- **work schedules**
- **transport costs**
- **cultural & language**
- **experience (yours)**
- **assumptions**



## Review


- The Civil Rights Acts protects the following from discrimination in programs and activities using Federal funds:
  - **Race**
  - **Color**
  - **National Origin**



## Review

Two Executive Orders focused on specific populations that are traditionally underrepresented in decision making:


1. **Environmental Justice**  
(a) minorities and (b) low-income
2. **Limited English Proficiency (LEP)**  
Individuals for whom English is a second language



## Review


- Translations of brochures and other important documents can be found and downloaded at the ADOT&PF Civil Rights website:

[www.dotcivilrights.alaska.gov](http://www.dotcivilrights.alaska.gov)




## Review

- Outreach to protected groups must be **proactive**
- Outreach must strive for **meaningful** participation
- Outreach must recognize **barriers** for those traditionally underrepresented individuals
- **Proactive outreach** may involve translating documents, or
- Providing an interpreter at **no cost** to the public.




## COMPLAINTS


**Purpose – To provide an avenue of redress when an individual believes s/he has been subjected to discrimination, while protecting the due process rights of the complainant and the respondent.**



### FIND US AT:



**ADOT & PF**  
Civil Rights Office  
2200 E 42<sup>nd</sup> Ave  
PO Box 196900  
Anchorage, AK 99519-6900



Phone: (907) 269-0851  
Fax: (907) 269-0847

[www.dotcivilrights.alaska.gov](http://www.dotcivilrights.alaska.gov)



### CONTACT INFORMATION

- **Grace San Miguel-Morfield**, Acting Civil Rights Mgr  
907-269-0854, [grace.sanmiguel-morfield@alaska.gov](mailto:grace.sanmiguel-morfield@alaska.gov)
  
- **Edie Zukauskas**, Title VI Specialist  
907-269-0852, [edie.zukauskas@alaska.gov](mailto:edie.zukauskas@alaska.gov)



**STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES  
CENTRAL REGION STATEWIDE DESIGN & ENGINEERING  
SERVICES  
PRELIMINARY DESIGN & ENVIRONMENTAL**



**MEETING RECORD**

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**DATE:**  
**TIME:**  
**LOCATION:**  
**PROJECT:**  
**PROJECT NO.:**  
**SUBJECT:**  
**PARTICIPANTS:**  
**NOTED BY:**

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CC:

# Miscellaneous

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## Table of Contents

Staff Meeting Special Topic Presentation Guidelines

Glossary and Acronyms

MISCELLANEOUS



## **Staff Meeting Special Topic Presentation Guidelines**

Since the types of impacts our project have is unpredictable, often times analysts may miss out on learning opportunities because some issues never come up on their projects. To help analysts learn about topics they're specifically interested in, they're allowed to pick a topic to research and share at a staff meeting. So, the purpose of sharing a special topic is to provide analysts (i.e. the facilitator) an opportunity to 1) research a topic of interest they might not typically get to learn about and 2) Share what they learned with the group so we can all learn. The purpose is NOT to out-do the previous presenter, present a topic in its entirety, or provide an in-depth training. Analysts are encouraged to have fun with it and learn something new.

In general, here are the guidelines you should follow:

1. Special topics should be project-related lessons learned or unique situations or decisions, regulations, trainings, or other work-related topics of interest
2. Keep it Simple - max time 10 minutes
3. Presentation does not have to be all talking, can be an activity or game
4. Powerpoint optional – if used, limit number of slides with text and use more for photos, graphics, or visual aids

## GLOSSARY

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**A-weighted Decibel (dBA)** -- An acoustic unit of measure which approximates the frequency response of the human ear. Normal speech at three feet is approximately 65 dBA.

**A-weighting** -- The sound pressure level which has been filtered or weighted to approximate the human ear's perception of sound.

**AASHTO** – American Association of State Highway and Transportation Officials. An organization of State officials that establish and update highway design standards. All 50 states are members of this organization. The AASHTO Standards have been adopted by law in the State of Alaska.

**ACHP** – Advisory Council on Historic Preservation

**ADEC or DEC**– Alaska Department of Environmental Conservation

**ADF&G or F&G** – Alaska Department of Fish and Game

**ADGC or DGC** – Alaska Division of Governmental Coordination. Under the Office of the Governor. Provides certification for consistency with Alaska Coastal Zone Management Program as well as any local program. ADGC provides certification for projects needing a federal permit or more than one State permit.

**ADNR or DNR** – Alaska Department of Natural Resources

**ADOT&PF or DOT&PF** – Alaska Department of Transportation and Public Facilities

**ADT** – Average Daily Traffic

**Air Carrier** - A company engaged in providing scheduled commercial air transportation services.

**Air Route Traffic Control Center (ARTCC)** -- An FAA facility established to provide air traffic control service to aircraft operating on an IFR flight plan within controlled airspace during the enroute portion of a flight.

**Air Traffic Control (ATC)** -- Division of the Federal Aviation Administration responsible for the safe guiding of pilots in their transit of airspace and on the ground at towered airports.

**Airport Master Plan** -- A long-term (usually 20-year) comprehensive development plan for an airport. Typical elements of a Master Plan include: activity forecasts, airport layout plan, development recommendations with cost estimates and an environmental overview.

**AMATS** – Anchorage Metropolitan Area Transportation Study

**Approach Control Descent Area (ACDA)** -- Airspace restrictions established to provide for the separation of landing aircraft from departing aircraft.

**Approach Procedure** -- A general procedure for how an aircraft comes in for a landing at an airport. Includes both visual and instrument approaches.

**ASTM** -- American Society for Testing and Materials

**BMP** – Best Management Practices. ADOT&PF guidance for erosion and pollution control. Includes installation of silt fences and temporary drainage structure, mulching, or matting of exposed soils, revegetation, and work scheduling to avoid erosion and pollution.

**BTEX** – Benzene, Toluene, Ethylbenzene, Xylenes. Volatile components of petroleum products often used in field measurements of contamination.

**CAA** – Clean Air Act of 1977

**Catchbasin:** A constructed device to collect surface storm water runoff from a gutter or median into an enclosed storm drainage system. Catch basins commonly have a grated inlet with or without a sump.

**Catchbasin manhole:** A constructed device to collect surface stormwater runoff along an enclosed storm drainage system. Catch basin manholes differ from Catch Basins in that they provide:

- Access to inlet pipes for inspection and maintenance
- Changes in horizontal storm pipe direction
- Junctions for connecting pipes
- Junctions for changes in pipe sizes
- Junctions for changes in pipe depths

**CAAA** – Clean Air Act Amendments of 1990

**CE** – Categorical Exclusion. An environmental document that is written when no significant impact is associated with a construction project. Fulfills NEPA requirements. See 23 CFR 771.

**CEQ** – Council on Environmental Quality. A presidential council of three persons tasked with specific duties in regard to the environment. CEQ regulations implement NEPA.

**CERCLA** – Comprehensive Environmental Response, Compensation, and Liability Act of 1980. Also known as Superfund. Amended in 1986 by SARA. The CERCLA gives the federal government the power to respond to releases, or threatened releases, of any hazardous substance into the environment as well as to a release of a pollutant or contaminant that may present an imminent and substantial danger to public health or welfare. The CERCLA established a Hazardous Substance Trust Fund (Superfund) available to finance responses taken by the federal government.

**CFR** – Code of Federal Regulations

**CFR** – Crash, Fire and Rescue

**CMAQ** – Congestion Mitigation and Air Quality Improvement Program. A categorical Federal-aid funding program created with ISTEA. Directs funding to projects that contribute to meeting National air quality standards. CMAQ funds generally may not be used for projects that result in the construction of new capacity improvements for single occupant vehicles.

**CO** – carbon monoxide. A colorless, odor-free, tasteless gas formed in large part by incomplete combustion of fuel.

**COE 404** – U.S. Corps of Engineers, Section 404 of the Clean Water Act. Permit for fill placement in wetlands.

**COE Nationwide Permit (NWP)** – Section 404 permits that have been exempted from full review due to the limited potential for environmental harm from the wetland fill.

**COE Section 10** – Corps of Engineers, Section 10 of the Rivers and Harbor Act. Permit for dredging or filling in navigable waters.

**CPESC (Certified Professional of Erosion & Sediment Control)** -- A recognized specialist in erosion and sediment control.

**Day-Night Average Sound Level (DNL or  $L_{dn}$ )** -- The Federal Aviation Administration's standard noise descriptor, measured in A-weighted decibels (dBA), that represents a cumulative, integrated, average sound level. Based on the equivalent A-weighted sound level ( $L_{eq}$ ) with a 10-decibel penalty for noise events in the nighttime hours (10:00 p.m. to 7:00 a.m.).

**Decibel (dB)** -- The smallest unit of measure of acoustic energy that a person can distinguish. A doubling of loudness is generally approximated by a change of about 10 decibels. A doubling of acoustic energy occurs at 3 decibels.

**Decision Height (DH)** -- The altitude at which a decision must be made, during an instrument approach, to either continue the approach or execute a missed approach.

**DEIS** – Draft Environmental Impact Statement (see EIS).

**Departure Procedure** -- A general procedure for how an aircraft takes off and climbs to a designated altitude. There are various generalized and specialized departure procedures. Procedures usually describe various velocities, altitudes, or rates of climb that are benchmarks to be followed.

**Departure Profile** -- The two-dimensional description (altitude and distance from brake release) of the aircraft departure trajectory. Various points along the trajectory may be associated with specific departure procedures.

**Displaced Threshold** -- A threshold located on the runway at a point other than at the end or beginning of the full strength pavement.

**DNL** -- See Day-Night Average Sound Level.

**DOI** – U.S. Department of Interior

**DOT** -- U.S. Department of Transportation.

**EA** – Environmental Assessment. An environmental document that is written when the environmental impacts of a construction project are unknown. This document results in a decision to write an EIS if the potential for significant impacts exist or a Finding of No Significant Impact (FONSI) is issued and the EA/FONSI becomes the final environmental document. Fulfills NEPA requirements.

**EIS** – Environmental Impact Statement. An environmental document that is written when a significant environmental impact or impacts is thought to be a result of a construction project. Fulfills NEPA requirements.

**Engine Run-up** -- A required test procedure which is performed after specified aircraft engine maintenance repairs.

**Environmental Commitments** – Commitments that have been made by ADOT&PF as part of the project development/NEPA process. These commitments are contained in the environmental specification sections and often are incorporated as permit stipulations. An additional memo is prepared with a list of these commitments for our Construction Engineer and the Contractor.

**EO** – Executive Order.

**EPA** – U.S. Environmental Protection Agency. The Federal regulatory agency responsible for administering and enforcement of Federal environmental laws including the CAA, CWA and others.

**Equivalent A-weighted Sound Level ( $L_{eq}$ )** -- The average (on an energy basis) noise level integrated over some specified period of time.

**FAA** -- Federal Aviation Administration (part of the U.S. Department of Transportation).

**FAR** -- See Federal Aviation Regulations.

**FAST** – Fixed Anti-Icing Spray Technology. Means to proactively fight ice and snow conditions on roads and bridges before an event.

**Federal Aviation Regulations (FAR)** -- The body of Federal regulations relating to aviation. Published as Title 14 of the Code of Federal Regulations.

**FEMA** – Flood Emergency Management Agency.

**FHWA** – Federal Highway Administration. An agency of the USDOT that funds highway planning and programs.

**Flight Heading** -- The direction in which the nose of the airplane points during flight; this is usually expressed by reference to a compass reading from 1° to 360°.

**Flight Track** -- The path along the ground followed by an aircraft in flight.

**FONSI** – Finding of No Significant Impact. A decision document that is issued when an EA determines that no significant impact will occur.

**General Aviation (GA)** -- All civil aviation except commercial carriers.

**Glide Slope (GS)** -- An instrument landing system facility providing vertical guidance for aircraft during approach and landing.

**HABS** – Historic American Buildings Survey

**HAER** – Historic American Engineering Record

**Head-to-head Operations** -- Taking off in one direction and landing in the opposite direction.

**HOV** – High Occupancy Vehicle. A motor vehicle carrying a sufficient number of passengers to qualify for occupying a lane which is reserved for movement of a large number of people.

**Hub** -- 1) As defined by the Federal Aviation Administration, an airport enplaning a certain percentage of the total passengers in scheduled service in the nation. A small hub enplanes from 0.25 percent to 0.5 percent, a medium hub 0.5 percent to 1 percent, and a large hub enplanes 1 percent or more. 2) In airline operations, the center of a "hub and spoke" operation, in which an airline feeds passengers from a number of points (the spokes) to one airport (the hub) to carry them beyond the hub on fewer flights.

**IFR** -- Sees Instrument Flight Rules.

**Instrument Approach** -- An approach to a landing area guided by instruments in the aircraft and



on the ground, as opposed to a visual approach.

**Instrument Flight Rules (IFR)** -- Federal procedures, using instruments in the aircraft and on the ground, which pilots must follow when weather conditions are below the minimums prescribed for visual flight conditions (see also Visual Flight Rules).

**ILS** -- See Instrument Landing System.

**Instrument Landing System (ILS)** -- Instrument landing aid providing altitude and directional guidance.

**Instrument Meteorological Conditions (IMC)** -- Weather conditions expressed in terms of visibility, distance from clouds, and cloud ceilings during which all aircraft are required to operate using instrument flight rules (IFR).

**Integrated Noise Model (INM)** -- The Federal Aviation Administration-specified computer model for assessing airport noise impacts.

**ISA** -- Initial Site Assessment. Sometimes referred to as a Phase I investigation. The ISA is used to help determine whether a hazardous waste potential exists at a site or parcel, and if a PSI or Phase II should be performed.

**ISTEA** -- Intermodal Surface Transportation Efficiency Act of December 18, 1991. Federal law restructuring the Federal Highway program by creating broad funding categories, including the Surface Transportation Program (STP) and the National Highway System (NHS). The emphasis of ISTEA was on preservation, operation, and better management of existing transportation facilities. Superseded by TEA- 21 (1998) and the upcoming TEA3 (2003).

**Knots** -- Airspeed measured as the distance in nautical miles covered in 1 hour.

**L<sub>10</sub>** -- The sound level exceeded 10 percent of the time.

**L<sub>dn</sub>** -- See Day-Night Average Sound Level.

**L<sub>eq</sub>** -- Equivalent A-weighted sound level.

**L<sub>max</sub>** -- Maximum A-weighted sound level.

**LOS** -- Level of Service. A qualitative rating of the effectiveness of a highway in serving traffic. Measured in terms of operating conditions.

**LSR&T** -- Local Service Roads and Trails program

**LUST** -- Leaking Underground Storage Tank

**Manhole:** A constructed device that provides an access point along an enclosed storm drainage

system. Manholes are defined as performing the following functions:

- Access at desired intervals for system inspection and maintenance
- Changes in horizontal storm pipe direction
- Junctions for connecting pipes
- Junctions for changes in pipe sizes
- Junctions for changes in pipe depths
- Vertical drops along a pipe system.

**Mean Sea Level (MSL)** -- The average height of the surface of the sea for all stages of the tide, used as a reference for elevations. Also called sea level datum.

**MOA – Municipality of Anchorage**

**MOA – Memorandum of Agreement**

**MOA GP** – Municipality of Anchorage General Permit. For fill in wetlands that are classified as Developable in the Anchorage Wetlands Management Plan.

**MOU – Memorandum of Understanding**

**MPO – Metropolitan Planning Organization.** The organizational entity designated by law with lead responsibility for developing transportation plans and programs for urbanized areas with populations of 50,000 or more (ie Anchorage). MPOs are established with agreement of the Governor and units of general purpose local government which together represent 75% of the affected population of an urbanized area.

**MS4** - Municipal Separate Storm Sewer System. Part of the NPDES Phase II mandate.

**NAAQS** – National Ambient Air Quality Standards. Federal standards that set allowable concentrations and exposure limits for various pollutants. The EPA developed the standards in response to a requirement of the CAA.

**National Plan of Integrated Airport Systems (NPIAS)** -- A plan prepared by the Secretary of Transportation for the development of public use airports in the United States.

**Nautical Mile** -- A measure of distance equal to 1 minute of arc on the earth's surface (approximately 6,000 feet).

**NAVAIDS** -- Visual and electronic aids to air navigation.

**NEPA** – National Environmental Policy Act of 1969, as amended (42 U.S.C. 4321 et seq.) act that requires consideration of environmental factors through systematic interdisciplinary approach in all federally funded projects.

**NHPA** – National Historic Preservation Act

**NHS** – National Highway System. The national transportation system designated by Congress that includes the Interstate Highway System and other nationally significant roads for interstate and interregional travel, national defense, intermodal connection, and international commerce. A fund of money with an 80 percent federal share whose purpose is to focus resources on roads that are most important to interstate travel and national defense.

**NIOSH** – National Institute for Occupational Safety and Health

**Noise Abatement** -- Measures taken to reduce the off-airport impacts of aircraft noise.

**Noise Contour** -- A line depicting equal levels of sound exposure, usually drawn on a base map of the area.

**NMFS** – National Marine Fisheries Service

**Non-Attainment Area** – Area that does not meet EPA ambient air quality standards for CO or dust. Part of Anchorage is in non-attainment area for CO.

