

Strategic Intermodal System (SIS) Designation

(as of 5/5/11)

PURPOSE:

This document details the responsibilities assigned to the Office of Policy Planning and how that office and all affected department offices and districts carry out those responsibilities.

AUTHORITY:

[20.23 \(4\)\(a\)](#), Florida Statutes, Department of Transportation.

[334.044 \(1\)](#), Florida Statutes, Department; powers and duties.

[339.63](#), Florida Statutes, System facilities designated; additions and deletions.

SIS Strategic Plan:

- Chapter 5.0 - How Will We Make Decisions About What Is Designated?
- Chapter 6.0 - How Will We Make Decisions about Future SIS Investments?
- Chapter 8.0 - How Will We Work with Our Partners?
- Chapter 9.0 - What Will We Do Next?

Adopted SIS Designation Change Process

SCOPE:

This document affects all department central and district offices having responsibilities for any of following three processes for updating SIS designations (see Attachments 4 and 5 for further guidance on the purpose of each process, and Attachment 19 for a summary of alternative methods for making Designation/Lifecycle Changes in eSIS):

1. Comprehensive SIS Review – As related to this procedure, a comprehensive statewide reevaluation of SIS and Emerging SIS designation criteria and thresholds;
2. Systemwide SIS Data and Designation Review (DRs) – As related to this procedure, an annual systemwide review of all transportation and economic activity data associated with the adopted SIS and Emerging SIS criteria and thresholds; and/or
3. Request for Designation Changes (DCRs) – As related to this procedure, potential designation additions or deletions related to exceptions, submittal of a new planned facility or service, or major events that occur between annual systemwide data reviews.

The use of eSIS (Enterprise Strategic Intermodal System) to accomplish all or part of each of these processes is also included in this document. Attachment 6 provides a summary of what eSIS helps accomplish related to designation.

REFERENCES:

[339.61](#), Florida Statutes - Florida Strategic Intermodal System; legislative findings, declaration, and intent.

[339.62](#), Florida Statutes - System components.

[339.63](#), Florida Statutes - System facilities designated; additions and deletions.

[339.64](#), Florida Statutes - Strategic Intermodal System Plan.

[FDOT Policy 000-010-002](#) – Geographic Information Systems

[FDOT Policy 001-325-008](#) – Electronic Document Management and Geographic Information Systems

[Adopted SIS Criteria and Thresholds](#)

[Changes to SIS Criteria and Thresholds adopted January 29, 2010](#)

[SIS Strategic Plan Implementation Guidance](#):

- Chapter 7.0 - Database and Mapping Support for the SIS

[SIS-EST User Manual](#) – a separate document containing details on the SIS community and environmental screening tool. An overview of SIS-EST is posted at

<http://www.dot.state.fl.us/emo/EST-Overview.shtm>

[SIS Designation Data Manual](#) – a separate document containing details on data acquisition, processing and use for all designation processes.

[eSIS Database Management Manual](#) – a separate document containing details on database maintenance (also see Attachment 17).

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GENERAL:

Enterprise Solution: eSIS has been developed to provide a cost-effective way to fulfill the statutory requirements (see References above) to:

- Provide “A map of facilities designated as Strategic Intermodal System facilities; facilities that are emerging in importance that are likely to become part of the system in the future; and planned facilities that will meet the established criteria.”
- “...add facilities to or delete facilities from the Strategic Intermodal System ... based upon criteria adopted by the department.”

eSIS has also been developed as a department GIS Enterprise solution, pursuant to adopted department policies (see References above), so it:

- “...supports graphical analysis of geo-referenced data and enhances the quality of the Department’s information assets.”
- Is “...leveraged in a cost effective manner to provide enhanced support for business functions, maximize decision support mechanisms, increase productivity, and improve overall communication with DOT employees, partners and citizens.”
- “...ensure[s] that GIS is implemented with an enterprise strategy.”
- “...promote[s] collaboration among offices, avoid[s] redundancy, and provide[s] the most value to the Department.”
- “Improve[s] the quality and accessibility of Department information.” *and*
- “Support[s] graphical analysis of geo-referenced data.”

Key terms and concepts: Following are some key words and phrases used in eSIS, and their specific meaning in this designation process document:

- Designation Change Request (DCR) – this refers to the process in eSIS used to:
 1. ‘Formally’ process a request from someone inside or outside the department to change the designation of a transportation facility. A change in designation may occur only after approval by the Secretary or authorized designee.
 2. ‘Informally’ process changes to contents of the ‘textual’ portion of the eSIS database (facility attribute data) available to authorized department personnel to change using a DCR. A change in designation may occur only if it was previously approved by the Secretary or authorized designee (for example, to change the designation of “Planned Drop” – previously approved via a formal DCR – to “Non-SIS” to implement that prior approval; also applies to changing Planned Add to “Active” Lifecycle). Such designation or lifecycle changes should be made in accordance to terms approved by the Secretary or authorized designee. Other changes may be made as needed to ensure information in eSIS is correct.