**NPDES** – National Pollutant Discharge Elimination System. General permit authorized by EPA for the protection of water quality.

**NPS** – National Park Service

**NTP** – Notice to Proceed. Written notice to a Contractor to begin contract work.

**Official Airlines Guide (OAG)** -- Listing of schedules and policies of commercial U.S. airlines.

**Operation** -- A landing or a takeoff by an aircraft.

**OSHA** – Occupational Safety and Health Administration Act of 1971.

**Part 36** -- FAR Part 36 establishes the aircraft noise certification sound levels and associated requirements for certificated aircraft.

**Part 91** -- FAR Part 91 are general operating rules which include a schedule for all air carrier jets to meet FAR Part 36 Stage 3 requirements.

**Part 150** -- FAR Part 150 establishes a uniform national metric for describing aircraft noise and Federal Aviation Administration program guidelines for airport noise compatibility planning.

**PD&E** – Preliminary Design & Environmental Section of ADOT&PF.

**PID** – Photoionization Detector. A device that breaks down or ionizes volatile organic vapors with light energy and measures their concentration in the air. Often used in field equipment that does not separate the components of the fuel. Usually a single estimate of total vapor concentration is provided.

**PM-10** – Particulate material in the atmosphere that measures less than 10 microns in size. (Note: A micron is one millionth of a meter.) Particulate matter this size is too small to be filter by the nose and lungs.

**Precision Approach Path Indicator (PAPI)** -- A landing aid which provides visual approach slope guidance to a runway.

**Preferential Runway System (PRS)** -- A system of runway use which attempts to route as much traffic as possible over the least noise-sensitive areas around the airport.

**PSI** – Preliminary Site Investigation. Also known as a Phase II. Is only conducted when an ISA (Phase I) reveals known or potential hazardous waste sites.

**QAPP** – Quality Assurance Project Plan. A plan that describes protocols necessary to achieve the data quality objectives defined for a remedial investigation.

**QA/QC** – Quality Assurance/Quality Control

**RCRA** – Resource Conservation and Recovery Act. A federal law providing the development of federal and state programs for the regulation of land disposal of waste materials and the recover of materials and energy resources. The Act regulates not only the generation, transportation, treatment, storage and disposal of hazardous wastes, but also solid waste disposal facilities.

**Reverse Thrust** -- a procedure utilized by a pilot which redirects engine thrust to slow aircraft and is used frequently after touchdown on landings to rapidly decelerate the aircraft.

**RFP** – Request for Proposal

**ROD** – Record of Decision. Reason and summary of a project if an EIS has been done.

**Runway Protection Zone (RPZ)** -- An area at the end of a runway maintained clear of development or uses which would lead to congregation of people (formerly called the clear zone).

**Runway Use System (RUS)** -- A system of runway use designed to redistribute traffic around the airport for noise compatibility purposes; can also be called preferential runway system.

**Runway Visual Range (RVR)** -- An instrumentally-derived value that represents the horizontal distance a pilot will see down the runway from the approach end.

**RWIS** – Road Weather Information Systems – instruments that give you weather information

**Section 4(f)** – of the Department of Transportation Act. Addresses preservation of publicly owned parklands, waterfowl and wildlife refuges, and all historic areas. These lands must be avoided unless no prudent and feasible alternative exists.

**Section 6(f)** – Addressed lands obtained with money from the Land and Water Conservation Fund (LWCF). The LWCF (established in 1965) provides funding to the states for purchasing or improving lands to ensure access to outdoor recreation resources. Replacement of 6(f) lands is required if taken for purposes other than recreation.

**Section 106** – Process by which appropriate mitigation for Section 4(f) historical resources is derived.

**Section 401** – Section of the Clean Water Act, Alaska Department of Environmental Conservation. Certification for any work requiring a Section 404 permit.

**SHPO** – State Historic Preservation Officer. Reviews projects for potential effects on historic properties and cultural resources.

**SIP** – State Implementation Plan. A plan mandated by the CAA that constrains procedures to monitor, control, maintain, and enforce compliance with the NAAQS.

**Sound Exposure Level (SEL)** - A measure of the total sound energy of an event taking into account amplitude, frequency, and duration.

**Stage 1, 2, 3 Aircraft** -- Classification of aircraft based on noise emissions, as defined in Federal Aviation Regulation Part 36. Stage 1 aircraft are the noisiest; Stage 3 are the quietest.

**STP** – Surface Transportation Program. The most flexible federal highway funding program by which 80 percent is the federal share.

**TACAN** -- Tactical Air Navigation. A navigational system used by the military. TACAN provides both azimuth and distance information to a receiver on board an aircraft.

**TCLP** – Toxicity Characteristic Leachate Procedure

**TCMs** – Transportation Control Measures. Actions to adjust traffic patterns or reduce vehicle use to reduce air pollutant emissions. These may include HOV lanes, provision of bicycle facilities, ridesharing, telecommuting, etc. Such actions may be included in a SIP if need to demonstrate attainment of the NAAQS. See CAA Section 108(f)(1)(A).

**TEA-21** – Federal legislation initiated by the U.S. Congress in 1998 to provide various funding programs for community enhancements, transit, air quality (CMAQ), TCSP, etc for fiscal years 1998-2003.. Started (thru ISTEA) to devolve more federal transportation funds down to the local and regional level. The passage of the bill represented a 40 percent increase in federal funds for transportation programs.

**Terminal Control Area (TCA)** -- Controlled airspace surrounding one or more airports and extending from the surface or some higher altitude within which all aircraft (regardless of the type of flight rules in effect, i.e. VFR or IFR) are subject to specified operation, communication, minimum equipment and pilot qualification regulations as specified in 14 CFR Part 91.

**Terminal Instrument Procedures (TERPS)** -- Federal Aviation Administration design criteria for determining minimums of ceiling and visibility for all types of instrument approaches.

**Threshold** -- The beginning of that portion of the runway available for landing.

**Threshold Crossing Height (TCH)** -- The height above the ground at which an aircraft on the Glide Slope crosses the runway threshold.

**Time Above (TA)** -- The total time that a particular A-weighted sound level is exceeded during a specified period of time.

**TIP** -- Transportation Improvement Program. A multi-year prioritized list of projects (3 year minimum) proposed to be funded or approved by FHWA or FTA.

**Title 16** -- Department of Fish and Game, Title 16.05.840. Permit for inwater work in anadromous fish streams.

**TORA** -- Transfer of responsibility agreement

**TRM** -- turf reinforcement mat

**Traffic Calming** -- The combination of mainly physical measures (speed bumps, roundabouts, signage, streetscape) that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users.

**Transportation and Community and System Preservation (TCSP)** -- Pilot program that is part of TEA 21, \$25 million for fiscal 2002, fairly flexible program, competitive program grant.

**TSM** -- Transportation System Management. A part of the transportation planning process that identifies short-range, low-cost improvements for the urban transportation system.

**Turboprop Aircraft** -- An aircraft whose main propulsive force is provided by a propeller driven by a gas turbine. Additional propulsive force may be provided by gas discharged from the turbine exhaust.

**USF&WS** -- U.S. Fish and Wildlife Service

**USGS** -- U.S. Geological Service

**UST** -- Underground Storage Tank. Any tank, including underground piping connected to the tank which is 10 percent or more beneath the surface of the ground.

**VFR** -- See Visual Flight Rules.

**Visual Approach** -- An approach to a landing area following visual flight rules.

**Visual Approach Slope Indicators (VASI)** -- A landing aid which provides visual approach slope guidance to a runway.

**Visual Flight Rules (VFR)** -- Federal procedures which pilots may use when weather conditions are above the minimums prescribed for visual flight conditions. Under these rules, pilots may fly with visual reference to the ground and without reference to radio navigational aids (see also Instrument Flight Rules).

**Visual Meteorological Conditions (VMC)** -- Weather conditions equal to or greater than those specified in 14 CFR 91.155 for aircraft operations under Visual Flight Rules (VFR).

**VMT** – Vehicle Miles Traveled. A measurement of the total miles traveled by all vehicles in an area.

**VORTAC** -- Very High Frequency Omnidirectional Range with Tactical Air Navigation. A navigational radio station which provides magnetic bearing and distance (DME) from the station. The most common form of radio navigation currently in use.

**Wetlands** -- Those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

**Widebody Aircraft** -- Refers to aircraft which typically are configured internally for a seating capacity of over 200 passengers with twin aisles and have gross weights in excess of 300,000 pounds. These are considered "heavy" aircraft for airfield capacity and ATC separation requirements.

**Wilderness** -- The Wilderness Act (1964) defines wilderness as areas that:

- Are affected primarily by the forces of nature, where man is a visitor who does not remain.
- Possess outstanding opportunities for solitude or a primitive and unconfined type of recreation.
- Are undeveloped, federally-owned, and generally over 5,000 acres (2,020 hectares) in size.
- Are protected and managed as to allow natural ecological processes to operate freely.
- May contain ecological, geological, or other features of scientific, educational, scenic, or historical value.
- Are formally designated by Congress as wilderness.

### **Aircraft Types**

**A320** -- a twin-engined, Stage 3 aircraft manufactured by Airbus Industries which seats approximately 150 passengers and generally is used for short to medium-haul (300-1500 miles) stage lengths.

**BAC-111** -- a twin-engined Stage 2 aircraft manufactured by British Aerospace which seats less than 100 passengers and generally is used for short-haul (300-600 mile) stage lengths.

**B-727-100 or 727-200** -- a three-engined, Stage 2 aircraft (unless modified to meet Stage 3 specifications) manufactured by Boeing which seats approximately 145 passengers and generally is used in medium-haul (400-1,500 mile) stage lengths.

**B-737-100 or 737-200** -- a twin-engined, Stage 2 aircraft (unless modified to meet Stage 3 specifications) manufactured by Boeing which seats approximately 120 passengers and generally is used in short-to medium-haul (300-1,500 mile) stage lengths.

**B-737-300, B-737-400, or B-737-500** -- a twin-engined, Stage 3 aircraft manufactured by Boeing which seats approximately 130 passengers and generally is used in short to medium-haul (300-1,500 mile) stage lengths.

**B-747** -- a four-engined, generally Stage 3 widebody aircraft which seats approximately 400 passengers and is used for long-haul (1,500-miles plus) stage lengths and freight.

**B-757** -- a twin-engined, Stage 3 aircraft manufactured by Boeing which seats approximately 185 passengers and generally is used in medium-haul (600-2,000 mile) stage lengths.

**B-767** -- a twin-engined, Stage-3 widebody aircraft manufactured by Boeing which seats 230 passengers and generally is used medium to long haul (600-mile plus) stage lengths.

**Bae146** -- a twin-engined, Stage 3 aircraft manufactured by British Aerospace which seats approximately 100 passengers and generally is used for short-haul (300-600 mile) stage lengths.

**DC-9** -- a twin-engined, Stage 2 aircraft manufactured by McDonnell Douglas which seats approximately 120 passengers and generally is used for short- and medium-haul (300-1,500 mile) stage lengths.

**F-28** -- a twin-engined Stage 2 aircraft manufactured by Fokker which seats less than 100 passengers and generally is used for short-haul (300-600 mile) stage lengths.

**F-100** -- a twin-engined Stage 3 aircraft manufactured by Fokker which seats approximately 120 passengers and generally is used for short-and medium-haul (300-1,500 mile) stage lengths.

**MD-80** -- a twin-engined Stage 3 aircraft manufactured by McDonnell Douglas which seats approximately 180 passengers and generally is used for short- and medium-haul (300-1,500 mile) stage lengths.

H:environ docs/glossary



## THE TRANSPAC ACRONYM DECODER RING

### Acronyms/Transportation Terms

**AA - Alternatives Analysis:** An analysis of the engineering and financial feasibility of alternatives under consideration for a rail extension or other major transit construction project, required before federal monies can be allocated to a project. An AA is usually done in conjunction with a DEIS and a DEIR, leading to a mix that boils over into alphabet soup: AA/DEIS/DEIR study. The same type of analysis for road projects is called an **MIS (Major Investment Study)**.

**AASHTO - American Association of State Highway and Transportation Officials:** An interest group based in Washington, D.C., whose membership is obvious from the name. Involved in research, advocacy and technical assistance.

**ABAG - Association of Bay Area Governments:** A voluntary association of counties and cities (otherwise known as a **Council of Governments, COG**) that is the land-use planning agency for the nine-county San Francisco Bay Area. Also provides demographic, financial, administrative, training and conference services to local governments and businesses. A member sits on MTC. ABAG publishes forecasts of projected growth for the region and adopts housing need numbers which are used in Housing Elements.

**Accessibility:** The extent to which facilities are usable by people with disabilities, including wheelchair users.

**ACE (Altamont Commuter Express):** A commuter train service providing trips between Stockton and San Jose.

**Action Plan:** A document prepared by a Regional Transportation Planning Committee that includes: (1) a specific program for each designated Route of Regional Significance consisting of traffic service objectives and actions and implementing responsibilities; (2) regional actions for reducing congestion such as land use policy changes and demand management strategies; and (3) a process for monitoring and review of activities that might affect performance of the regional transportation system. (Detailed information about Action Plan requirements is included in the Authority's Growth Management Program Implementation Documents).

**AC Transit:** A provider of bus service in Alameda and Contra Costa Counties. Berkeley is located within AC Transit's service area.

**ADA - Americans With Disabilities Act:** Federal civil rights legislation for disabled persons passed in 1990; calls on public transit systems to make their services more fully accessible as well as to underwrite a parallel network of paratransit service.

**ADT - Average Daily Traffic:** The average number of vehicles passing a specified point during a 24-hour period.

**Alternative Modes or Alternative Transportation:** Any way of getting from Point A to Point B other than driving alone in a car, van or truck. Alternative modes include carpooling, vanpooling, bicycling, walking, or riding transit.

**APCC - Action Plan Coordinating Committee:** Refers to a CCTA committee of the technical staff from each RTPC responsible for the development of each subregion's Action Plan for Routes of Regional Significance. APCC also works with the TDM Program Managers on transportation demand management projects and programs for Contra Costa.

**APCC/TDM Program Managers:** A joint committee of Action Plan Managers and TDM Program Managers charged with implementation of the Contra Costa Commute Alternative Network, implementation of BAAQMD requirements for TFCA funding of TSM programs and recommendations on funding of TSM projects.

**APTA - American Public Transit Association:** An international lobbying and research organization for transit operators and suppliers based in Washington, D.C.

**APTS - advanced public transportation systems.** See IVHS.

**AQAP - Air Quality Attainment Plan:** The plan for attainment of state air quality standards, as required by the California Clean Air Act of 1988. It is adopted by air quality districts and subject to approval by the State Air Resources Board.

**ARB - Air Resources Board, aka CARB:** The state agency responsible for adopting state air quality standards, establishing emission standards for new cars sold in the state, and overseeing activities of regional and local air pollution control agencies.

**Arterial Streets:** provide for traffic movement through a city or between cities.

**ATC - also known as FasTrak automated toll collection, aka electronic toll collection (IVHS term):** Now even law-abiding commuters will be able to zoom past the toll takers. Sensors at toll booths will pick up billing information from devices installed in cars, allowing motorists to drive through without stopping. The amount of the toll is automatically deducted from a prepaid account or billed to the vehicle's owner.

**ATIS - advanced traveler information systems (IVHS term):** No more fumbling with the map, no more dreading unknown traffic hazards that lurk ahead of you -- these innovations provide travelers with information to help in trip planning and changing course en route to bypass congestion, e.g., broadcast traffic reports, in-car computerized maps and highway

Changeable Message Signs (CMS). Also can include automated transit trip planning and automated rideshare matching.

**ATMS - advanced traffic management systems (IVHS term):** A high-tech version of the old-fashioned traffic cop, ATMS uses a variety of means to more efficiently manage traffic. It can include roadside sensors, ramp metering, HOV lanes and synchronized traffic signals that respond to traffic flows. May also be known as "smart corridor".

**Authority -** Contra Costa Transportation Authority aka CCTA.

**AVCS - advanced vehicle control system (IVHS term):** New techniques to ease the stresses and strains of driving are evolving, possibly leading to the day when you may be able to sit back and leave your car in charge. AVCS spans the gamut from ordinary cruise control to "smart cruise control" that helps maintain safe following distance to, researchers hope, "platooning"---the ability to electronically link and guide a dense pack of cars moving in formation at high speed.

**Average Daily Traffic:** It is the total volume of traffic passing a single point of a roadway in both directions for a 24-hour period.

**Average Travel Time:** It is the time spent by drivers on road segment between two locations.

**AVI - automated vehicle identification (IVHS term):** You won't even be asked to flash your driver's license when this system is in place. It combines an in-car device as well as a roadside receiver that will identify vehicles for purposes of automated toll collection, stolen vehicle recovery, etc.

**AVL - automated vehicle location system (IVHS term):** This computerized system can tell you the answer: It employs satellites and other technologies to track vehicles in a fleet, assisting with dispatching and other applications. Currently used by truckers and courier services, it could be used in the future by transit systems to provide real-time schedule information for patrons, and will help the CHP monitor FSP tow trucks.

**AVO - average vehicle occupancy:** The number of people traveling by private passenger vehicles divided by the number of vehicles used.

**AVR - average vehicle ridership:** The ratio of all people traveling by any mode, including cars, buses, trains and bicycles (or telecommuting), in a given area during a given time period to the number of cars on the road. A key measure of the efficiency and effectiveness of a transportation network--the higher the AVR, the better you're doing in terms of energy consumption and air pollution.

**AWSC** - All way stop controlled.

**Basic Routes:** All local roads not designated as Routes of Regional Significance. Measure C level-of-service standards, which are tied to adjoining land uses, apply to all signalized intersections on Basic Routes.

**BAAQMD - Bay Area Air Quality Management District:** Since the acronym seems to take longer to say than the full name akas include the Air District or the Air Board. The regional agency created by the state legislature for the Bay Area air basin (Alameda, CCC, half of Solano, half of Sonoma, Marin, Napa, SF, San Mateo, Santa Clara counties) is charged with implementation of the Clean Air Act. Polices industry to keep air pollution in check and implements certain Transportation Control Measures (TCMs). The Air District prepares the CAP with input from ABAG and MTC.

**Bay Area Partnership:** This group often referred to as “The Partnership” is a confederation of the top staff of various regional transportation agencies (MTC, public transit operators, county CMAs, city and county public works depts., ports, Caltrans, U.S. DOT, environmental protection agencies). The Partnership works by consensus to improve the overall efficiency and operation of the Bay Area’s transportation network, including developing strategies for financing transportation improvements.

**BART (San Francisco Bay Area Rapid Transit District):** A heavy rail commuter system serving Alameda, Contra Costa, San Francisco and San Mateo counties in the San Francisco Bay Area. An extension to the San Francisco Airport is under construction and an extension Fremont to San Jose is being discussed. Other extensions to Eastern Contra Costa and the Tri-Valley, etc., called eBART and tBART, are under analysis. These extensions may use a lightweight, self-propelled diesel multiple-unit rail vehicle (DMU) with a 135 seat capacity and a 75 mph maximum speed. For more information about BART, check out [www. bart.gov](http://www.bart.gov).

**BATA – Bay Area Toll Authority:** Created by the State legislature to administer the base \$1 toll from the Bay Area’s seven state-owned (which one isn’t state-owned?) toll bridges, a responsibility previously held by the California Transportation Commission. BATA operations began on 1/1/98.

**BCDC - Bay Conservation and Development Commission:** A state-established agency with jurisdiction over filling and dredging of San Francisco Bay and jurisdiction over development within 100 feet of the Bay; a representative sits on MTC.

**Bicycle Facilities:** They are categorized according to the degree to which bicycle circulation is separated from vehicular circulation.

**Bid Targets:** Based on the county minimum formula, each county is limited in the amount of funds that can be requested from the state in a given STIP cycle. This limit is called the bid target. In a multi-county region such as MTC, bid targets can be pooled to give additional flexibility at the regional level. MTC also uses bid targets for the federal Surface Transportation Program and Congestion Mitigation and Air Quality program under the ISTEA and TEA-21 federal funding programs.

**Bill:** A proposed law introduced during a session for consideration by the Legislature and identified as AB or SB (indicating whether the amendment was introduced on the Assembly or Senate side of the California legislature) plus a numeric identification in order of presentation. Also a reference that may include joint and concurrent resolutions and constitutional amendments.

**BOS - Board of Supervisors:** BOS reps refers to those Commissioners appointed by the Board of Supervisors.

**CAA - Clean Air Act, aka FCAA:** Federal legislation that sets national air quality standards; requires each state with areas that have not met federal air quality standards to prepare a SIP. The sweeping 1990 amendments to the CAA, sometimes referred to as CAAA, established new air quality requirements for the development of metropolitan transportation plans and programs.

**CAC - Citizens Advisory Committee**

**Caltrans - California State Department of Transportation:** Owner/operator of the state highway system.

**CAP - (Bay Area) Clean Air Plan:** A regional plan adopted by the BAAQMD in response to the CCAA to meet state standards for ozone and carbon monoxide pollution (which in the case of the ozone standard is more stringent than the federal standard). Includes TCMs to reduce vehicle emissions as well as controls on stationary sources of pollution like factories.

**Capital Outlay:** "All money allocated by the California Transportation Commission from the State Highway Account, and the net revenues from the passenger rail bond transportation Bond Fund for streets, highways, guideways, and rail, but not including allocations or expenditures for projects for maintenance, traffic system management, intercity rail and the state-local partnership program, which are expended for construction, including the acquisition of rights-of-way, reconstruction, and construction engineering." (Streets and Highways Code, Section 188)

**Capital Priorities:** A process used by MTC to evaluate and prioritize transit projects in the region. All sources of transit funding, including federal grants, state programs, and other

sources are considered. This process involves all of the transit operators in the region, including bus, rail, and ferries.

**CARB - California Air Resources Board:** See ARB.

**Carpool:** Two to six people traveling together in the same vehicle for the majority of the trip.

**CBD - Central Business District**

**CCAA - California Clean Air Act of 1988:** Why we do a CAP.

**CCCAN - Contra Costa Commute Alternative Network:** In order to provide a more cohesive and singular identity for the purposes of representing the combined TDM implementation efforts, the three TDM Programs (TRANSPAC/TRANSPLAN, WCCTAC and SWAT) cooperatively developed the Contra Costa Commute Alternative Network (CCCAN). This umbrella program encompasses all of the Countywide Programs, and includes projects which affect all commute alternative modes.

**CCFCWD - Contra Costa County Flood Control and Water Conservation District**

**CCCTA - Central Contra Costa Transit Authority:** Also known as County Connection or "triple CTA", it is the Central County bus company. It provides service within the Central County and San Ramon Valley areas with connections at BART stations and to other bus carriers at key transfer points. It is **not** the CCTA - the Contra Costa Transportation Authority.

**Constitutional Amendment:** A resolution proposing a change to the California Constitution. It may be presented by the Legislature or by initiative and is adopted upon voter approval at a statewide election. May be referred to ACA or SCA indicating whether the amendment was introduced on the Assembly or Senate side of the California legislature plus a numeric identification in order of presentation.

**CCTA - Contra Costa Transportation Authority:** (Not to be confused with the bus company defined above) A Transportation Authority established pursuant to SB 142. CCTA may also be referred to as the Authority or the Partnership and occasionally is incorrectly referred to as TRANSPAC (see below). CCTA should not be confused with the other CCTA, Contra Costa Taxpayers' Association or as noted CCCTA, the Central Contra Costa Transit Authority. CCTA also functions as Contra Costa's Congestion Management Agency (CMA) - see below.

## **CCTA Subcommittees:**

**APC - Administration and Programs Committee** - (formerly known as the Administrative Committee and before that the Administrative Oversight Committee or ATC). Responsible for administrative, legal, legislative, personnel and office matters for the Commission as well as project and program development, allocation recommendations etc. In October, 1996 the CCTA approved the merger of the Projects and Programs Committee and the Administrative Committee.

**CAC - Citizens' Advisory Committee.** CAC is a citizens' advisory committee. Representatives are appointed by each local jurisdiction (20) and seven (7) by the Authority.

**Executive Committee** - empowered to act on CCTA issues in an emergency.

**PC - Planning Committee.** A subcommittee of the Authority dealing with growth management and other planning issues. The Growth Management Task Force (GMF) comprised of Advisory Committee members, city managers, city and county planners and technical staff from the Technical Coordinating Committee (TCC) completed its task at the end of 1996 and was disbanded. (Formerly known as the Planning and Governmental Affairs Committee.)

**TCC - Technical Coordinating Committee** of the Contra Costa Transportation Authority. The TCC is composed of members of the city and county engineers and transportation planners, Caltrans and MTC. TRANSPAC designates members of its TAC (one city planner, one city engineer and one transportation planner) to attend TCC meetings.

**CEQA - California Environmental Quality Act of 1970:** See EIR. State law providing certain environmental protections that apply to all transportation projects funded with state funds.

**CFR - Code of Federal Regulations**

**CHP - California Highway Patrol:** You know who they are!

**CIP - Capital Improvement Program:** Multi-year investment program (5,7,20 years, etc.) for capital projects including project descriptions and financial plans. Measure C and the Congestion Management Program both require the development of CIP's. CMP CIP means the Capital Improvement Program required by the Congestion Management Program (CMP).

**CMA - Congestion Management Agency:** A countywide organization responsible for preparing and implementing the county's CMP. The CMA can be a new or existing public agency designated by a county's cities and board of supervisors. CMAs came into existence

as a result of state legislation and voters' approval of Prop. 111 in 1990 (increase in State gas tax). In Contra Costa County, the CCTA is the designated CMA.

**CMAQ - Congestion Mitigation and Air Quality program:** A pot of money contained in ISTEA for projects and activities that reduce congestion and improve air quality in regions that have not attained federal air quality standards.

**CMP - Congestion Management Program:** Administered by the CMA (see above), and required by the passage of Proposition 111 (June, 1990) of every county in California with an urbanized area of at least 50,000 people. Updated biennially, a CMP sets performance standards for roadways and public transit, and shows how local jurisdictions will attempt to meet those standards through TDM strategies (including a TRO) and a seven-year capital improvement program. The CMP requires the establishment of traffic level of service requirements, trip reduction programs involving transportation systems management and job/housing balance strategies and capital improvement programming for reducing the cumulative regional traffic impacts of development. A CMP is necessary in order to qualify for certain funds made available through the state gas tax increase authorized in 1990. CMPs must be consistent with the RTP. Measure C was used as a model for the CMP legislation although the CMP was modified for statewide application. However, the requirements of the two programs are very similar.

**CMS - Changeable Message Sign:** Signs on the side of the road with information indicating construction ahead, change in freeway configuration or reason for delay. See TOS.

**CNEL - Community Noise Equivalent Level**

**CNG - compressed natural gas:** A clean-burning alternative fuel for vehicles.

**CO - Carbon Monoxide**

**COG - Council of Governments:** A voluntary organization of local governments that strives for comprehensive, regional planning. If you are in a fog over the duties of your local COG, let it be known that a COG can also be an M.O., an RTP, a CMA, or any combination of the four.

**Collector Streets:** They connect arterial streets and local streets. They provide traffic circulation within residential, commercial and industrial areas.

**COM - Conference of Mayors:** The Contra Costa Mayors' Conference. The term "COM Rep" refers to the Mayors' Conference representative to the Contra Costa Transportation Authority.

**Community Bus Routes:** Transit routes that operate on fixed route/fixed schedule that join key trip generators and attractors within the local community. The routes provide frequent



service within a small service area to locations such as apartment complexes, senior residences, transit hubs, retail concentrations, educational institutions and employment centers.

**Commute:** Travel between work and home.

**County Minimums:** Instituted in 1983 by SB 215 (Fora), the county minimum represents the minimum share of state fund programming each county should receive. Under this Statute (Section 188.8 of the Streets and Highways Code), 70% of the capital outlay funds must be expended in each county according to a formula based 75% on county population and 25% on centerline state highway miles in the county. The county minimum is accounted for over a fixed five-year period called a quinquennium.

**Couplet:** It is the term for parallel one-way roadways that accommodate traffic streams traveling in opposite directions.

**Critical Intersection Traffic Volumes:** They apply to the combination of the highest conflicting traffic volumes (north/south and east/west) passing through an intersection.

**Cross-section:** It is the term that describes street width (traffic lanes) and other features (such as medians and bicycle lanes).

**CTC - California Transportation Commission:** A nine-member board appointed by the Governor to oversee and administer state and federal transportation funds and provide oversight on project delivery.

**CTP - California Transportation Plan:** A requirement of ISTEA and TEA-21 for the state to prepare as a long-range, policy-oriented plan for all transportation modes.

**Cul-de-sacs:** They are short streets with a single access point.

**Curb-to-curb:** Refers to demand responsive transportation wherein services are provided from the curb of the origin to the curb of the destination.

**CVO - commercial vehicle operations:** See IVHS.

**dB -** decibels; **dB(A)** - decibels adjusted for A-weighting

**Deadhead:** Refers to the time in hours or miles spent driving a bus to or from the beginning or end of its route.

**DEIR/DEIS:** Draft Environmental Impact Report prepared in accordance with the California Environmental Quality Act (CEQA) and Draft Environmental Impact Statement prepared in accordance with the National Environmental Policy Act (NEPA). See EIR/EIS.

**Demand Responsive Transit:** Public transportation system which provides service door-to-door or point-to-point at the user's request.

**Door-to-door:** Refers to demand responsive transportation wherein services are provided from the door of the origin to the door of the destination.

**DOT - Department of Transportation:** At the federal level, a cabinet agency with responsibility for highways, mass transit, aviation and ports; headed by the secretary of transportation. The DOT includes the FHWA, the FTA and the FAA, among others. There are also state DOTs (California's is referred to as Caltrans).

**EBMUD - East Bay Municipal Utilities District**

**ECCID - East Contra Costa Irrigation District**

**EIR/EIS - Environmental Impact Report/Environmental Impact Statement:** An analysis of the environmental impacts of proposed land development and transportation projects; it's an EIR when developed pursuant to The California Environmental Quality Act (CEQA, 1970 as amended), and an EIS when conducted for federally funded or approved projects per the National Environmental Policy Act (NEPA, 1969 as amended). A Draft EIR or Draft EIS (DEIR and DEIS often prepared simultaneously) is circulated to the public and agencies for comments. A DEIR or DEIS grows up to be a certified Final EIR or Final EIS. Once this process is completed, a project is considered to be "environmentally cleared" and construction/implementation may proceed.

**EPA - Environmental Protection Agency**

**ETC - employee transportation coordinator:** Someone designated by a business or organization to assist its workers with forming carpools and vanpools. (Also stands for electronic toll collection: See ATC.)

**ETR - Employer-Based Trip Reduction Program**

**FAA - Federal Aviation Administration:** See DOT.

**FCAA - Federal Clean Air Act:** See CAA.

**FHWA - Federal Highway Administration:** (Why not FHA? That acronym was already taken, so they threw in a 'W'.) See DOT.

**FIP - Federal Implementation Plan:** When you don't do your SIP as required by the CAA, you get "FIPped," which means the feds step in and do one for you.

**Fixed-route Transit:** A transit vehicle, such as a Citifare bus, which follows one or more routes. It is different from other modes of transportation, such as taxicabs or demand-response, in which each trip may differ in its origin and destination.

**FRR - Farebox Recovery Ratio**

**FSP - Freeway Service Patrol:** Faster than you can say "change my tire" chances are this free, roving tow truck service will be by to get you moving. FSP trucks aid stranded motorists and help to clear incidents along 100 miles of the region's most congested freeways. The program is administered by MTC.

**FTA - Federal Transit Administration:** (Pre-ISTEA, known as the Urban Mass Transportation Administration, or UMTA.) This Division of the U.S. Department of Transportation (DOT) administers federal transit programs.

**FTIP (Federal Transportation Improvement Program):** A three-year list of all transportation projects proposed for federal transportation funding within the planning area of an MPO (for the Metropolitan Transportation Commission (MTC).

**Fund Estimate:** The STIP cycle begins with the development of the Fund Estimate, which compares existing commitments against total estimated revenue expected from state and federal sources. Caltrans estimates state and federal funds "reasonably expected" in annual increments for 5 years (the STIP period). The calculation of existing capital program commitments is based on Caltrans' Project Delivery Report, while non-capital expenditures of operation and administration costs are estimated based on current spending and projected needs. This comparison of revenues to commitments results in an estimate of total uncommitted funds that are available for programming and which are then prorated to each program category.

**GME - Growth Management Element:** Required in local jurisdiction General Plans by the Measure C Growth Management Program.

**Goal:** Statement describing in general terms a condition or quality desired by the jurisdiction. Goals may be used as the policy basis for standards and objectives.

**Guaranteed Ride Home (GRH):** A program which offers a free ride home in the event of an emergency to employees who have traveled to work using a mode other than driving alone.

Programs can be provided by employers or public entities, like the City or County. Free rides can be provided by a taxi service, fleet vehicles, or rental cars.

**Handicap Accessible Parking:** They are specially designated spaces conveniently located at building access points and pedestrian facilities and are designed to specific dimensions.

**HAR - Highway Advisory Radio (IVHS term):** "Chains required on Donner Summit." Such radio warnings broadcast via a special frequency are to assist drivers who want to prepare for, or avoid altogether, hazardous or difficult road conditions ahead. See TOS.

**HCD - Housing and Community Development Department of the State of California:** administers Housing Element requirements for jurisdictions.

**HCM - Highway Capacity Manual:** A manual of procedures on how to calculate the capacity of freeways, roads and intersections.