- Designation Review (DR) – this refers to the process in eSIS used to:
 1. ‘Formally’ process changes to criteria and/or thresholds adopted by the Secretary or authorized designee, as well as ‘formally’ process a review of current data and designations for all or a portion of all facilities in eSIS. A ‘formal’ DR is used when it will lead to specific designation changes to be approved by the Secretary or authorized designee, and/or any other changes to be adopted by the Secretary or authorized designee. See Attachment 10 for examples.
 2. ‘Informally’ process changes to contents of the ‘textual’ portion of the eSIS database (facility attribute data) available to authorized department personnel to change using a DR. A change in designation may occur only if it was previously approved by the Secretary or authorized designee (for example, to change the designation of “Planned Drop” – previously approved via a formal DCR – to “Non-SIS” to implement that prior approval). Other changes may be made as needed to ensure information in eSIS is correct.
- “Work Program Designation Review” – this refers to the review of statewide managed SIS funds programmed for projects in the first year of the work program to ensure those funds are spent only on facilities designated as SIS or Emerging SIS. This review (and any needed designation changes) can be done at any time, although the intent is to review all facilities as a part of annual designation review. See the adopted [SIS Strategic Plan](#) for further finance details.
- “Annual Systemwide Review”, “Annual Data Review”, “Systemwide SIS Data and Designation Review”, “Annual Statewide Review”, “Annual Updates” – these are examples of phrases that may be used to refer to reviews of data and/or designation of transportation facilities related to SIS designation. These are examples of the overall work efforts to accomplish such reviews – not just the use of the eSIS DR process to modify contents of the ‘textual’ portion of the eSIS database available to authorized department personnel to change using a DR.
- “Deleting facilities from the SIS” – this is also known as “de-designation” and is an example of “an existing facility designation change”. The reason for not using the phrase “deleting facilities from the SIS” is that a facility designated as SIS or Emerging SIS can only be “de-designated” – not deleted or removed – if it no longer meets all applicable criteria and thresholds, or if another facility serving the same people and goods movement is designated to take its place. By not deleting or removing a facility, its designation history can be maintained within eSIS.

Security: Designation functions in eSIS are controlled through the department’s Active Directory. Attachment 1 lists the various Active Directory names established for eSIS, who is in each, and who can request changes. Also listed are the functions open to each grouping of users, delineated by “Row #” in the attachment. Requests for changes in Active Directory for eSIS are handled through the department’s computer security

Automated Access Request Form ([AARF](#)) system. Attachment 15 shows the choices available via an addendum in AARF for eSIS and Test eSIS. Permission should be requested and approved carefully based on the responsibilities of each person.

Each district and central office SIS Coordinator and any of the central office designation administrators have the authority to request access to eSIS and/or eSIS Test by creating an AARF Access Change Request and selecting the access desired. The central office designation administrators have final approval authority, and will forward their approvals and rejections to FDOT Security for final Active Directory processing (see sample email, with sample email names to forward) in Attachment 16).

Automated Emails: One of the features built into eSIS is the use of automated emails to help ensure SIS Coordinators and other interested department staff are notified of all designation changes and reviews at key points in those processes. Attachment 2 summarizes the automated emails for Designation Change Requests, and Attachment 3 summarizes the automated emails for Designation Reviews (note that names may have changed since these were placed in this procedure). SIS Coordinators control the membership of their respective list.

Saving Entries: There is a “Save” button on every data entry page. Be sure to click on that button anytime something is added or changed on the page. The page may ‘flash’, but if you don’t see “The information is successfully Saved”, the information will be lost when you navigate away from the page. If in doubt, click on “Save” again.

Document Types: eSIS currently supports documents up to 25MB; the valid document formats are DOC, DOCX, XLS, XLSX, PDF, JPG, TIF, TXT.

Comment and Document Naming: When attaching comments and documents in eSIS, it will be very helpful to use words relating to what the comment or document contains at the beginning of the comment or file name. For example, when attaching a Location Map, include “Location Map” in the file name (e.g., “Location Map for <Name of DCR>” and “There is problem with designating <Name of DCR> because...”). It will also be helpful to ‘sign’ comments, since eSIS does not record who provides each comment. Please note that comments and documents can only be released to appear on the Internet (1) after the applicable DCR or DR reaches a certain process step; and (2) a central office Designation Administrator has checked the “Release” box for each separate comment and document.

Reports: Both DRs and DCRs have a “Report” tab, which can be used at any time during processing a DR or DCR to list the facilities, comments and documents in that DR or DCR when the report is run. DR reports will be run ‘offline’, and you will receive a link in an email to retrieve the document. DCR reports run in real time, and will open in Adobe Reader.

1. COMPREHENSIVE SIS REVIEW

A comprehensive statewide reevaluation of the SIS will occur at least once every five years, subsequent to updates of the Florida Transportation Plan. This update will include review of and any needed changes to SIS goals, objectives and policies; SIS and Emerging SIS designation criteria and thresholds; and the SIS Strategic Plan. Comprehensive updates will occur through an inclusive process involving FDOT and its partners.

The comprehensive update process will provide an opportunity to reexamine all of the criteria and thresholds in light of changes in economic activity, transportation technologies, and available data. In addition, this process could enable the inclusion of other types of facilities that might become more significant in the future, such as "inland ports" and other types of freight terminals, or new technologies that are not anticipated today.

Specific facility designation changes should not occur as part of a Comprehensive SIS Review. Rather, potential effects of criteria and threshold changes may be used to help in the consensus building process, but each change should be processed once the SIS Strategic Plan, including any criteria and threshold changes, is adopted. This will ensure all steps in a designation change are accomplished outside the update process (which typically includes a steering committee to advise the department).