**Headway** - The scheduled length of time between buses or trains on a transit route.

**Horizon Year:** It is a future year assumed for the analysis so that anticipated traffic characteristics can be identified.

**HOT Lanes - High Occupancy Toll Lanes:** The use of excess capacity in a carpool lane, commuter lane or diamond lane reserved for buses, vanpools and carpools (2 or 3 occupants per car) by paying customers in single occupant cars. Hot Lanes are controversial in some areas and are occasionally referred to as "Lexus" lanes.

**HOV** - High Occupancy Vehicle. May also refer to a road or freeway lane or facility for buses and carpools

**HOV lane - High-Occupancy-Vehicle lane:** The technical term for a carpool lane, commuter lane or diamond lane reserved for buses, vanpools and carpools (2 or 3 occupants per car).

**HPD** - Historic Properties Directory

**HVAC** - heating, ventilation and air conditioning

**IMPACT FEE:** A fee, also called a development fee, or depending upon the discussion, a mitigation fee pursuant to Measure C Regional Traffic Mitigation Program (RTMP). Such fees are levied by a city, county, or other public agency to pay for impacts a project will produce. California Government Code Section 66000 et seq. specifies that development fees shall not exceed the estimated reasonable cost of providing the service for which the fee is charged. To lawfully impose a development fee, the public agency must verify its method of calculation and

document proper restrictions on the use of the fund. (Commonly referred to as establishing a nexus).

**Interregional Travel:** As defined in California Government Code Section 65088.1(g), "any trip that originates outside the boundary of the agency." i.e. trips to or going through Contra Costa County from another county.

**IRRS - Interregional Road System:** On 2/1/90 Caltrans submitted a plan to the state legislature that identified a set of projects that "Will provide the most adequate interregional road system to all economic centers in the State." Statute defines eligible routes that were included, and specified that these be located outside the boundaries of urbanized areas of over 50,000 population, "except as necessary to provide connection for continuation of the routes within urban areas." From this plan, Caltrans includes projects, consistent with the Fund estimate, in its PSTIP to the CTC for programming in the STIP.

**ISTEA (pronounced ICE TEA as though you were going to drink it) - INTERMODAL SURFACE TRANSPORTATION EFFICIENCY ACT OF 1991:** A seminal piece of legislation passed by Congress in December of 1991 that provides for major restructuring of the highway program. Key components of this Act include greatly increased flexibility in the programming of projects, a "level playing field" between highway and transit projects with a consistent 80/20 matching ratio, ties to the Federal Clean Air Act and Americans with Disabilities Act, major earmarks for the Bay Area's New Rail Starts program, with an emphasis on maintenance of the existing system and operation improvements. ISTEA stressed the importance in local officials directing transportation investments and allows some flexibility in use of the funds for highway and transit projects. Reauthorized as **TEA-21 (Transportation Equity Act for the 21<sup>st</sup> Century)** in 1998 (see below).

**ITE - Institute of Transportation Engineers**

**ITIP (Interregional Transportation Improvement Program):** The portion of the STIP that includes projects selected by Caltrans (25% of STIP funds; the other 75% are RTIP funds).

**ITS - Institute of Transportation Studies, University of California:** (Not pronounced "its.") The stated goal of this multi campus research unit is to "improve the way transportation is organized, managed and maintained. Projects cover transportation policy, new technology (see PATH), safety, traffic management, infrastructure, and freight and logistics.

**IVHS - intelligent vehicle-highway systems:** Also known as "smart cars," "smart streets" and even "smart buses," it promises to move the daily commute from the era of the Flintstones to the age of the Jetsons, from frustration-filled gridlock to computer-guided navigation. The term refers to a wide range of advanced electronics and communications technology applied to roads and vehicles. Designed to improve safety and productivity, IVHS also can have a

positive impact on air quality by cutting congestion. When the term is applied to transit, it is called APTS; in commercial trucking, it is referred to as CVO.

**IVHS America - Intelligent Vehicle Highway Society of America:** Non-profit, public/private scientific and educational corporation based in Washington, D.C., that coordinates IVHS activities among government agencies and the private sector and promotes the application of advanced technology to the nation's highways and public transportation systems.

**LOS - Traffic Level of Service:** A scale that measures the amount of traffic using a given roadway segment or intersection. Levels range from A to F with A representing the highest standard meaning free flow of traffic with no limitations on vehicle movement or speed. Level of Service F usually means vehicles have to wait through one or more signal changes and traffic stoppages of long duration. Level of Service standards, comparing traffic volumes with intersection or road segment capacity, are the primary measure of effectiveness used in the Growth Management Program for Basic Routes. The Congestion Management Program required LOS standards to be applied to a designated network of State highways and principal arterials.

**Load Factor:** It is the ratio of passengers to seats on a transit vehicle. If all seats are occupied and no one is standing, the load factor equals 1.0.

**Local Streets:** They are roads that provide local access to businesses and residences.

**LRT - light-rail transit:** Fixed-guideway transportation mode that typically operates on city streets and draws its electric power from overhead wires; includes streetcars, trolley cars and tramways. Differs from heavy rail (which has a separated right of way, and includes commuter and intercity rail) in that it can operate on streets and has and more closely spaced stops.

**LRV - light-rail vehicle:** Fancy word for a streetcar.

**LTF (Local Transportation Fund):** Fund which receives TDA revenues.

**LTS - less than significant (impact classification)**

**Maglev - magnetic levitation:** This technology permits trains to move at high speed above a guideway on a cushion of air generated by magnetic force.

**Mass Transportation:** Generally referring to any mode of conveyance, e.g., bus, train, etc., designed to provide the general public with regular and continuing transport service. Synonymous with Public Transit.

**Measure C:** The Revised Contra Costa Transportation Improvement and Growth Management Program was approved by Contra Costa voters in 1988. Placed on the ballot by the cities and County, Measure C established a local option retail transactions and use tax (2%) and specified the allocation of the sales tax revenues for transportation projects and programs. Measure C was the first local option sales tax to include a Growth Management Program. Local jurisdictions which complied with the requirements of the Growth Management Program receive Measure C funds for local street maintenance, local, subregional and regional transportation projects and may also be used to cover the costs associated with complying with Measure Growth Management requirements. The funds, usually and incorrectly referred to as return to source funds, include a basic \$50,000 allocation with remaining funds allocated based on a 50% population and 50% maintained street and road mileage. Eighteen percent of Measure funds are set aside for this purpose.

**Mode Split:** The percentage of travelers who use each of the different travel modes (see definition of travel mode below). Different mode splits can be measured, including, but not limited to: commuter mode split, peak hour mode split, and 24-hour mode split. Mode splits can be measured among many different groups, including, but not limited to: employees of a specific employer, residential populations, and all travelers to certain sites or geographic areas or sites.

**Model - Gravity:** A mathematical trip distribution model that is based on the premise that the amount of travel between two zones is proportional to the amount of activity in each of the two zones and inversely proportional to the impedance to travel between the two zones. IN other words, trips produced in any given area will distribute themselves in accordance with the accessibility of other areas and the opportunities.

**Model - Land Use:** A model used to predict the future spatial allocation of urban activities (land use), given total regional growth, the future transportation system, and other factors.

**Model - Mode Choice/Trip Generation:** A model used to forecast the proportion of total person trips on each of the available transportation modes.

**Model: Regional Growth** - A model used to project aggregate land uses in a region.

**Model: Traffic** - A mathematical equation or graphic technique used to simulate traffic movements, particularly those in urban areas or on a freeway.

**MOE - Maintenance of Effort: Pronounced M.O.E. not Moe (as in Larry, Moe and Curly).** MOE is required by many state and federal funding programs as well as Measure C. Generically, it means that an entity receiving certain types of State, Federal or local funds may not use those funds to replace its own investment in a program. For example, under Measure C, local "return to source" funds may not be used to replace monies currently being used for

transportation purposes. Additionally, funds from the Measure may not be used to replace developer fee funding for transportation projects.

**MPO - Metropolitan Planning Organization:** If this were "Jeopardy," the question would be, what is MTC? The answer is an MPO, a federally required transportation planning body responsible for the RTP and the TIP in its region; the governor designates an MPO in every urbanized area with a population of over 50,000.

**MTC - Metropolitan Transportation Commission:** See above! The transportation planning and financing agency (programming for federal, state and local funds) for the nine-county San Francisco Bay Area.

**MTS - Metropolitan Transportation System:** At the heart of ISTEA and by extension the RTP, this is an integrated, multimodal transportation system consisting of the major highways, arterials and other transit routes used to move people and goods around a region.

**NARC - National Association of Regional Councils:** The nationwide organization for MOPs, COGs and other such entities; based in Washington, D.C.

**"Near Capacity":** It describes the situation in which the traffic volume is approaching the street's theoretical maximum, and therefore congestion occurs.

**NEPA - National Environmental Policy Act of 1969:** See EIS. Federal environmental law that applies to all projects funded with federal funds or requiring review by a federal agency.

**Nexus** - See "IMPACT FEE".

**NHS - National Highway System:** An approximately 160,000-mile network brewed in ISTEA to provide an interconnected system of principal routes to serve major travel destinations and population centers. Picks up where the Interstate Highway System left off.

**No Shows:** A term related to a door-to-door trip which was scheduled by a person, but not taken, either because the trip was not canceled or the person was not at the pre-arranged pick-up point.

**North/South Split:** State law (Section 188 of the Streets and Highway Code) requires that programming be balanced so that 60 percent of the capital outlay (see definition above) is spent in the 11 Southern counties, and 40 percent is spent in the 45 Northern counties. This balance must occur for the period July 1, 1989 to June 30, 1993, and for each subsequent five year period. This rule has a serious impact on the type of projects programmed in the North or the South. Rehabilitation and safety funds have historically tended to be spent roughly 60% in the north, and only 40 % in the South, due to worse weather conditions and more mountainous



roads in the North. In addition, engineering costs are relatively higher in the North than in the South. Furthermore, Caltrans' project support for locally funded projects, of which the North has a disproportionate share, is also included. Thus, funds for capacity increasing projects have historically been weighted towards the South, so that the overall balance remains 60%/40%.

## **NPDES - National Pollutant Discharge Elimination System**

**Objective:** Statement representing a level or quality of performance that the jurisdiction seeks to attain through its programs and policies.

**Obligation:** An action by an administrative agency approving the spending of money for a specific purpose to a specific grant recipient.

**Operating revenues:** Monies used to fund general, day-to-day costs of running transportation systems. For transit, costs include fuel, salaries and replacement parts; for roads, operating costs involve maintaining pavement, filling potholes, paying workers' salaries, and so forth.

**Paratransit:** All forms of public transportation other than those provided on a fixed-route, fixed-schedule basis.

**Pass-by Traffic:** It is the term used to describe drivers who are on the road system between destinations and make an intermediate stop at a business adjacent to the road.

**PATH - (California) Partners for Advanced Transit and Highways:** A leading research and development program for IVHS, sponsored by Caltrans and managed by ITS-Berkeley. Research is carried out by public and private academic institutions across the state.

**PCC - Paratransit Coordinating Council:** MTC-created body composed of representatives of social service and paratransit agencies as well as users to set priorities for annual paratransit operating subsidies and capital assistance allocated by MTC. There is one in each of the Bay Area's nine counties.

## **PD - Planned Development**

**Peak (Peak Period, Rush Hour):** 1) The period during which the maximum amount of travel occurs. It may be specified as the morning (A.M.) Or afternoon or evening (P.M.); 2) The period when demand for transportation service is the heaviest.

**PIP - Productivity Improvement Program:** Where MTC, per state mandate and in conjunction with transit operators, lays out projects and programs to streamline and integrate the region's more than two dozen transit systems.

**Plan Holding Capacity:** Maximum possible development within a stated planning period given existing regulations and policies in the local General Plan and implementing ordinances.

**Planning Area:** Land area identified within a jurisdiction's General Plan for which the jurisdiction has designated land uses.

**PM<sub>10</sub>** - Particulate matter less than ten microns in diameter

**PMA - Public Managers Association:** The association of Contra Costa City Managers and County Administrator. As necessary, issues are referred to the PMA, usually by the Mayors Conference, for review, evaluation and recommendation.

**PMS - Pavement Management System:** Used in the Bay Area to refer to MTC's computer-assisted program for diagnosing and curing potholes as well as other street problems in a timely, cost-effective manner, and prevention through judicious maintenance. In wide use among the region's cities and counties. Required by Section 2108.1 of the Streets and Highways Code, any jurisdiction that wishes to qualify for funding under the STIP must have a PMS that is in conformance with the criteria adopted by the Joint City/County/State Cooperation Committee. At a minimum, the PMS must contain: An inventory of the arterial and collector routes in the jurisdiction that is reviewed and updated at least biennially; An assessment of pavement condition for all routes in the system, updated biennially; Identification of all sections of pavement needing rehabilitation or replacement; and Determination of budget needs for rehabilitation or replacement of deficient sections of pavement for the current biennial period, and for the following biennial period. Certification is done by implementing jurisdiction and submittal to MTC. MTC then makes a finding of agreement with the certification and transmits the certification to the CTC with the RTIP.

**POP - Breakfast cereal brother of "Snap" and "Crackle," or a Program of Projects:** Adopted by MTC every fall, it shows projects and programs to benefit from federal transit funding flowing to the Bay Area by formula in the coming fiscal year from the FTA Section 9, FTA Section 3 Fixed Guideway, STP and CMAQ programs.

**Ppm** - parts per million

**PRC** - Public Resources Code

**Principal Arterial:** This federal functional classification system defines principal arterials for rural areas, urbanized areas, and small urban areas. In urbanized areas, the principal arterial system can be identified as unusually significant to the area in which it lies in terms of the nature and composition of travel. Principal arterials derive importance from service to rural oriented traffic and from service for major movements within the urbanized area. The principal arterial system should carry the major portion of trips entering and leaving the urban area, as

well as the majority of through movements desiring to bypass the central city. In addition, significant intra-area travel, such as between major business districts and outlying residential areas, between major inner city communities or between major suburban centers should be served by this system. Frequently, the principal arterial system will carry important intra-urban as well as intercity bus routes. This term is also mentioned in the Congestion Management Program legislation which requires that the CMP network include all "State Highways and Principal Arterials ." The legislation does not, however, make any reference or specific linkage to the federal designation.

**Probable Plan Buildout:** Amount of development that can be reasonably expected in a stated time period given General Plan land use policies. In some cities, Probable Plan Buildout will be less than Plan Holding Capacity.

**Program:** (1) verb, to assign funds to a project that has been approved by MTC, the state or other agency; (2) noun, a system of funding for implementing transportation projects or policies, such as through the State Transportation Improvement Program (see STIP).

**Project Study Report (PSR):** Chapter 878 of Statutes 1987 requires that any capacity increasing project on the state highway system, prior to programming the STIP, have a completed PSR. The PSR must include a detailed description of the project scope and estimated costs. The intent of this legislation was to improve the accuracy of the schedule and costs shown in the STIP, and thus improve the overall accuracy of the estimates of STIP delivery and costs.

**Proposed State Transportation Improvement Program (PSTIP):** This program is based on the adopted STIP and the most recent Project Delivery Report. It may include additional schedule changes and/or cost changes, plus new projects that Caltrans proposed for the interregional road system, retrofit soundwalls, and toll bridge and aeronautics programs, as well as the intercity rail program. Caltrans may also propose, under specified conditions, alternative FCR projects to those proposed in the RTIPs; this is the only overlap with the RTIPs. The PSTIP is due to the CTC on 12/1 of odd numbered years.

**Proposition 116:** Passed by voters in June of 1990, this initiative sponsored by the Planning and Conservation League provides \$1.99B in rail bonds, primarily to projects specified in the legislation. Guidelines for the implementation of the program were available in the Fall of 1990. All of the monies under this Proposition have been allocated.

**PS** - potentially significant (impact classification); **'S'** - significant (impact classification); **'SU'** - significant unavoidable effect (impact classification)

**PTA (Public Transportation Account):** The major state transportation account for mass transportation purposes. Revenues include a portion of the sales tax on gasoline and diesel fuels.

**PTAC - Paratransit Advisory Committee**

**PTF - Public Transportation Fund**

**Public Transit:** See Mass Transportation.

**Public Transportation:** Transportation available to the general public as opposed to restricted to individual and private use. Public transportation refers to both paratransit and mass transportation.

**RACM - Reasonably Available control Measure**

**ROG - reactive organic gases**

**Request for Proposal (RFP):** A request from an agency asking for formal bids (proposals) from outside entities to provide a specified set of services for a specified cost.

**Route of Regional Significance (RORS):** Road designated by the Contra Costa Transportation Authority, consistent with procedures described in the *Implementation Guide: Traffic Level of Service Standards and Programs for Routes of Regional Significance*. These roads are subject to objectives and programs in adopted Action Plans. Also referred to as "Regional Routes".

**RTCC - Regional Transit Coordinating Council:** Created by state statute and overseen by MTC, the RTCC was created in 1992 to better coordinate transit routes, schedules, fares and transfers throughout the Bay Area, and to explore potential advantages of joint ventures in areas such as marketing, maintenance and purchasing. Membership in the RTCC includes the senior managers of the region's transit agencies. The RTCC also functions as a standing committee of See The Bay Area Partnership, an MTC-led body of transportation and environmental agencies.

**RTIP (Regional Transportation Improvement Program):** Share of capital outlay improvement funds controlled by regional agencies (75 percent of STIP funds).

**RTP (Regional Transportation Plan):** Federally required 25-year plan prepared by metropolitan planning organizations, updated every three years. Includes projections of population growth and travel demand, along with a specific list of proposed projects to be funded.

**RTPA (Regional Transportation Planning Agency):** State designated agency responsible for preparing the RTP, RTIP, and administering certain state and federal funds.

**RTC - Regional Transit Connection:** A one-stop shopping center for the sale of transit tickets, passes and tokens at Bay Area worksites. In this MTC/RTCC-sponsored program, member companies receive tickets on consignment and administer their own ticket sales.

**RTCC - Regional Transit Coordinating Council:** Composed of the general managers of the region's largest transit operators, this committee coordinates routes, schedules, fares and transfers among operators; provides input to MTC on transit policy and funding; and conducts legislative advocacy. MTC's executive director chairs the panel, while MTC staff provide day-to-day support. Formed in 1992 to assume the responsibilities of both the Regional Transit Association and the Transit Operator Coordinating Council.

**RTIP - Regional Transportation Improvement Program:** The first stop on the way to the STIP, it lists highway and transit projects for which the region hopes to capture FCR funds. Compiled by MTC every two years from priority lists submitted by local jurisdictions. MTC may only include projects in its RTIP that are first included in a CMP.

**RTP - Regional Transportation Plan:** One of MTC's most important documents, it is a multimodal blueprint to guide the region's transportation development for a 25 year period. Updated every three years, it is based on projections of growth and travel demand coupled with financial assumptions. Required by state and federal law.

**RTPA - Regional Transportation Planning Agency:** A state designated agency responsible for monitoring the RTP and RTIP; administering TDA and other state funds; and other tasks. MTC is the Bay Area's RTPA.

**RTPC - Regional Transportation Planning Committee:** Each of the four geographic regions has an established regional transportation planning committee responsible for transportation issues within that area including the development of Action Plans. The following are the four RTPCs:

**TRANSPAC - RTPC for the Central County Area.** Jurisdictions include Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and the County.

**TRANSPLAN - RTPC for Eastern Contra Costa.** Jurisdictions include Antioch, Brentwood, Pittsburg, Oakley and the County.

**SWAT - Southwest RTPC.** Jurisdictions include Danville, San Ramon, Lafayette, Moraga, Orinda and the County.

**WCCTAC - Western Contra Costa Transportation Advisory Committee.** Jurisdictions include El Cerrito, Hercules, Pinole, Richmond, San Pablo and the County.

## **RWQCB - Regional Water Quality Control Board**

**RVH - Revenue Vehicle Hour:** It refers to the amount of time, in hours, that a vehicle is actually in service. This does not include Deadhead time.

**RVM - Revenue Vehicle Miles:** It refers to the number of miles that a vehicle is actually in service. This does not include deadhead mileage.

**Route Ridership:** Refers to the total number of passengers carried on all routes in the system for a given time period.

**SAFE - Service Authority for Freeways and Expressways:** Made up of the MTC commissioners and staffed by MTC, this body administers the roadside call boxes and roving tow truck patrols (FSP) that help stranded motorists get safely off the highways.

**SB 45 (Chapter 622, Statutes of 1997, Kopp):** Senate bill which established the current STIP process and shifted control of decision-making from the state to the regional level.

**SEL -** Single event noise levels

**Service Area:** Defined as the area within 1/4 mile of a bus route.

**SIG -** signalized intersections

**SHA (State Highway Account):** The major state transportation account for highway purposes. Revenues include the state excise taxes on gasoline and diesel fuel and truck weight fees.

**Shared Parking:** It occurs when two (or more) uses in a mixed use project have different parking characteristics: parking demand patterns that differ by time of day or time of week that allow sharing of parking spaces.

**SHOPP (State Highway Operation and Protection Program):** A capital improvement program for rehabilitation, safety, and operational improvements on state highways.

**Shuttles:** Transit routes serving specific travelers and specific origins and destinations. Shuttles are often provided by private organizations and employers for their memberships or employees.

**Signalized Intersections:** They are controlled by signal lights that control drivers through the intersection by providing alternate right-of-way for each movement through the intersection.

**Signal Warrants:** They are documented in the *Traffic Manual* published by Caltrans. They define 10 criterion or “signal warrants” for determining whether or not a traffic signal should be installed at an unsignalized intersection.

**SIP - State Implementation Plan:** Here's a case where one term refers to two different--albeit related--documents. Metropolitan areas prepare local and regional SIPs showing steps they plan to take to meet federal air quality standards (outlined in the CAA). Take several SIPs and what do you have? A big gulp, and the ARB's plan for cleaning the air statewide--also known as a SIP.

**SOHP - State Office of Historic Preservation**

**SOV - Single-occupant vehicle:** Epithet hurled by frustrated transportation planners.

**SPA - Special Planning Areas**

**Spare Ratio:** FTA defines spare ratio as the number of buses in the fleet (63) minus the number of buses needed during the peak period (51) divided by the peak requirement ( $12/51=23.5$  percent). FTA requires that the spare ratio not exceed 20 percent

**Sphere of Influence:** Sometimes called SOI. The probable ultimate physical boundaries and service area of a local agency or government as determined by the Local Agency Formation Commission (LAFCo).

**SR4 - State Route 4**

**SRTP - Short-Range Transit Plan:** A nine-year comprehensive plan required of all transit operators by federal and regional transportation funding agencies.

**Standard:** Statement representing a commitment by a public agency to attain a specified level or quality of performance through its program and policies.

**STA (State Transit Assistance):** State funding program for mass transit operations and capital projects. Current law requires that STA receive 50 percent of PTA revenues.

**State/Local Transportation Partnership:** Originally created by SB 140, and subsequently funded by the passage of Proposition 111 by the voters in June of 1990, the State/Local Partnership provides state matching funds for locally funded and constructed highway and exclusive public mass transit guideway projects. \$2 billion over ten years have been allocated under this program. The amount of state match available in a given year is dependent upon the number of eligible applicants and the size of the appropriation to the program by the legislature

during the budget process. The state match cannot exceed 50 percent. Program has been fully implemented and is no longer operational.

**STIP - State Transportation Improvement Program:** What the CTC ends up with after combining and whittling down all the RTIPs. Includes a five year span and updated every two years, the STIP establishes when and for how much transportation projects will be funded by the state. The STIP is approved and adopted by the CTC and is the combined result of the ITIP and the RTIP.

**STP - Surface Transportation Program:** One of the key capital programs in TEA-21. In the words of the STP, it provides flexibility in expenditure of "road" funds for transit modes, as well as for pedestrian and bicycle facilities.

### **SWPPP - Storm Water Pollution Prevention Plan (East County)**

**System Ridership:** System ridership refers to the total number of passengers carried by Citifare during a given time period. This includes both route passengers and special service passengers, such as those who rode the SkyFire Shuttle on the 4th of July.

**TAC - Technical Advisory Committee:** Some of the Regional Transportation Planning Committees (RTPCs) have supporting technical staff which meets separately from the RTPC. Such groups are referred to as a TAC. The TRANSPAC TAC meets once or twice a month.

**TACs - toxic air contaminants**

**TAZ - Traffic Analysis Zone:** Geographic area delineated for the purpose of organizing land use or travel data to be used in computer modeling of traffic patterns.

**TCCR – Traffic Corridor Concept Report:** Developed by Caltrans to establish a concept for a future transportation system (over a 20 year span) in a specified corridor. The TCCR examines the existing transportation network, planned improvements and programmed improvements, land uses, and projected growth in order to analyze future operating conditions and ultimate corridor improvements and right-of-way requirements.

**TCM - transportation control measure:** A strategy to reduce driving or smooth traffic flows in order to cut auto emissions and resulting air pollution. Required by the Clean Air Act, TCMs for the Bay Area are jointly developed by MTC and the Bay Area Air Quality Management District. Examples of TCMs include roving tow truck patrols to clear stalls and accidents from congested roadways, new or increased transit service, or a program to promote carpools and vanpools.

**TDA - Transportation Development Act:** State law enacted in 1971. TDA funds are generated from a tax of one-quarter of one percent on all retail sales in each county; used for transit,



paratransit, bicycle and pedestrian purposes, they are collected by the state and allocated by MTC to projects and programs within the county of origin. In non-urban areas, TDA funds may be used for streets and roads in certain circumstances.

**TDM - Transportation Demand Management:** Mechanisms to reduce and/or manage the number of vehicles using a roadway and/or the number of persons driving alone during commute periods. Increasing the number of trips made by carpools, vanpools, buses, etc. TDM can be an element of a TSM program (see below). Low-cost ways to reduce demand by automobiles on the transportation system include programs which promote telecommuting, flextime and ridesharing.

**TEA – Transportation enhancement Activities:** Ten percent of STP monies must be set aside for projects that enhance the compatibility of transportation facilities with their surroundings. Examples of TEA projects include bicycle and pedestrian paths, restoration of rail depots or other historic transportation facilities, acquisition of scenic or open space lands next to travel corridors, and murals or other public art projects.

**TEA-21** (Transportation Equity Act for the 21st Century) Federal transportation act covering the period from 1998 through 2004. Provides about 40 percent more funding than previous federal act (see ISTEA).

**Telecommuting:** Working at home in lieu of commuting to an office location.

**TFCA – Transportation Fund for Clean Air:** The BAAQMD allocates these funds for cost-effective projects which reduce air pollution from motor vehicles. The TFCA is funded by a \$4 per vehicle surcharge on motor vehicles registered in the Bay Area and generates about \$20 million per year. Forty percent of TFCA revenues are distributed through a designated Program Manager in each Bay Area county (CCTA in Contra Costa). Sixty percent of TFCA funds are allocated by the BAAQMD through a competitive grant process. Funding for natural gas and electric vehicles and electric vehicle charging stations is also available.

**TIC - Transportation Information Center:** See TravelInfo.

**TIP - Transportation Improvement Program:** A spending plan for federal funding expected to flow to the region from all sources for transportation projects of all types. MTC prepares the three-volume TIP annually with the cooperation of local governments, transit operators and Caltrans. Depending on the funding source, it covers a three to seven year period.

**TLC – Transportation for Livable Communities:** New funding program created by MTC in 1998 to fund small-scale, community- and transit-oriented projects that improve neighborhood vitality.

**TMA - (1) Transportation Management Association:** A voluntary group set up by employers or other entities to reduce vehicle trips within a certain area. **(2) Transportation Management**

**Area:** A region subject to certain planning requirements under ISTEA. Any urbanized area with a population of more than 200,000 automatically is a TMA.

**TMP -Transportation Management Plan:** The feds require a TMP showing how traffic flows will be smoothed or diverted during construction. A TMP might call for installing ramp meters or upgrading parallel roads; boosting public transit service; aggressively marketing carpooling and vanpooling; and mounting a public information campaign.

**TOC - Traffic Operations Center:** TOS Headquarters.

**TOD - Transit-Oriented Development:** Higher density residential and commercial development near transit stops or hubs.

**TOS - Traffic Operations System:** In the Bay Area, Caltrans and the CAP monitor traffic flows by means of detectors embedded in pavement and closed-circuit television cameras, quickly dispatching tow trucks and other assistance. CMSs and HAR will alert drivers to trouble ahead, while ramp metering will control traffic flows. By the year 2000, all 500 miles of Bay Area's freeways should be TOS-equipped.

**Traffic Flow Gaps:** They are the time interval between vehicles in a traffic stream.

**Traffic Models:** They are mathematical equations that simulate travel demand based on land use, demographic, and transportation characteristics.

**Transit:** Bus, Light Rail, Heavy Rail, Ferry, Shuttles.

**Transit Dependent:** Someone who must use public transportation for their travel.

**Transit Transfer Center:** It is used by passengers transferring from one transit line to another line and by transit operators to for lines originating or terminating there at the center.

**Transportation and Community and System Preservation Pilot Program (TCSP):** A program of TEA-21 that funds projects that address the link between land use, community quality of life and transportation.

**Transportation Demand:** Travelers; People Needing to get from Point A to Point B.

**Transportation Disabled:** Persons who, due to mental or physical disability, have difficulty using mass transportation.

**Transportation Fund for Clean Air (TFCA):** A funding source managed by counties and air districts that supports projects that improve air quality.

**Transportation for Livable Communities (TLC):** A federal funding source for planning studies and capital expenditures for projects that improve town centers, public transit hubs, or key streets as a way of fostering the link between transportation alternatives and land use.

**Transportation Supply:** The transportation infrastructure of highways, streets, roads, parking spaces, transit lines, bicycle lanes, bike parking, sidewalks, vanpools, ferries, and shuttles.

**Travel Mode:** The method by which a person travels: car (drive alone or carpool); walk; bike; transit (bus, light rail, ferry, heavy rail); vanpool.

**TR@KS - Transportation Information Kiosk Project:** Provides comprehensive transportation information via the [TR@KS](http://www.traks.org) website ( [www.traks.org](http://www.traks.org)) The site provides transportation information for all transit services in the Bay Area, real-time traffic speeds and incidents, shuttles, airport transportation, bikes, RIDES ridematch lists, TravInfo, carpool and vanpool information and forms, and on-line registration forms for all of the Contra Costa Countywide Incentive Programs.

**TransLink®:** MTC's prototype for a universal ticket valid on all transit modes, from BART to buses to ferries. Translink will be tested in a pilot project involving six Bay Area transit operators beginning in the spring of 2001.

**TravInfo - Bay Area Intermodal Traveler Information System:** Spearheaded by MTC, detailed, timely information on transit schedule adherence and roadway congestion--possibly even parking accessibility is available to the public. Travelers can obtain data from home or at work as well as en route. Currently operational and accessed by the phone number 817-1717 throughout the nine Bay Area counties.

**Trip assignment:** Predicting of travel routes. Travel between specified origins and destinations is assigned to a specific travel route and mode.

**Trip Distribution:** Projection of destinations for trips originating in a TAZ.

**Trip generation:** The number of trips associated with a specific type and density of land use, usually estimated based on number of dwelling units, gross square feet of commercial space, or other appropriate independent variable.

**TRO - Trip Reduction Ordinance:** Trip reduction ordinances have been enacted by local governments in response to Measure C and CMP requirements in Contra Costa County. These requirements vary from county to county. Although originally drafted to impose requirements of employers, current ordinances describe a variety of TDM/TSM strategies to reduce the number of SOV users.

**TSM -Transportation Systems Management:** A comprehensive strategy for addressing an increase in trips. TSM focuses on more efficient utilization of existing highway and transit systems rather than increasing capacity. TSM measures are usually characterized by low cost and short implementation time frame, such as traffic signal coordination. TSM Programs increase the efficiency of the transportation system, reduce demand for road capacity during the peak hours and otherwise affect travel behavior to minimize the need for capacity-increasing capital projects.

**TSO - Traffic Service Objective:** A flexible, quantifiable measure of transportation facility performance, such as vehicle occupancy or delay. Used in RTPC Action Plans to establish objectives for Routes of Regional Significance.

**TWSC** - two way stop controlled

**UBC - Uniform Building Code**

**UMTA - The Urban Mass Transportation Administration:** Now the Federal Transit Administration (see FTA).

**Unsignalized Intersections:** They are controlled by stop signs either at the side-street approaches to the intersection, or at all approaches to the intersection.

**UPRR - Union Pacific Railroad**

**UPWP:** The Unified Work Program is prepared annually and describes specific transportation planning activities to be undertaken by the MPO in cooperation with local agencies during the coming fiscal year.

**Urbanized Area:** As defined by the Bureau of the Census, a population concentration of at least 50,000 inhabitants, generally consisting of a central city and the surrounding, closely settled, contiguous territory (suburbs). The boundary is based primarily on a population density of 1,000 people/mile, but also includes some less densely settled areas, as well as such areas as industrial parks and railroad yards, if they are within areas of dense urban development.

**Vanpool:** Seven to 15 people traveling together in the same vehicle for the majority of the trip.

**Vehicle Peak Hour:** It is the term used to define the highest one-hour period of the day when traffic levels are highest.

**Vehicle Platoon:** It is a group of vehicles traveling together as a group because of signal control, geometrics or other factors.

**Vehicle Queue:** It is a line of vehicles waiting to be served by the system.

**V/c** - volume-to-capacity ratio

**VER - Vehicle Employee Ratio:** The ratio of the number of vehicles to the number of employees arriving at a given worksite. IF everyone drove alone the ratio would be 1. If 100 employees arrive in 81 cars, the VER is .81. The lower the VER, the fewer the number of cars.

**VHT - Vehicle Hours Traveled:** The estimated running time for all vehicles on the roadways during a given period of time such as an AM or PM peak hour.