1.1 eSIS Interface

The eSIS interface related to Comprehensive SIS Review includes:

- Responding to questions about current data.
- Updating criteria and threshold changes.

2. SYSTEMWIDE SIS DATA AND DESIGNATION REVIEW

Data and designation reviews are conducted to determine if any additional hubs and corridors now meet established criteria and thresholds, or if any designated facilities no longer meet criteria and thresholds. Although only annual reviews are required, various other reviews may be conducted as needed or desired. DRs can also be processed anytime large amounts of data need to be input (restricted to data items in the export/important spreadsheet available for user update).

2.1 Annual Systemwide Review

Annual review of data and/or designations may be performed by the following staff as needed or desired:

- eSIS Administrators in the Office of Policy Planning

Note: All authorized users of the Central Office domain Active Directory groups are able to create or update any DR or any DDR. This means that once someone, including eSIS Administrators in the Office of Policy Planning, creates a DR another authorized

user can change something (for example, what facilities are selected, which has happened) and mess things up (for example, when selected facilities are de-selected, the export and important spreadsheets won't match exactly).

Annual systemwide review of all transportation and economic activity data associated with the adopted SIS and Emerging SIS criteria and thresholds is accomplished in one of the following ways:

- Thorough:
 - Acquiring all data that have been updated since the last annual review and reviewing all facilities affected by that data (note: data are obtained from nationwide sources, not individual entities, so additional work is not created for those entities);
 - Making changes in data sources if needed, while ensuring no changes in designation due to those source changes;
 - Processing any needed designation changes due to data updates using appropriate steps of the Requests for Designation Changes process;
 - Processing some or all designation change requests started before this annual systemwide review;
 - Identifying any policy issues that should be considered as part of the next comprehensive update of the SIS plan; and
 - Entering all updated data in eSIS.
- Expedited:
 - Acquiring some or all data updated since the last annual review and reviewing selected facilities that:
 - Are close to the applicable threshold; and
 - Have capacity phases programmed for the next fiscal year.
 - Processing any needed designation changes due to data updates using appropriate steps of the Requests for Designation Changes process; and
 - Entering all updated data in eSIS.

This review takes place on an annual schedule that provides timely input to FDOT's work program process and provides a clear decision point to aid in partner planning and programming activities.

This process identifies facilities that now meet or do not meet the criteria because their level of activity has changed significantly. Potential additions and deletions should be recommended to the Secretary based on the new data, with opportunity for partner input. If any hubs are added or removed from the SIS, the connectors associated with that hub should be added or removed accordingly. In most cases, such decisions to add or remove facilities due to changing activity levels should be made based on multiple years of data (typically no fewer than three years), rather than on a single data point that may be unusually high or low for a particular facility and/or unusual circumstances.

The annual data review should be completed before the beginning of FDOT's annual work program cycle, which typically commences in October. The annual systemwide data review includes the following tasks:

- Data collection from nationwide sources;
- Technical review (based on data) to determine potential changes;
- Public and partner review, if appropriate;
- Management review (based on data, policy and input from partners) to make recommendations to the Secretary on potential changes;
- Secretary's decision on potential designation changes; and
- Communication of the Secretary's decision to the facility owner/operator and other partners.

2.2 Optional Reviews

Please note: The following instructions for optional designation reviews will work, but there are so many quirks with the Designation Review portion of the current version of eSIS that it is recommended only eSIS Administrators in the Office of Policy Planning perform DRs unless/until others become well versed in DR processing through training and practice using System Test.

Optional review of data and/or designations may be performed by the following staff as needed or desired (note that DRs performed by central office administrators can result in designation changes):

- eSIS Administrators in the Office of Policy Planning
- eSIS Coordinators for Central Modal Offices
- eSIS Districtwide Coordinators (but not modal offices) – these are called “District Designation Reviews (DDR)s)

A review of data and/or designations may be performed for any combination of the following as needed or desired:

- Facility Type – review of one or more facility types:
 - Hub;
 - Corridor; or
 - Connector
- Facility Sub Type – review of one or more facility sub types:
 - Airport – Commercial Service;
 - Airport – General Aviation Reliever;
 - Connector – Freight;
 - Connector – Freight/ Passenger;
 - Connector – Passenger;
 - Highway;
 - Military access facility.
 - Rail Corridor – Freight/ Passenger;
 - Rail Corridor – Freight;
 - Rail Corridor – Passenger;

- Seaport;
 - Spaceport;
 - Terminal – Freight;
 - Terminal – Passenger;
 - Waterway.
- Geographic Area – review by district or other geographic area (this will require selection of facilities by county, including selection decisions on each multi-county facility).

2.3 DR Review Steps and eSIS Interface

Following are the tasks to be completed in each DR review step. Attachment 7 provides a summary of which steps are required and which are optional, depending on the purpose of the review.

2.3.1 Initiate Data and Designation Review (eSIS status “Initiated”)

All SIS Data and Designation Reviews (DRs and DDRs) must be initiated and processed in eSIS (see Attachment 7).

Note that eSIS provides a place for “Per Facility” comments and documents to be stored, as well as a place for “Per Review” comments and documents to be stored. All comments and documents for a DR should be stored in these places to establish a permanent and easily accessible public record, as well as to make all comments and documents pertinent to the DR available to all participants during the entire review. This is intended to provide the person responsible for the DR – the records custodian – a method of storing everything so they don’t have to ‘restore’ all the records later when a public records request is received, and so the complete history of the review is permanently available.