**VFV - variable fuel vehicle, aka flexible fuel vehicle; also called hybrid (now quite popular on Bay Area roadways):** While the BAAQMD exhorts us to make "clear choices for clean air," "more choices for clean air" could be the motto for this kind of vehicle, which can run on gasoline along with less polluting alternative fuels, such as CNG.

**VMT - vehicle miles traveled:** How many miles we all travel in a day, month or year on a regional or other geographic basis. This term helps pin down the numbers. Reducing VMT is usually a goal of transit and transportation planners and can help ease traffic congestion and improve air quality.

**Vehicle Occupancy:** The number of people aboard a vehicle at a given time; also known as auto or automobile occupancy when the reference is to automobile travel only.

**VPH - Vehicles Per Hour:** The number of vehicles passing a specified point for a specified one hour duration. Types of vehicles passing the point may also be determined.

**Vehicle Trip:** A one-way movement of a vehicle between two points.

**For Whom  
the Road Tolls ....**  
  
**Bay Area roads and the  
people for whom they are  
named:**  
  
...from the San Jose Mercury  
News [4-18-01]...

**Bay Bridge:** Official name is the James ``Sunny Jim" Rolph Bridge, after the mayor of San Francisco from 1911 to 1931.

**Benicia-Martinez Bridge:** Named after Gen. Mariano Vallejo's wife, Francisca Benicia, and after Ignacio Martinez, commandant of the Presidio at San Francisco.

**Cabrillo Highway:** Route 1 from Santa Barbara to San Francisco. Cabrillo was a California explorer.

**Caldecott Tunnel:** Highway 24 between Alameda and Contra Costa counties. Thomas Caldecott was an Alameda County supervisor. It was originally called the Broadway Low-Level Tunnel.

**James Lick Freeway:** 101 in San Francisco. Lick was a piano and organ maker who financed the observatory atop Mount Hamilton. He moved to San Francisco and made a fortune in real estate.

**Cmdr. Isiah Nelson Memorial Hanging Gardens:** The large retaining wall on I-280 between Army and Mariposa streets. Nelson was a San Francisco police officer killed in a motorcycle accident nearby.

**Eisenhower Highway:** I-80. The former president is considered the father of the interstate system.

**Eugene A. Doran Bridge:** Bridge on I-280 at San Mateo Creek. Doran was a Hillsborough police officer killed in the line of duty.

**Gillian Cichowski Memorial Overcrossing:** Bridge over Highway 17 at Lexington Reservoir. Cichowski was killed in an accident here, resulting in construction of the overcrossing to eliminate left turns.

**Nimitz Freeway:** I-880. Named for World War II admiral who lived on Yerba Buena Island.

**Richard ``Fresh Air" Janson Bridge:** Route 37 in Sonoma County. Janson was one of the premier decoy carvers in the American West.

**Sig Sanchez Highway:** 101 through Morgan Hill. Sanchez was a Santa Clara County supervisor.

**Waldo Tunnel:** 101 in Sausalito. Waldo ran for governor in 1853 but lost.

**Warren Freeway:** Route 13 through the Oakland hills. Named for former California governor and Supreme Court Justice Earl Warren.

**To**  
**Transportation**  
**Financese**

Glossary of TIP Vocabulary  
.....MTC Library.

**Allocated:** When either a check for the full amount is given or it is put into an account to be used by municipality. A promise to make the funds available.

**Apportioned:** The formula share from which one receives funds. Example: The city's apportionment grew by 5% this year.

**Authorized:** Legislation assigns a dollar amount which is the maximum amount that can be spent. They can be trust funds or annual. Example: The legislative body authorizes the total amount of funds which can be budgeted for the two-year cycle.

**Awarded:** This refers to a contract, not funds. A contract is awarded once the selection process has been completed and a contractor has been chosen.

**Drawn Down:** Using funds which have been awarded.

**Encumbered:** The point at which there is a complete contract. Used in various terms, encumbered is one type of obligation.

**Expended:** Same as drawn down, but uses its own funds.

**Flexible funding:** Unlike funding that flows only to highways or only to transit by a established formula, this is money that can be invested on a range of transportation projects. Examples include the Surface Transportation Program (STP) and the Congestion Management and Air Quality program (CMAQ).

**Obligated:** The money for a project becomes obligated once the monies have gone from the 'promise' to actually being in an account. Effective once an E76 form is signed for Caltrans and FHWA projects.

**Programmed:** Funds are programmed in the TIP after authorization. Funds are considered to be programmed at the point that the TIP is adopted by the MPO. Example: The bridge project was programmed in the last TIP.

**Reimbursed:** Paid back. In some cases, municipalities must first spend the money before getting funds back from the government.

*\* TRANSPAC thanks all of the authors of all of the acronym lists and glossaries from which these definitions were copied, plagiarized and otherwise appropriated. Please feel free to use this Decoder Ring for your own purposes, nefarious or otherwise. If you have any additions, deletions or corrections to the Decoder Ring, please call (925) 671-5250 or e-mail [bantrans@sbcglobal.net](mailto:bantrans@sbcglobal.net) and let us know.*

## Erosion Control Acronyms

<b>AAC:</b>	Alaska Administrative Code
<b>AKART:</b>	All Known, Available, and Reasonable Methods of Prevention, Control, and Treatment
<b>ADEC, DEC:</b>	Alaska Department of Environmental Conservation
<b>ADOT&amp;PF, DOT:</b>	Alaska Department of Transportation and Public Facilities
<b>ADNR, DNR:</b>	Alaska Department of Natural Resources
<b>ADNR-OHMP:</b>	Alaska Department of Natural Resources Office of Habitat Management & Permitting (formerly Alaska Fish & Game)
<b>AMC:</b>	Anchorage Municipal Code
<b>ATB:</b>	Asphalt Treated Base
<b>AWWU:</b>	Anchorage Water and Wastewater Utility
<b>BAT:</b>	Best Available Technology
<b>BART:</b>	Best Available Reasonable Technology
<b>BFM:</b>	Bonded Fiber Matrix
<b>BMP:</b>	Best Management Practice
<b>CESCL:</b>	Certified Erosion and Sediment Control Lead
<b>CESCP:</b>	Contractor's Erosion and Sediment Control Plan
<b>CESSWI:</b>	Certifier Erosion Sediment and Stormwater Inspector
<b>CFR:</b>	Code of Federal Regulations
<b>cfs:</b>	Cubic Feet per Second
<b>CGP:</b>	Construction General Permit (An EPA general permit)
<b>CISEC:</b>	Certified Inspector Sediment and Erosion Control
<b>CKD:</b>	Cement Kiln Dust
<b>CPESC:</b>	Certified Professional in Erosion and Sediment Control
<b>CTB:</b>	Cement Treated Base
<b>CWA, FCWA:</b>	Federal Clean Water Act
<b>DEC:</b>	Alaska Department of Environmental Conservation
<b>DMR:</b>	Discharge Monitoring Report
<b>ECTC:</b>	Erosion Control Technology Council
<b>EPA, USEPA:</b>	United States Environmental Protection Agency
<b>COE, CORPS, USACE:</b>	United States Army Corps of Engineers
<b>ESA:</b>	Endangered Species Act
<b>ESC:</b>	Erosion and Sediment Control
<b>ESCP:</b>	Erosion and Sediment Control Plan
<b>FAA:</b>	Federal Aviation Administration
<b>FEMA:</b>	Federal Emergency Management Agency
<b>FHWA:</b>	Federal Highway Administration
<b>FNSB:</b>	Fairbanks North Star Borough
<b>HMCP:</b>	Hazardous Materials Control Plan
<b>IECA:</b>	International Erosion Control Association
<b>LID:</b>	Low Impact Development
<b>MBFM:</b>	Mechanically Bonded Fiber Matrix
<b>MEP:</b>	Maximum Extent Practicable
<b>MGBTA:</b>	Migratory Bird Treaty Act
<b>MOA:</b>	Municipality of Anchorage
<b>MSGP:</b>	Multi-Sector General Permit (An EPA general permit)
<b>MS4:</b>	Municipal Separate Storm Sewer System
<b>MUSLE:</b>	Modified Universal Soil Loss Equation



NEPA: National Environmental Policy Act  
NMFS: National Marine Fisheries Service  
NOEC: No observed effects concentration  
NOI: Notice of Intent  
NOT: Notice of Termination  
NPDES: National Pollutant Discharge Elimination System  
NRC: National Response Center  
NTU: Nephelometric Turbidity Unit (Turbidity)  
PAM: Polyacrylamide  
RECP: Rolled Erosion Control Product (blankets, TRMs Open Weave Textiles)  
  
RUSLE: Revised Universal Soil Loss Equation  
SHPO: State Historic Preservation Office  
SPCC: Spill Prevention Control & Countermeasures  
SWMM: Stormwater Management Manual  
SWPPP: Stormwater Pollution Prevention Plan  
SWTP: Stormwater Treatment Plan  
TESC: Temporary Erosion and Sediment Control  
TMDL: Total Maximum Daily Load, also "303D Listed" or "Impaired" waterways  
  
TRM: Turf Reinforcement Mat  
UIC: Underground Injection Control  
USC: United States Code  
USCG: United States Coast Guard  
USDA: United States Department of Agriculture  
USF&WS: United States Fish & Wildlife Service  
WMS: Watershed Management Services MOA  
WQ: Water Quality

\$10 -- Section (Sect.) 10 of the Rivers and Harbors Act (DEC)  
\$402 -- Section 404 of the Clean Water Act (DGC)  
\$404 -- Section 404 of the Clean Water Act (DGC)

(c) -- civil

(m) (M) -- military

AAFFS -- Army and Air Force Exchange Service

AAI -- Arco Alaska, Inc.

AASP -- Alaska Aviation Systems Plan

AAW --

ABC -- Army Benefits Center

AC -- Actual

AC -- air charter

ACCES -- Army Civilian Career Evaluation System

ACE -- Alaska Center for the Environment

ACES -- Army Continuing Education System

ACHP -- Advisory Council on Historic Preservation

ACMP -- Alaska Coastal Management Program

ACPEPS -- Army Civilian Personnel System

ACTED -- Army Civilian Training Education and Development System

ADEC -- Alaska Department of Environmental Conservation

ADFG -- Alaska Department of Fish and Game

ADGC -- Alaska Division of Governmental Coordination

ADNR -- Alaska Department of Natural Resources

ADOT -- Alaska Department of Transportation

ADOT/PPF -- Alaska Department of Transportation and Public Facilities

ADP -- Alpine Development Program

ADP -- automated data processing

ADPS -- Alaska Department of Public Safety

ADR -- Alternative Dispute Resolution

A-E -- architect-engineering

AE -- Actual Expense

AE -- Area Engineer

AEA -- Actual Expense Allowance

AEB -- Aleutians East Borough

AED -- Alaska Engineer District

AELP -- Alaska Electric Light and Power Company

AEP -- Alternative Employment Planning

AETE --

AFB -- Air Force Base

AFCSM -- Armed Services Civilian Service Medal

AFFES -- Armed Forces Examining and Entrance Station

AG -- Adjutant General

AG -- Attorney General

AGS -- Administrative Grievance System

AHA -- activity hazard analysis

AHRS -- Alaska Heritage Resources Survey

AIA -- Anchorage International Airport

AIAB -- Army Incentive Awards Board

AICP --

AIDEA --

AIS -- automated information system  
ALARACT -- all Army activities  
ALC -- agency location code  
ALMA -- Alaska Lakes Management Association  
ALOC -- acceptable level of competence  
AMATS -- Anchorage Metropolitan Area Transportation Solutions  
AMEX -- American Express  
AMHS -- Alaska Marine Highway System  
AMHT -- Alaska Mental Health Trust  
AMS --  
AMSA -- Areas Meriting Special Attention  
AMSCO -- Army Management Structure Code  
AMT -- Aerial mail terminal  
ANCSA -- Alaska Native Claims Settlement Act  
ANICS -- Alaskan National Airspace System Interfacility Communications System  
ANILCA -- Alaska National Interest Lands Conservation Act  
ANRC -- Alaska Natural Resource Center  
ANSI -- American National Standards Institute  
ANWR -- Arctic National Wildlife Refuge  
AO -- Approving Official  
AO -- Authorizing Official  
AOC -- Area of Consideration  
AODC -- Action Officer Development Course  
APA -- Asian Pacific American  
APF -- appropriated funds  
API -- Associated Press International  
APMA -- Annual Placer Mining Application  
APO -- Air Post Office  
APP -- Abbreviated (Alternative) Permit Process  
APPMS -- Automated Personal Property Management System  
AR -- Army Regulation  
ARCO -- Atlantic Richfield  
ARD -- acid rock drainage  
ARNG -- Army National Guard  
ARNI -- Aquatic Resources of National Importance  
ARRC -- Alaska Railroad Corporation  
ARSTAF -- Army Staff  
ARTs -- Army Regional Tools  
as -- as stated  
ASA -- Assistant Secretary of the Army  
ASA-CW -- Assistant Secretary of the Army-Civil Works  
ASA (FM) -- Assistant Secretary of the Army (Financial Management)  
ASCG -- Arctic Slope Consulting Group (Engineers)  
ASCO -- American National Standard Code for Information Exchange  
ASO -- Administrative Support Office  
ASRC -- Arctic Slope Regional Corporation  
ASWQS -- Alaska State Water Quality Standards  
ATA -- actual time of arrival  
ATAP -- Army Acquisition Tuition Assistance Program  
ATD -- actual time of departure  
ATF -- After-the-Fact  
ATM -- Automated Teller Machine

ATMP - Automated Training Management Program  
ATTN - attention  
ATV - All-Terrain Vehicle  
AUC - Administratively Uncontrolled Overtime  
AUS - Army of the United States  
AUTODIN - Automated Digital Network  
AUTOVON - automatic voice network  
AVCP -  
AWCF - Alaska Wetlands Conservation Fund  
AVEP - Alaska Village Electric Co-op  
AWMP - Anchorage Wetlands Management Program  
AWRTA - Alaska Wilderness Recreation and Tourism Association  
AWS - Alternative Work Schedule  
AWSS - Automated Weather Sensing System  
AWWU - Anchorage Water and Wastewater Utility  
BA - Biological Assessment  
BACS - Building Access Card System  
BCF - Blind Copies Furnished  
BDFA - Basic Daily Food Allowance  
BIA - Bureau of Indian Affairs  
BIA - Baranof Island Housing Authority  
BJD - Basis for Jurisdictional Determination  
BLM - Bureau of Land Management  
blvd. - boulevard  
BMDO - Ballistic Missile Defense Organization  
BMP - Best Management Practices (Principles)  
BNCI - Bethel Native Corporation, International, Inc.  
BO - Biological Opinion  
BP - baseline provisions  
BP - British Petroleum  
BPA - Blanket Purchase Agreement  
BPG - Business Process Guidance  
BPXA - BP Exploration (Alaska), Inc.  
BR (BuRec) - Bureau of Reclamation  
BUS - bargaining unit status  
BX - box  
C&D - Cease and Desist  
C4ISR - command, control, communications, computers, information, surveillance, and reconnaissance  
c/o or C/O - care of  
CAA - Clean Air Act  
cad - confined aquatic disposal cells  
CADS - Critical Action Dates  
CAO - Contract Administrative Office  
CAP - Civilian Advisory Panel  
CAR - Cumulative Assessment Report  
CAR PRO - Career Program  
CARDS - Catalog of Approved Requirements Documents  
CAS - Ciber Air Station  
CATV - cable television  
CBA - centrally billed accounts  
CBJ - City and Borough of Juneau

cc - cubic centimeters  
CC - Career Conditional  
CCL - Center for Creative Leadership  
CCRD - credit card  
CCTV - closed circuit television  
CCWT - Campbell Creek Walking Trail  
CDC - Center for Disease Control  
CDO - Consolidated Departmental Overhead  
CDQ - Community Development Quota Program  
CDR (or cdr) - Commander (Commanding Officer)  
CE - Categorical Exclusion  
CE - Civil Engineer  
CE - Corps of Engineers (was also EN at one time)  
CEAP - Corps of Engineers Automation Program  
CEFMS - Corps of Engineers Financial Management System  
CEO - Chief Executive Officer  
CEQ - Council on Environmental Quality  
CERCLA - Comprehensive Environmental Response, Compensation, and Liability Act  
CERL - Construction Engineering Research Laboratory  
CETA -  
CETAL - Corps of Engineers Time, Attendance, and Labor  
CEU - Continuing Education Unit  
CF - Copies Furnished  
CFA - current files area  
CFR (C.F.R.) - Code of Federal Regulations  
cfs - cubic feet per second  
CFSC - Community and Family Support Center  
Ch - Chief  
CIAA - Cook Inlet Aquaculture Association  
CIP - Construction-In-Progress  
CIPMS -  
CIRI - Cook Inlet Region, Incorporated  
cm - centimeter  
CMD - Command  
CMF - Current Master File  
CMP - Coastal Management Program  
CMP - corrugated metal pipe  
CMS - Contract Management System  
CMT - comment  
CNDI - Critical Nuclear Weapon Design Information  
CNIPM - Alaska Center for Noxious and Invasive Plant Management  
CO - Construction Operations  
COB - close of business  
COB - Command Operating Budget  
COBRA - Corps Operating Budget Resource Analysis  
COE - Chief, Office of Engineers  
COE - Consideration of Others  
COE - Corps of Engineers  
COEMIS - Corps of Engineers Management Information System  
COFF - cutoff or cut off  
COLA - cost of living allowance (adjustment)  
Comp. - Company

COMSEC - communications security  
 CON-OPS - Construction Operations Division  
 CONUS - within the continental United States  
 COO - Chief Operating Officer  
 COO - Consideration of Others  
 COR - Contracting Officers' Representative  
 COREDOC - Core Document  
 Corp. - Corporation  
 CP - Career Program  
 CPAC - Civilian Personnel Advisory Center  
 CPAR - Corrective/Preventive Action Request  
 CPB - Civilian Personnel Bulletin  
 CPDF - Central Personnel Data File  
 CPEA - Civilian Personnel Evaluation Agency  
 CPEP - corrugated polyethylene pipe  
 CPMS - DoD Civilian Management Service  
 CPO - Civilian Pay Officer  
 CPO - Civilian Personnel Officer  
 CPOC - Civilian Personnel Operations Center  
 CPOCMA - Civilian Personnel Operations Center Management Agency  
 CPOH - Civilian Personnel Office, Hawaii  
 CPOL - Civilian Personnel On-Line  
 CPQ - Coastal Project Questionnaire  
 CPT - Captain  
 CPU - Central Processing Unit  
 CR - continuing resolution  
 CR - Copper River  
 CRM - Copper River Meridian  
 CROC - Computer, REGDIS, Oracle Committee  
 CRREL - Cold Regions Research and Engineering Laboratory  
 CRSA -  
 CSC - Customer Service Center  
 CSM - Customer Service Manager  
 CSR - Civil Service Retirement  
 CSR - Customer Service Representative  
 CSRDF - Civil Service Retirement and Disability Fund  
 CSU - Civilian Servicing Unit  
 CT - Contracting  
 CTO - Commercial Travel Office  
 CTT - Common Task Tests  
 CU - course  
 CW (CW) - Civil Works  
 CWA - Clean Water Act of 1977  
 CWIS - Civil Works Information System  
 cy - calendar year  
 cy - cubic yard  
 cys - cubic yards per second  
 CZ - Coastal Zone  
 CZM - Coastal Zone Management  
 CZMA - Coastal Zone Management Act of 1972  
 CZMP - Coastal Zone Management Plan  
 D&F - determination and finding

DA - Department of the Army  
 DA PAM - Department of the Army Pamphlet  
 DAC - Department of the Army civilian  
 DACADS - Department of the Army Civilian Announcement Distribution System  
 DAGO - Department of the Army General Orders  
 DAPS - Defense Automated Printing Service  
 DAS - Director of the Army Staff  
 DAU -  
 dba (d.b.a.) - doing business as  
 DBA - Database Administrator  
 DBMC - Defense Business Management System  
 DC - Deputy Commander  
 DC - District Commander  
 DCAA - Defense Contract Audit Agency  
 DCPDS - Defense Civilian Personnel Data System  
 DCPMS - Defense Civilian Personnel Management Service  
 DCPS - Defense Civilian Payroll System  
 DCSPER - Deputy Chief of Staff for Personnel  
 DD - Decision Document  
 DD - Direct Deposit  
 DDE - Deputy District Engineer  
 DDN - Defense Data Network  
 DE - d(D)istrict (not used for Division) e(E)ngineer (capitalize when used as a proper name title)  
 DEHE -  
 DEIS - Draft Environmental Impact Statement  
 DEP - Displaced Employee Program  
 DERP - Defense Environmental Restoration Program  
 Dest - destroy  
 DEU - Delegated Examining Unit  
 DF - Disposition Form or Distribution Form  
 DFARS - Department of Defense Federal Acquisition Regulation Supplement  
 DFAS - Defense Finance and Accounting Service  
 DIA - Defense Intelligence Agency  
 DITY - do-it-yourself move  
 DL - Division of Land  
 DLAMP - Defense Leadership and Management Program  
 DLWM - Division of Land and Water Management  
 DMDC - Defense Manpower Data Center  
 DMWM - Division of Mining and Water Management (ADNR)  
 DNRP - Defense National Relocation Program  
 DOB - date of birth  
 DOC - Department of Commerce  
 DoD (DOD) - Department of Defense  
 DODACC - Department of Defense Activity Address Code  
 DOI - Department of the Interior  
 DOJ - Department of Justice  
 DOM - Division of Mining  
 DOS - Department of State  
 DOT - Department of Transportation  
 DOTs - Dredging Operations Technical Support

DPP -- Department (Directorate) of Public Works  
 DPW -- Department (Directorate) of Public Works  
 DSFC --  
 DSN -- Defense Switched Network  
 DSO -- District Safety Officer  
 DSSR -- Department of State Standardized regulations  
 DTG -- date time group  
 DTOD -- Defense Table of Official Distances  
 DW -- Division of Water  
 E -- east  
 E/MSS -- Employee/Member Self Service  
 EA -- each  
 EA -- Environmental Assessment  
 EAFB -- Eielson Air Force Base  
 EAFB -- Elmendorf Air Force Base  
 EAP -- Employee Assistance Program  
 EAS -- Eareckson Air Station Site  
 EBIS -- Employee Benefit Information System  
 EBS -- Electronic Bid System (Solicitations)  
 EDP -- Executive Development Program  
 EED -- Environmental Evaluation Document  
 EEO -- Equal Employment Opportunity  
 EEO -- Equal Employment Opportunity  
 EEOC -- Equal Employment Opportunity Commission  
 EFH -- Essential Fish Habitat  
 EFT -- Electronic Funds Transfer  
 EIN -- Earned Income Credit  
 EIN -- employer identification number  
 EIR -- earned income credit  
 EIS -- Environmental Impact Statement  
 EJ -- Environmental Justice  
 el. -- elevation  
 elev. -- elevation  
 ELPGW -- elevated light penetrating grate walks  
 EMS -- electronic mail system  
 EN -- Engineering  
 ENG -- Engineering (as in forms)  
 EO -- Equal Opportunity  
 EO -- Executive Order  
 EOC -- Emergency Operations Center  
 EOD -- Entrance on Duty  
 EOM -- Employee of the Month  
 EOM -- End of month  
 EOR -- Element of Resource  
 EPA -- Environmental Protection Agency  
 EPS -- Environmental Protection Specialist  
 ER -- Environmental Report  
 ERDC -- Engineer Research Development Center  
 ESA -- (Federal) Endangered Species Act  
 ESG -- Environmental Support Group  
 Esq. -- Esquire  
 Etc. -- et cetera

ETL -- Engineering Technical Letter  
 ETS -- Electronic Time Sheet  
 ETS -- environmental tobacco smoke  
 EXECO -- Executive Office  
 F&A -- Finance and Accounting  
 F&AO -- Finance and Accounting Office  
 FAA -- Federal Aviation Administration  
 FAD -- Funded Authorization Document  
 FAO -- Finance and Accounting Office  
 FAQ -- frequently asked questions  
 FAR -- Federal Acquisition Regulation  
 FASCLASS -- Fully Automated System for Classification  
 FAX -- Facsimile  
 FCO -- Funds Control Officer  
 FEA -- Federal Executive Association  
 FECA -- Federal Employees Compensation Act  
 Fed. -- Federal  
 FedEx -- Federal Express  
 FEGLI -- Federal Employees Group Life Insurance  
 FEHB -- Federal Employees Health Benefits  
 FEI -- Federal Executive Institute  
 FEIS -- Final Environmental Impact Statement  
 FEMA -- Federal Emergency Management Act  
 FEMS -- Federal Engineering Management System  
 FEPA -- Fair Employment Practices Act  
 FEPCA -- Federal Employees' Pay Comparability Act  
 FERC -- Federal Energy Regulatory Commission  
 FERS -- Federal Employees Retirement System  
 FES -- Factor Evaluation System  
 FFO -- Fairbanks Field Office  
 FGMI -- Fairbanks Gold Mining, Inc.  
 FHA -- Federal Housing Authority  
 FHWA -- Federal Highway Administration  
 FICA -- Federal Insurance Contribution Act  
 FIM -- Facing Identification Marks  
 FIPS -- Federal Information Processing Standard  
 FIRMR -- Federal Information Resources Management Regulations  
 FITW -- Federal Income Tax Withholding  
 ika -- formerly known as  
 FLAG -- Fiberoptic Line Around the Globe  
 FLDs -- Factor Level Descriptions  
 FLIR -- Forward Looking Infrared Radar  
 FLRA -- Federal Labor Relations Agency  
 FLSA -- Fair Labor Standards Act  
 FM -- Fairbanks Meridian  
 FM -- Financial Management  
 FML -- Family Medical Leave Act  
 FMPP -- Federal  
 FN -- file number  
 FNSB -- Fairbanks North Star Borough  
 FOA -- field operating activity  
 FOC -- Full Operational Capability

FOIA - Freedom of Information Act  
 FOM - Field Office Manager  
 FONSI - Findings of No Significant Impact  
 FOUO - For Official Use Only  
 FPC - Federal Power Commission  
 FPI - Functional Process Improvement  
 FPL -  
 FPM - Federal Personnel Manual  
 FPMR - Federal Property Management Regulation  
 FPO - Fleet Post Office  
 FPR - Federal Procurement Regulations  
 FR - Federal Register  
 FRB - Federal Reserve Bank  
 FRC - Federal Records Center  
 FRD - Formerly Restricted Data  
 FRF - Field Research Facility  
 FSA - Food Security Act of 1985  
 FS&G - Fairbanks Sand and Gravel  
 FSEIS - Final Supplemental Environmental Impact Statement  
 FSH -  
 FSS - Federal Supply Service  
 ft<sup>2</sup> - feet square  
 FT - full-time  
 FTA -  
 FTC - Federal Trade Commission  
 FTE - full-time employee  
 FUDS - Formerly Used Defense Site  
 FUTA -  
 FWPCA - Federal Water Pollution Control Administration  
 FWS - Federal Wage System  
 FWS - flexible work schedule  
 FY or fy - fiscal year  
 FYDP - Five-Year Development Plan  
 GAO - Government Accounting Office  
 GBL - Government Bills of Lading  
 GC - General Condition  
 GDS - Group Decision Support  
 GEG -  
 GETA - Government Employees Training Act  
 GH - guest housing  
 GIS - Geographic Information System  
 GLG -  
 GLT - Great Land Trust  
 GM - General Manager  
 GM - General Merit  
 GMD - Ground-Based Midcourse (Missile) Defense  
 GP - General Permit  
 GPO - Government Printing Office  
 GPS - Global Positioning System  
 GS - General Schedule, Series, or Staff  
 GSA - General Services Administration  
 GSSG - General Schedule Supervisory Guide  
  
 GTG or G2G - Government to Government  
 GTR - Government Transportation Request  
 GVEA - Golden Valley Electric Association  
 HAARP - High-Frequency Active Auroral Research Program  
 HAZWOPER - Hazardous Waste Operations and Emergency Response  
 HDD - Horizontal Directional Drilling  
 HDP - Hazardous Duty Pay  
 HDPE - High Density Polyethylene  
 HGM - Hydro Geomorphic  
 HHG - household goods  
 HHT - house hunting trip  
 HLB - Heritage Land Bank  
 HOR - home of record  
 HQ - Headquarters  
 HQDA - Headquarters, Department of the Army  
 HQUSACE - Headquarters, U.S. Army Corps of Engineers  
 HR - Human Resources  
 HRA - Hand Receipt Account  
 HRD - Human Resource Development  
 HRH - Hand Receipt Holder  
 HRO - Human Resources Office(r)  
 HT - Hot Topics  
 HTJB - Hawaii Joint Training Board  
 HTL - High Tide Line  
 HTRW - Hazardous/Toxic and Radioactive Waste  
 Hwy. - highway  
 IAW - in accordance with  
 IBEW - International Brotherhood of Electrical Workers  
 ICAP - Intelligence Community Assignment Program  
 ICE - Internet Center of Expertise (USACE)  
 ICR - internal control review  
 ICTAP - Interagency Career Transition Assistance Program  
 IDN - Initial distribution number  
 IDP - Individual Development Process (Plan)  
 IFMIS - Integrated Facilities Management Information System  
 IFS - Integrated Facilities Systems  
 IG - Inspector General  
 ILDC - Intern Leadership Development Course  
 ILO - in lieu of  
 IM - Information Management  
 IMO - Information Management Office  
 IMO - Information Management Officer  
 IMP - Information Management Plan  
 Inc. - Incorporated  
 IOCC - Interstate Oil Compact Commission  
 IP - Individual Permit  
 IPF - Information processing facility  
 IPR - Individual Permit Required  
 IRHA - Interior Regional Housing Authority  
 IRS - Information Requirements Study  
 ISO - International Standard Organization  
 ISP - Information Systems Plan

ISP - Internet Service Provider  
IT - Information Technology  
ITEP - Individual Training Evaluation Program  
ITO - Invitational Travel Orders  
IUOE - International Union of Operation Engineers  
IVRS - Interactive Voice Response System  
J&A - Justification and Approval  
JA - job analysis  
JA - Jurisdictional Assessment  
JB - job  
JB - Job Bulletin  
JD - job description  
JD - Joint Determination  
JD - Jurisdictional Determination  
JER - Joint Ethics Regulation  
JFMIP - Joint Financial Management Improvement Program  
JFO - Juneau Field Office  
JFTR - Joint Federal Travel Regulation  
JIA - Juneau International Airport  
JPO - Joint Pipeline Office  
JPOL - Joint Pipeline Office Liaison  
Jr. - Junior  
JRETC - Joint Regional Environmental Training Center  
JTA - joint table of allowances  
JTD - joint table of distribution  
JTPA - Job Training Partnership Act  
JTR - Joint Travel Regulation  
JWMP - Juneau Wetlands Management Program  
JWOD - Javits Wagner O'Day Act  
KFO - Kenai Field Office  
KGB - Ketchikan Gateway Borough  
KNWR - Kenai National Wildlife Refuge  
KPB - Kenai Peninsula Borough  
KRC - Kenai River Center  
KRCMP - Kenai River Comprehensive Management Program  
KRM - Kateel River Meridian  
KSA - Knowledge, Skill, Ability  
LAN - Local Area Network  
lat. - latitude  
LCA -  
LDF - Legal Defense Fund  
LDP - Leadership Development Program  
LEAD - Leadership Education and Development Course  
LES - leave and earnings statement  
LFN - list of file numbers  
LM - Logistics Management  
LMR - Labor Management Rate  
LOA - Letter of Authorization  
long. - longitude  
LOP - Letter of Permission  
LOS - Length of Service  
LOV - List of Values

LPG - Liquefied Petroleum Gas  
LS - Lump Sum  
LSL - Lump Sum Leave  
LSP - Lodging Success Program  
LT - Traumatic Leave  
LTC - Lieutenant Colonel  
LTC - Linear Transportation Crossing  
LTD. (ltd) - limited  
LTF - Log Transfer Facility  
LTL - Low Tide Line  
LTT - Long-Term Training  
LU - Local Union  
LWOP - leave without pay  
LWP - leave with pay  
M&IE - meals and incidental expenses  
MAC - Military Airlift Command  
MACOM - Major Army command  
MAJ - Major  
MARKS - Modern Army Record Keeping System  
MBRT -  
MC - mission complete  
MDC - Manager Development Course  
MDCPDS - Modern Defense Civilian Personnel Data System  
MEA - Matanuska Electric Association  
MEA - Miscellaneous Expense Allowance  
MEDICARE - Medical Care Act  
METL - Mission Essential Task List  
MFR - Memorandum For Record  
MHW - Mean High Water  
MHW - Mean High Water  
MHW - Mean High Water  
MILCON - military construction  
MIPR - Military Inter-Departmental Purchase Request  
MLLW - Mean Lower Low Water  
MLP - Municipal Light and Power  
MMPA - Marine Mammal Protection Act  
MMS - Minerals Management Service  
MOA - Memorandum of Agreement  
MOA - Method of Accomplishment  
MOA - Municipality of Anchorage  
MODU - Modern Offshore Drilling Unit  
MOI - Memorandum of Instruction  
MOM - military ordinary mail  
MON -  
MOU - Memorandum of Understanding  
MP - mile post  
MPP - Merit Promotion Plan  
MPRSA - Marine Protection, Research, and Sanctuaries Act (Section 103)  
MPSA - Military Postal Service Agency  
MRAD -  
MRFR - Modified Record Fire Range  
MRPF - master retired pay file  
MRR - machine-readable records