Note that a DR is not listed on and available via the Internet until some or all of the facilities are moved to “Public Review” or when the status is changed to “Complete”. This is important because emails and/or TranPlan News must be used for any partner or public reviews desired before getting to one of those points.

A District Designation Review (DDR) has special processing rules:

- Only District Coordinators can create a DDR since at this time using eSIS for such reviews simply provides the district a way to process a lot of data quickly. Districts are then required to process DCRs for any facilities whose designation needs to change.
- After picking facilities, the District Coordinator can export the data but cannot import the data back into eSIS. The District Coordinator cannot provide a Recommended Designation from the webpage nor upload one for a facility. This prevents any designation and lifecycle changes by a District Coordinator.

- Since DDRs are not shown at all in a facility's "Designation History & Data" web page (since Districts cannot change designation in a DDR), a completed DDR by the CO Designation Administrator will result in not listing the full information for a facility where the designation and/or lifecycle could have changed as a result. This poses the danger: not accurately showing the history of changes to a facility, if it is processed with a DDR. Therefore DDRs should never have their status set as "Complete", even though it is currently possible to do that until this can be fixed in the ESIS programming code.

Before initiating a DR, the following must be accomplished as needed (these changes cannot be made after a DR is initiated in eSIS):

- Update Criteria and Thresholds – if the posted Criteria and Thresholds are not up to date, please get with the Office of Policy Planning to discuss what needs to be updated and when it will be updated. Changes to Criteria or Thresholds cannot be made as part of a DR, and any Criteria or Threshold changes made after the DR is complete cannot be reflected in that DR. The Office of Policy Planning should request via the FDOT Service Desk the latest Criteria and Threshold Template (spreadsheet) to ensure the current criteria, thresholds and activities in eSIS are replicated exactly as the starting point for any needed revisions.
- Add or modify Activity data items – the posted Criteria and Thresholds also include all activity data needed to support specific Criteria and Thresholds, as well as the overall eSIS database. For example, in addition to decimal data for the criterion "% of US Total - Annual Passenger Enplanements", numeric data for the activity data item "Annual Passenger Enplanements at this Facility" is included in the Criteria and Thresholds tables. Changes to what Activity data items are included, and how they are worded, cannot be made as part of a DR, or after the DR is completed.
- Compile data – all data needed for the DR must now be compiled and processed as needed (see separate eSIS Data Procedure). Depending on the data needed, this may involve downloads, interface with other department databases, and purchases, as well as GIS analysis (for example, determining how many four-year colleges and universities are within 50 miles of each commercial airport in Florida).

The eSIS Administrators, currently in the Office of Policy Planning, must coordinate with the Office of Information Systems (OIS) to get these changes made. Care must be taken to minimize the frequency of changes.

Step 1 – Create DR in eSIS

1. In the department's Enterprise Information Portal, select the "Administration" tab under "Strategic Intermodal System".
2. Select "Create Designation Review" under "Designation Review Management".
3. Select the appropriate "Designation Review Type". Enter a "Designation Review Name" that clearly states the overall purpose of the review and click "Continue" (annual review should be "20xx SIS Data and Designation Review").

Note that the DR status will automatically be set to "Initiated" and an automated 'DR Initiated' email will automatically be sent to the Designation Email Groups (see Attachment 2). This will let others know that a review has begun.

The DR will now be posted internally and can be accessed via the email notifications, "View/Update Designation Review" in the "Administration" tab in the Enterprise Information Portal, or by clicking on the "SIS System-wide Data Reviews" Query on any main tab. From this point on, the person responsible for the DR can stop working on the DR at any point (but be sure to complete any task), and start back up by accessing from these places.

Also note that an email notification goes out every time "Save" is clicked on the DR Detail page. So, if something other than status is changed in the DR (for example, to change which facilities are selected, or something on this page like the title) and you want a notice to be sent to let folks know something has been changed, go to the DR Detail page and click "Save". Changing the status does not require "Save" to be clicked.

2.3.2 Facility Reviews (eSIS status "Facility Scope & Selection")

Step 2 – Select the Facilities to be Included in the DR

1. Define the "Facility Scope" by selecting/deselecting groups (mode) and facility sub-types within each group. Click on "Build Facility Selection".
2. If all facilities are to be included, there is no need to go through each facility sub-type to select/deselect/save. If specific facilities or facility sub-types are not to be included, then select/deselect facilities for each applicable facility sub-type (eSIS starts by listing all SIS, Emerging SIS and non-SIS facilities) and be sure to save your selections.

Note that there might be multiple pages for any given sub-type (Select All" and "Deselect All" affect all pages in a facility sub-type). Click on "Save" for each sub-type you make changes to.

3. In the “Designation Review Detail” tab, select any of the listed incomplete Designation Change Requests that should be closed at the completion of this DR.

Any facility being reviewed in another DCR will be listed in this tab until that DCR is closed for any reason.

Notes:

- Once a DR is initiated, anyone with DR authority will be able to change which facilities are selected. So it is extremely important that one single person ensure the facilities selected are exactly the same when exporting and importing.
- Each time an export is accomplished, all new “Assessment Measurement Sequence” numbers are generated. These numbers must exactly match for all rows in the export and import spreadsheets (i.e., export/import spreadsheets for a specific DR must match exactly).
- A non-SIS facility cannot be changed to “Planned Add” in a DR; a DCR must be used.
- Facilities should all be moved to a specific review before the corresponding status is changed, since automated emails are only sent on status changes, not movement of all or some facilities from one review to another.