MS -- mail stop  
MSB -- Matanuska-Susitna Borough  
MSBP --  
MSC -- major subordinate commands  
MSFCMA -- Magnuson-Stevens Fishery Conservation and Management Act of 1996  
MSL -- mean sea level  
MSO -- Marine Safety Office  
MSPB -- Merit Systems Protection Board  
MTA -- Matanuska-Susitna Telephone  
MTDA -- modified table of distribution and allowances  
MTF -- medical treatment facility  
MTMC -- Military Traffic Management Command  
MWR -- Morale, Welfare, and Recreation  
N -- north  
N/A -- not applicable  
NAF -- nonappropriated funds  
NANA -- North America Native Association  
NAP -- Notification of Appeal Process  
NARA -- National Archives and Records Administration  
NAS -- Naval Air Station  
NATO -- North Atlantic Treaty Organization  
NAV -- Notice of Alleged Violation  
nc -- no change  
NCMA -- National Contract Management Association  
NCO -- noncommissioned officer  
NCR -- National Capital Region  
NDA -- (Classified) Nondisclosure Agreement  
NDVI -- Normalized Difference Vegetation Index  
NE -- Northeast  
NED -- National Economic Development  
NEPA -- National Environmental Policy Act  
NESDIS -- National Environmental Satellite, Data, and Information Service  
NFC -- National Finance Center  
NFSAM -- National Food Security Act Manual  
NGB -- National Guard Bureau  
NGO -- nongovernmental organization  
NHPA -- National Historic Preservation Act  
NIB -- National Industries for the Blind  
NIL -- Notice of Intent to Issue  
NIOSH -- National Institute of Safety and Health  
NISC -- National Independent Study Catalog  
NISH -- National Industries for the Severely Handicapped  
NLN -- no longer needed  
NLT -- no(l) later than  
NMD -- National Missile Defense  
NMFS -- National Marine Fisheries Service  
NMI -- no middle initial  
NMSA -- National Marine Sanctuaries Act  
NOA -- Nature of Action  
NOA -- Notice of Availability  
NOAA -- National Oceanic Atmospheric Administration  
NOAC -- Nature of Action Code

NOI -- Notice of Intent  
NORAD -- North American Air Defense Command  
NOS -- National Ocean Service  
NOV -- Notice of Violation  
NPA -- North Pacific Division -- Alaska District  
NPA -- Notification of Personnel Action  
NPD -- North Pacific Division  
NPDES -- National Pollutant Discharge Elimination System  
NPR -- No Permit Required  
NPRC -- National Personnel Records Center  
NPS -- National Park Service (formerly HCRS -- Heritage Conservation and Recreation Service)  
NRC -- Nuclear Regulatory Commission  
NRCS -- National Resources Conservation Service  
NREC -- National Resource Evaluation Center  
NRHP -- National Register of Historic Places  
NSA -- National Security Agency  
NSB -- North Slope Borough  
NSB -- North Star Borough  
NSC -- National Security Council  
NSN -- National Stock Number  
NST -- not sooner than  
NTE -- not to exceed  
NTS -- non-temporary storage  
NTS -- not to scale  
NTSB -- National Transportation Safety Board  
NTV -- non-tactical vehicle  
NW -- Northwest  
NWF -- National Wildlife Federation  
NWI -- National Wetland Inventory  
NWP -- Nationwide Permit  
NWR -- National Wildlife Refuge  
NWSR -- National Wild and Scenic River (Refuge)  
O&G -- oil and gas  
O/A -- on or about  
OAA -- Office Automation Assistant  
OAC -- Office Automation Clerk  
OAN (oan) -- Office of Aids to Navigation  
OAS -- Organization of American States  
OASA -- Office of the Assistant Secretary of the Army  
OBO -- official business only  
OC -- Office of Counsel  
OCE -- Office of the Chief of Engineers  
OCONUS -- outside the continental United States  
OCR -- Optical Character Reader  
OCS -- Outer Continental Shelf  
OCSLA -- Outer Continental Shelf Lands Act  
OEHE -- Office of Health and Engineering  
OF -- Optional Form  
OFA -- Object Free Area  
OFEC -- Office of Federal Employees' Compensation  
OGE -- Office of Government Ethics



OGS – oil-grit separator  
OHW – Ordinary High Water  
OHWM – Ordinary High Water Mark  
OJT – on-the-job training  
OLE – Object Linking and Embedding (in Modern)  
OLE – Organizational Leadership for Executives  
OMB – Office of Management and Budget  
OMCO – Official Mail Control Officer  
OPA – Oil Pollution Act of 1990  
OPF – Official Personnel File (Folder)  
ORP – Office of Personnel Management  
ORACLE –  
ORG – Organization  
ORL –  
ORM –  
OS – Occupational Series  
OS – Operating System  
OSA – Office of the Secretary of the Army  
OSC – Office of Special Counsel  
OSD – Office of the Secretary of Defense  
OSHA – Occupational Safety and Health Administration (Act)  
OSM – Office of Surface Mining  
OSS – Operating Support System  
OTA – Oracle Training Administration  
OTAG – Office of the Adjutant General  
OTG – Online Technologies Group, Inc.  
OTIG – Office of the Inspector General  
OTS – On-the-Spot Award  
OWCP – Office of Worker's Compensation Program  
OWP –  
OYA, OYB, OYD – Former codes for Regulatory file numbers  
PA – Performance Award  
PA – Programmatic Agreement  
PAO – Public Affairs Office  
PAPI – Precision Approach Path Indicator (Pad)  
PAR – Personnel Action Request  
PARC – Principle Assistant Responsible for Contracting  
PAS –  
PBO – Property Book Officer  
PC – personal computer  
PCN – Pre-Construction Notification  
PCS – permanent change of station  
PD – Position Description  
PDEIS – Preliminary Draft Environmental Impact Statement  
PDF – Portable Document Format  
PDN – Pre-Discharge Notification  
PDS – Permanent Duty Station  
PDSC – Professional Development Support Center  
PDT – Project Development (or Delivery) Team  
PERSACTION – Personnel Action  
PFEIS – Preliminary Final Environmental Impact Statement

PFR – personal financial record  
PHS – Public Health Service  
PIF – place in an inactive file  
PIN – Personal Identification Number  
PIP – Pipe-in-Pipe  
PJD – Positive Jurisdictional Determination  
PL (P.L.) – Public Law  
PM – Project Management  
PM – Project Manager  
PMBP – Project Management Business Process  
PMCD –  
PME – Personnel Management for Executives  
PMEL –  
PMF – Prior Master File  
PMI – Project Management Institute  
PMO – Position Management Office  
PMP – Project Management Plan (Professional)  
PMRS – Performance Management Recognition System  
PMS – Performance Management Service  
PMS – Personnel Management Specialist  
pmt – payment  
PN – Public Notice  
POA – Pacific Ocean Division Alaska  
POB – place of birth  
POB – Post Office Box  
POC – point of contact  
POC – Privately Owned Conveyance  
POD – Pacific Ocean Division  
POD – point of debarkation  
POH – point of hire  
POI – Personnel Office Identifier  
POR – Processing of Overseas Replacement  
POSH – Prevention of Sexual Harassment  
POV – privately owned vehicle  
PPI – Personnel Process Improvement  
PPM – Programs and Project Management  
PPMD – Programs and Project Management Development  
PPP – Priority Placement Program  
PPP – prohibited personnel practices  
PPV –  
PR&C – Purchase Requisition (Request) and Commitment  
PR – purchase request  
PRB – Personnel Records Branch  
PRB – Project Review Board  
PRIP – Plant Replacement and Improvement Program  
PRISM – Project Resource Information System for Management  
PROMIS – Project Management Information System  
PROSPECT – Proponent Sponsored Engineer Corps Training  
PS – postscript  
PSC – Personnel Servicing Center  
psi – pounds per square inch

PT - part-time  
PTR - Permanent Traffic Recorder  
QA - Quality Assessment  
QAR - Quality Assurance Representative  
QC - quality control  
QCP - Quality Control Plans  
QM - Quality Management  
QMIS - Quality Management Information System (electronic version)  
CMP - Quality Management Plan  
QMS - Quality Management Data System  
QPDES - Quality Pollutant Discharge Elimination System  
QPDS - Quarterly Permit System  
QSI - Quality Step Increase  
QTY - quantity  
RA - Regional Administrator  
RA - Regulatory Assessment  
RAM - random access memory  
RAS - Remote Access Server  
RAT - Renewal Agreement Travel  
RCRA - Resources Conservation Restoration Act  
RCS - Requirements Control Symbol  
Rd. - Road  
RD - Regional Director  
RD - Research and Development  
RD - Restricted Data (FRD) - Formerly Restricted Data  
RDD - requested delivery date  
RE - Resident Engineer  
RE - Responsible Employee  
RECERT - Regional Computer Emergency Response Team  
REGDIS - Regulatory Document Imaging System  
REIL - Runway End Indicator Lighting  
REMIS - Real Estate Management Information System  
RETS - Remote Electronic Target System  
RF - Regulatory Functions Branch (former name of Regulatory Branch)  
RFA - Request for Appeal  
RFI - Request for Information  
RFP - Request for -  
RFW - request for waiver  
RGL - Regulatory Guidance Letter  
RGP - Regional General Permit  
RHA - Records Holding Area  
RHA - River and Harbors Act of 1999  
RIF - reduction in force  
RIP - Report of Individual Person  
RITA - Relocation Income Tax Allowance  
RITS - Retirement Insurance Transfer System  
RIX - Regulatory Information Exchange  
RLDP - Regional Leadership Development Program  
RM - Records Management  
RM - Resource Management  
RMO - Resource Management Office

RNO - Race or National Origin  
RO - Restoration Order  
RO - Review Officer  
ROD - Record of Decision  
ROD - Report of Discrepancy  
ROTC - Reserve Officers' Training Corps  
ROW - Right-of-Way  
RP - Regulatory Program  
RP - Responsible Party  
RPA - Request for Personnel Action  
RPM - Regulatory Policy Memo  
RPM - Regulatory Project Manager  
RR - Railroad  
RR - Regulatory Round-Up  
RRS - Radio Relay Station  
RS - Regulatory Specialist  
RSA - Runway Safety Area  
RT - rough terrain  
RTD - return to duty  
RTK - right-to-know  
rth - return  
S - south  
S&A - Supervisory and Administrative  
SA - Special Act Award  
SA - System Administrator  
SAACONS - Standard Army Automated Contracting System  
SAB - subject as above  
SABDU - Small and Disadvantaged Business Utilization  
SAM - space available mail  
SAME - Society of American Military Engineers  
SAMP - Special Area Management Plan  
SAN - Storage Area Network  
SASA - Special Act or Service Awards  
SATO - Strategic Airlines Traffic Office  
SBP - Survivor Benefit Plan  
SC - Section Chief  
SC - Special Condition  
SCD - Service Computation Date  
SCEP - Student Career Employment Program  
SCG - Security Classification Guide  
SDA - source data automation  
SDC - Supervisor Development Course  
SDD - Standard delivery days  
SDN - standard document number  
SE - Southeast  
SEA - subsistence expense allowance  
SEATO - Southeast Asia Treaty Organization  
Sec( ) - Section  
SEIS - Supplemental Environmental Impact Statement  
SES - Senior Executive Service  
SEU - Special Examining Unit  
SF - square feet

SF - Standard Form  
 SHAPE - Supreme Headquarters Allied Powers Europe  
 SHPO - State Historic Preservation Office  
 SIS - stay-in-school  
 SIT - storage in transit  
 SL - Senior Level  
 SM - Seward Meridian  
 SMDC - U.S. Army Space and Missile Defense Command  
 SME - Subject Matter Expert  
 SOF - Statement of Findings  
 SOP - Standard Operating Procedure  
 SOW - Scope of Work  
 SP - Standard Permit  
 SPCO - State Pipeline Coordinator's Office  
 SPGP - State Program General Permit  
 SPN - Special Public Notice  
 SQL -  
 SQT - Skill Qualification Tests  
 SREB - Snow Removal Equipment Building  
 SRO - Standing Routing Orders  
 SSA - Social Security Administration  
 SSN (SSAN) - Social Security Number  
 STAMIS - Standard Army Management Information Systems  
 STANAG - Standard Agreement  
 STANFINS - Standard Army Finance System  
 Stat. - Statute  
 STEP - Student Temporary Employment Program  
 STRATCOM - Strategic Command  
 SW - Southwest  
 SWANCC - Solid Waste Agencies of Northern Cook County  
 SWD - Southwestern Division  
 SWF - Solid Waste Facility  
 SWPPP - Storm Water Pollution Protection Plan  
 T&E - Threatened and Endangered  
 TA (T&A) - Time and Attendance  
 TAGS - Trans-Alaska Gas System  
 TAPES - Total Army Performance and Evaluation System  
 TAPS - Trans-Alaska Pipeline System  
 TBA - to be announced  
 TBD - to be decided (determined)  
 TBO - transaction by others  
 TC - Training Coordinator  
 TCP - Telecommunication Package  
 TCS - temporary change of station  
 TDA - tables of distribution and allowance  
 TDLR - Temporary Disability Retired List  
 TDY - Temporary Duty  
 TEA-21 - Transportation Equity Act for the 21<sup>st</sup> Century  
 Telecon - Telephone Conversation  
 TERC - Total Environment Restoration Contract  
 TFM -  
 TFO - transaction for others  
 TG - Target Grade  
 TIG - The Inspector General  
 TIN - Taxpayer Identification Number  
 TL - Tax Lot  
 TL - Team Leader  
 TL(L) - Team Leadership Level  
 TLQ - Temporary Living Quarters  
 TMO - Travel Management Office  
 TN - Tongass Narrows  
 TNH - Tryck Nyman and Hayes, Inc.  
 TO - Transportation Officer  
 TO - Travel Order  
 TOA - Time Off Award  
 TOC - Tactical Operations Center  
 topo - topographic  
 TOE - tables of organization and equipment  
 TQSA - Temporary Quarters Subsistence Allowance  
 TQSE - Temporary Quarters Subsistence Expense Allowance  
 TQT - Total Quality Teamwork  
 TRADOC - U.S. Army Training and Doctrine Command  
 trf - transfer  
 TS - Top Secret  
 TSP - Thrift Savings Plan  
 U - Unclassified  
 UAA - University of Alaska - Anchorage  
 UAF - University of Alaska - Fairbanks  
 UC - Unit Coordinator  
 UCMJ - Uniform Code of Military Justice  
 UFC - USACE Finance Center  
 UIC - Unit Identification Code  
 UIS - Unit Identification System  
 ULP - Unfair Labor Practices  
 UM - Umiat Meridian  
 UMP - Upward Mobility Program  
 UNIX -  
 UNOCAL - Union Oil of California  
 UOM - Unit of Measure  
 UPH - unaccompanied personnel housing  
 UPI - United Press International  
 URL -  
 USA - U.S. Army  
 USAAA - U.S. Army Audit Agency  
 USAED - U.S. Army Engineer District  
 USAF - U.S. Air Force  
 USAFAC - U.S. Army Finance and Accounting Center  
 USAISC - U.S. Army Information Systems Command  
 USAR - U.S. Army Reserve  
 USARAK - U.S. Army Alaska  
 USARPAC - U.S. Army Pacific  
 USC - U.S. Code  
 USC - U.S. Congress

USCG - U.S. Coast Guard  
USCS - U.S. Soil Conservation Service  
USDA - U.S. Department of Agriculture  
USDOI - U.S. Department of the Interior  
USDOJ - U.S. Department of Justice  
USFS - U.S. Forest Service  
USFWS - U.S. Fish and Wildlife Service  
USGS - U.S. Geological Service  
USMC - U.S. Marine Corps  
USN - U.S. Navy  
USNORTHCOM - U.S. Northern Command  
USO - United Services Organization, Inc.  
USP - U.S. Parcel  
USPS - U.S. Postal Service  
USS - U.S. Senate  
VA - Veterans Affairs  
VCSA - Vice Chief of Staff, Army  
VERA - Voluntary Early Retirement Authority  
VHA - variable housing allowance  
VIS - Vertical Incidence Sounder  
VM - Value Management  
VPN - virtual private networking  
VRA - Veterans Readjustment Act (Appointment)  
VSIP - Voluntary Separation Incentive Pay  
VSP - Voluntary Separation Incentive Plan  
VSM - vertical support members  
VTC - Video Teleconference  
W - west  
WAD - Work Authorization Document  
WCSC - Waterborne Commerce Statistics Center  
wd - withdrawn  
WES - Waterways Experiment Station  
WETS -  
WG - Wage Grade  
WGI - within grade increase  
WHO - World Health Organization  
WI - work instructions  
WIGI - within grade increase  
WL - Wage Level  
WLGE - Work Leader Grade Evaluation Guide  
WNRC - Washington National Records Center  
WQEP - Water Quality Enhancement Pond  
WOTS - Waterway Operations Technical Support  
WQ - Water Quality  
WQC - Water Quality Certification  
WQEP - Water Quality Enhancement Pond  
WQM - Water Quality Management  
WQS - Water Quality Standards  
WS - Wage Series (Supervisor)  
WTA - Withholding Tax Allowance  
ZIP - Zone Improvement Plan





# Enviornmental Desk Reference Central Region



**State of Alaska, Department of Transportation  
& Public Facilities**