Step 3 – Provide Others Opportunity to Review Facilities

Once the scope of the review has been defined and the facilities selected, others should be given the opportunity to review the scope and facility selection and offer comments, depending on who is doing the review:

- Annual Statewide Review – announce effort and provide opportunity to central offices, districts, partners and the general public.
- Statewide Modal Review – announce effort and provide opportunity to central offices, districts, and partners; the general public is optional.
- Districtwide Modal or Facility Review – Step 3 is optional.
- Specific Facility Review – Step 3 is optional.

For Statewide Reviews, this is an opportunity to let others know that a review has begun – it might even let them know a facility they have interest in getting designated is being reviewed. It also may be that others know that facilities not selected, but within the review scope, are close to a threshold and therefore designation might change. Or others may know of non-SIS facilities not yet in eSIS that need to be reviewed. For the reviews that are optional, the person responsible for the DR should decide who to involve in reviewing the facility scope and selection; status changes in the DR can be skipped for optional reviews (for example, if Steps 3 through 8 are skipped, the DR status can be changed from “Facility Scope & Selection” to “Complete”).

1. Change the status to “Facility Scope & Selection” and click on “Save”.

This will update the list of active reviews and send an automated email to the internal Designation Email Groups (see Attachment 2).

2. Each internal recipient of the automated email notification should decide if their review is needed, or if they have an interest in commenting.
3. You may want to send a separate email to specific central office and district staff you need to participate for a particular reason.
4. Since the DR will not be available on the Internet until the “Partner Review” step, an email must be sent out to partners to be given an opportunity to comment on facilities currently designated (provide a link to “Facility Search” and “I-Map”, with basic instructions to review any facilities they are especially interested in including and submit suggestions):
 - a. The central office will coordinate statewide partner review;
 - b. The districts will coordinate district partner review.
5. Since the DR will not be available on the Internet until the “Partner Review” step, a TranPlan News item should be sent out by the central office to help ensure interested public have a chance to comment; ‘where to send comments’ and ‘by when’ will be critical content items to include.
6. Modify the DR scope and facility selection as needed.

Notes:

- In Step 3, the selected facilities to be reviewed internally remain in the “Facility Review” tab, under the “Reviews” tab, which is under the “Facilities in Designation Review” tab.
- In Step 3, partners and the general public will have to use eSIS to look at what is or is not currently designated, so they can submit suggestions on specific facilities they feel should be included in the DR.

All facility comments and documents received should be stored in the “Comments” and “Documents” tabs for the DR – by facility or the overall review as appropriate. Only internal authorized FDOT staff and consultants can attach documents.

2.3.3 Technical Evaluation (eSIS status “Technical Review”)

Once the scope of the DR and the facilities selected have been reviewed as needed and desired, technical evaluation can begin.

Step 4 – Perform Technical Review

Part of this step is performed ‘outside of the DR’, so it is shown in Attachment 7 as part of the overall DR Report preparation. This part includes entering as much of the data by facility using the import/export spreadsheet, then adding and refining the data inside eSIS. The same spreadsheet can be used to import changes as many times as desired or needed. Only information different from what is already in eSIS, including any previous imports in this DR, will be changed. **Note:** any changes made inside the DR and not also made in the spreadsheet will be lost, since it appears to the spreadsheet the information is different in the DR and therefore must be changed.

All comments and documents should be stored in eSIS, which provides a place for “Per Review” comments and documents to be stored, in addition to “Per Facility” comments and documents.

1. Change “Status” under the “Designation Review Detail” tab to “Technical Review” and click “Save”. Note that an automated email will be sent.
2. Select the “Export/Import Data” tab under the “Facilities in Designation Review” tab, and click on “Get eSIS DR Data”.
3. Save the Excel spreadsheet, which contains all the facilities selected (after all facility reviews and modifications) for the DR.
4. Enter data in the spreadsheet for each criterion and activity for each facility (using filtering, sorting and copy/paste to maximum advantage) for the following (shaded cells must not be changed, and rows/columns must not be added or deleted – all such changes will at the least be ignored, and could interfere with success of the DR):
 - New Data Value
 - New Data Source
 - New Data Source Year

See Attachment 8 for the business rules that must be followed when using the import/export spreadsheet. See Attachment 8b for ‘features’ of the export/important spreadsheet that will potentially adversely affect importing.

5. Based on visual analysis of the new data values to the adopted thresholds, enter the following for any facility changing designation:

- Recommended SIS Designation.
 - New Rationale for Recommended SIS Designation. A list of potential rationales is included in Attachment 9.
6. Perform community and environmental screening and technical review on any new designations, and changes from Emerging SIS to SIS.
- For the screening, see Step 4 in Section 3 of this procedure, including consideration of alternates if needed, for a description of this effort using the SIS-EST directly (i.e., rather than from within a DCR).
 - For the technical review, see Step 8 in Section 3 of this procedure for a description of this effort.
 - Make changes to the export/important spreadsheet if/as needed.

Note that if the DR is the annual statewide review, DCRs will not be needed after the DR is complete except to implement adopted/approved changes (i.e., using the DCR process as a tool to make changes in eSIS). For all other DRs, each recommended designation change must be processed using a DCR (the community and environmental screening performed during the DR can be used for the DCR).

2.3.4 Draft Findings and Recommendations (eSIS status “Draft Findings and Recommendations”)

Step 5 – Draft Findings and Recommendations

Once all previous steps are complete as appropriate, draft designation recommendations must be entered into the DR, a draft DR report must be prepared, and appropriate reviews performed. All comments and documents received during these reviews should be stored in the “Comments” and “Documents” tabs for the DR – by facility or the overall review as appropriate.

Step 5F (Draft Facility Recommendations; see Attachment 7)

1. Make sure the Excel Spreadsheet addresses all the business rules in Attachment 8 and processing rules in Attachment 8b.
2. Save the completed Excel Spreadsheet in ‘cvs’ format (format required by eSIS).
3. Select the “Export/Import Data” tab under the “Facilities in Designation Review” tab, and click on “Import Measured Values”.

An email will be sent to you when the import is complete, listing any errors as well as all successfully updated rows. Note that the number of rows

listed will only be those rows with one or more cell containing values different than already in the DR.

4. Review the email to see if there are any errors. If there are, determine what they are and fix them in the original Excel Spreadsheet completed in Step 4 and save in #1 above.
5. Repeat tasks 1 through 3 until there are no errors. Processing multiple times will not be a problem.
6. Verify in the DR web pages that the data has been imported properly. Checking a sample of facilities for each facility type and sub-type is adequate.

Step 5R (Draft Overall DR Report; see Attachment 7)

1. Draft the narrative report, using past reports as guides but minimizing the total report length; include:
 - Executive Summary
 - Scope of DR
 - Updated System Summary
 - Statewide map with insets (*optional*)
 - Criteria and threshold changes being adopted, if any
 - Other changes being approved (e.g., change in data source)
 - Summary of designation changes being adopted
 - Any designation policy issues identified for further study
 - Introduction (*optional*)
 - More detailed explanation of DR process used
 - Chapters by appropriate subjects (e.g., mode; facility type or sub-type; geographic area) (*optional*)
 - Evaluation methodology and data sources used
 - Data evaluation results
 - Designation change requests
 - Designation issues identified
 - Glossary (*optional*)
 - Summary of Updated Adopted Criteria, Thresholds and Implementation Guidance (*and an updated complete, separate document*)
 - Summary of Updated Process for Designation Changes (*and an updated complete, separate document*)
2. Attach the draft report to the DR in the “Per Review” tab under the “Documents” tab.

Note that an automated email will be sent.

3. Attach community and environmental screening comments and documents to the applicable facility(ies).

Note that an automated email(s) will be sent.

4. Change “Status” under the “Designation Review Detail” tab to “Draft Findings and Recommendations” and click “Save”.

Note that an automated email will be sent to FDOT SIS statewide email groups.

For expedited reviews, everything related to the above report parts can be documented in a single executive summary style report.

2.3.5 Review of Draft Findings and Recommendations

Once all previous steps have been completed, both final report and facility reviews can begin.

Note: it may not be obvious to internal staff receiving email notification of these two review opportunities that the draft narrative report documenting findings and recommendations is attached to the eSIS DR, which provides facility by facility new data and designation recommendations. Partners and the general public will not even receive these email notifications. Therefore, this should be highlighted in supplemental communications to internal staff, and highlighted in communications to partners and the general public.

Step 6 – Provide Central and District Offices Opportunity to Review (eSIS status “In Statewide Review”)

1. Select the "Reviews" tab under the "Facilities in Designation Review" tab and move the selected facilities by selecting "Statewide Review" for "Move to Review Type:" and clicking "Save".
2. Change “Status” under the “Designation Review Detail” tab to “In Statewide Review” and click “Save”.

Note that an automated email will be sent.

3. Each recipient of the automated email notification should decide if their review is needed, or if they have an interest in commenting.
4. A separate email (in addition to the automated email in #2 above) should be sent to central office staff to highlight the two reviews they can perform.
5. Modify facility data, data sources, designation recommendations and the draft report as needed based on comments received and any further evaluation performed.

Facility data, data sources, designation recommendations can be made by accessing the affected facility in the “Statewide Review” tab, although

quantities of data corrections can be made using the Export/Import process at any time.

6. Once central office review is accomplished, select the "Reviews" tab under the "Facilities in Designation Review" tab and move the selected facilities by selecting "District Review" for "Move to Review Type:" and clicking "Save".
7. An email should be sent to district staff to highlight the two reviews they can perform.
8. Modify facility data, data sources, designation recommendations and the draft report as needed based on comments received and any further evaluation performed.

Facility data, data sources, designation recommendations can be made by accessing the affected facility in the "District Review" tab, although quantities of data corrections can be made using the Export/Import process at any time.

Step 7 – Provide Partners Opportunity to Review (eSIS status “In Partner Review”; can be combined with Step 8)

1. Once Step 6 is accomplished or skipped, select the "Reviews" tab under the "Facilities in Designation Review" tab and move the selected facilities by selecting "Partner Review" for "Move to Review Type:" and clicking "Save".
2. Change “Status” under the “Designation Review Detail” tab to “In Partner Review” and click “Save” (if combining with Step 8, change status to “In Public/Partner Review”).

Note that an automated email will be sent.

3. Each department recipient of the automated email notification should decide if their review is needed, or if they have an interest in commenting.
4. Since the DR will not be available on the Internet, an email must be sent out to partners with the draft DR report attached to be given an opportunity to comment.
 - The central office will coordinate statewide partner review;
 - The districts will coordinate district partner review.
5. Modify facility data, data sources, designation recommendations and the draft report as needed based on comments received and any further evaluation performed.

Facility data, data sources, designation recommendations can be made by accessing the affected facility in the “Partner Review” tab, although quantities of data corrections can be made using the Export/Import process at any time (but be sure the spreadsheet includes any changes made via the DR web pages).

Step 8 – Provide Public Opportunity to Review (eSIS status “In Public Review”; can be combined with Step 7)

1. Once Step 7 is accomplished or skipped, and if this step isn’t combined with Step 7, select the "Reviews" tab under the "Facilities in Designation Review" tab and move the selected facilities by selecting "Public Review" for "Move to Review Type:" and clicking "Save".

Note the DR will be posted on the Internet.

2. If the step isn’t combined with Step 7, change “Status” under the “Designation Review Detail” tab to “In Public Review” and click “Save”.

Note that an automated email will be sent.

3. Each department recipient of these two automated email notifications should decide if their review is needed, or if they have an interest in commenting.
4. Even though the DR is posted on the Internet, a TranPlan News item should be sent out by the central office to help ensure interested public have a chance to comment; ‘where to send comments’ and ‘by when’ will be critical content items to include. The notice should also explain the public will be required to establish a user account by entering a name and email address.
5. Modify facility data, data sources, designation recommendations and the draft report as needed based on comments received and any further evaluation performed.

Facility data, data sources, and designation recommendations can be made by accessing the affected facility in the “Public Review” tab, although quantities of data corrections can be made using the Export/Import process at any time.

2.3.6 Complete Data and Designation Review (eSIS status “Complete”)

Once all applicable steps have been completed, and all comments addressed, the narrative report and any facility designation changes can be processed for final approval/adoption by the Secretary.

Step 9 – Finalize eSIS DR and Report; Process for Approval/Adoption

1. The following steps must be taken with appropriate management approvals for all ‘formal’ DRs, unless otherwise directed by management:
 - Prepare Presentation and One-Page Summary – a brief presentation, accompanied by a one page summary of what the Secretary will be adopting and approving, should be prepared and used in all steps (see Attachment 10 for the suggested format and content of the one-pager; the presentation should cover key points from this document). Any significant comments from partners and the general public need to be covered in the presentation.
 - Present to Intermodal Systems Development Managers – specifics on what the Secretary will be adopting and approving, as well as key highlights of findings and recommendations, should be presented to and discussed with the Intermodal Systems Development managers at a regularly scheduled or special meeting, or via email; all significant staff, partner and public comments and concerns must be documented, including how each has been addressed.
 - Present to Intermodal Systems Development Directors – specifics on what the Secretary will be adopting and approving, as well as key highlights of findings and recommendations, should be presented to and discussed with the Intermodal Systems Development directors at a regularly scheduled or special meeting, or via email; all ISD Manager comments and concerns as well as significant staff, partner and public comments and concerns must be documented, including how each has been addressed.
 - Present to an Executive Committee Workshop – a high level briefing of what the Secretary will be adopting and approving, along with key findings and recommendations, should be given to and discussed with the Executive Committee at a regularly scheduled meeting, as appropriate; all ISD Director comments and concerns as well as significant staff, partner and public comments and concerns should be highlighted, including how each has been addressed.
 - Ensure the Secretary announces to the Executive Board – this provides documentation of final adoption/approval when

accompanied by the “What the Secretary Approved and Adopted for DR xx” one-pager.

All narrative DR reports to be approved/adopted by the Secretary must be processed by the Office of Policy Planning. However, only the annual Systemwide SIS Data and Designation Review reports are required. For all other reviews, the results can simply be used to prepare individual designation change requests for processing in eSIS, which the Secretary will then act on.

2. Once the above steps have been completed for a ‘formal’ DR, the DR can be finalized through the following actions, in this order:
 - Make any changes needed in the narrative report based on the above process for final approval/adoption by the Secretary, prepare the final pdf version, and attach it to the “Per Review” tab under “Documents”. Also attach the “What the Secretary Approved and Adopted for DR xx” one-pager in the same location. Additional documents and/or comments can be posted as well.
 - Make any changes needed in the details of specific facilities based on the above process for final approval/adoption by the Secretary. Add comments or attach documents to specific facilities as needed to help document how comments were addressed.
 - Change “Status” under the “Designation Review Detail” tab to “Complete” and click “Save”. Note that an automated email will be sent. Also note that this action will automatically populate the “Designation History & Data” for all facilities with designation changes as indicated in each facilities’ final recommended designation, as well as all designation data, sources and years so ‘current’ SIS information reflects the completed DR.

Note: The “Complete” status should not be set for Modal/District or ‘informal’ DRs, since they will not and should not show up on the facility “Designation History & Data” web page.

Next Steps – Additional Posting and Announcement

Although much about the DR process is automatically posted, both on Infonet and the Internet, infrequent users will not likely notice. In fact, everything described so far is more about keeping ‘people in the know’ than keeping everyone informed. So, the following actions are intended to make a larger audience aware of the latest SIS designation status.

1. Posting – in addition to eSIS automatic postings, the Office of Policy Planning will post results of DRs as follows:

- URL link to the DR final report, with the appropriate report title, under “Implementation Guidance” bullet at <http://www.dot.state.fl.us/planning/sis/strategicplan/>
 - URL link to the DR final report, with the appropriate report title, under “Data and Designation Update” bullet at <http://www.dot.state.fl.us/planning/sis/designation/>
 - Updated maps and lists (posting is optional) at <http://www.dot.state.fl.us/planning/sis/atlas/>
2. TranPlan News – once everything is posted for a completed DR, the Office of Policy Planning will send out notification via TranPlan News, providing links to:
- eSIS at <http://www.dot.state.fl.us/planning/sis/esis.shtm>
 - Internet URL for “Data and Designation Reviews” – link to the final report
 - Internet URL for “SIS I-Map” - link to currently designated facilities and applicable data
 - Internet URL for “Facility Search” – link for designation history and applicable data
 - SIS Facility Designation at <http://www.dot.state.fl.us/planning/sis/designation/> - link to any affected maps and lists
3. Notifying Partners – depending on the scope of the DR and the involvement of partners during the DR, specific emails to statewide partners from the central office, and to local partners from districts, may be appropriate. These emails will be coordinated by:
- Annual Statewide Review – Office of Policy Planning
 - Statewide Modal Review – Applicable central modal office.
 - Districtwide Modal or Facility Review – Applicable district.
 - Specific Facility Review – Applicable office/district.
4. DCRs – any DCRs needed to implement designation changes indentified in Statewide Modal, Districtwide Modal or Facility, or Specific Facility Reviews will be initiated by the district in which the facility is located. For Statewide Modal Reviews, this will require the central modal office(s) to contact the district to request initiation of each needed DCR.
5. eSIS Database Changes – any designation changes made by the DR and by any follow-up DCRs will require additional changes to the eSIS database. See Attachment 17 for lead staff.

3. REQUEST FOR DESIGNATION CHANGE STEPS AND eSIS INTERFACE

The purpose of this process is to handle requests not normally addressed through the annual systemwide data review or the five-year comprehensive update. Requests concerning issues normally addressed during these other processes can be referred to the more appropriate process. A summary of the entire designation change process is shown in Attachment 11.

This process is also used anytime changes that can be made in the DCR process are needed to specific facilities in the eSIS textual database. Some examples include:

- Changing designation from Planned Drop to Non-SIS
- Changing designation from Planned Add to SIS or Emerging SIS
- Correcting criteria, threshold and/or activity data on a specific facility
- 'Reassigning' a highway corridor component to a different highway [parent] corridor
- Getting a facility number assigned (randomly generated by eSIS) to a facility in the GIS database (I-Map) but not in the textual (web page) database

Note the extent to which each step needs to be accomplished depends on the request or change needed. For example, a planned corridor with a completed Record of Decision will have much, if not all, of the required information and analysis in the Record of Decision. Another example is high speed rail – since the central office will process the corridor, some of the district steps will be done differently, primarily to process connectors to the stations, since many of them will be local facilities (these connectors could be processed separately by the districts). The bottom line is the DCR process is flexible, the requirement to meet all applicable criteria and thresholds is not (unless changed by the Secretary).

FDOT districts will accept applications at any time to suggest potential designation additions or deletions related to exceptions or major events occurring between the annual systemwide data reviews. Requests may come from a facility owner or operator; a metropolitan planning organization (MPO), local government, or other stakeholder; or from within the department. Although requests may be received in any verbal or written format, the form included in Attachment 12 may be used.

There will be times when the Central Office will initiate a DCR in eSIS for processing by the district:

- When someone in the Central Office receives a designation change request (for example, in a letter to the Secretary). When this happens, the SIS Designation Administrator will:
 - Enter the request in eSIS, with the applicable District SIS Coordinator as the "Origin of Request"; and
 - Send a letter to the requester to tell them their request has been referred to the district for analysis, copying the District Secretary, District SIS Coordinator, and applicable District Modal Coordinator.

- For all Rail Corridors. Many issues related to rail are of a sensitive nature, since we are dealing with private companies. So the Central Rail Office or Florida Rail Enterprise will:
 - Enter all Rail Corridors, as well as rail connectors as needed, into eSIS;
 - Decide whether to assign the appropriate district, the Central Rail Office (Central Off.), or the Rail Enterprise (Rail Ent.) as the “DCR Managing District”;
 - Fill in all information for the assigned “FDOT SIS Coordinator” as the “Origin of Request”; and
 - Establish what the central office and district(s) will review, on a case by case basis. Districts will usually handle local partner review and local community and environmental screening.

There are two types of designation change requests that can occur between annual updates:

- Exceptions: At this time, exceptions are only permitted for hubs located within 50 miles of a SIS hub that meet the Emerging SIS minimum size criteria and serve substantially different market origin/destination patterns or types of movements for a sustained period of time.
- Major Events: Processing a request for designation change will enable FDOT to respond to department and partner requests between annual updates. Potential major events include:
 - Completion of an Environmental Impact Statement for a planned facility;
 - Applicable threshold(s) not met during the last annual review are now met;
 - District completes an evaluation of specific facilities, resulting in recommendations for designation changes;
 - A partner decides to relocate a designated SIS facility, such as a Greyhound Terminal; and
 - A local comprehensive plan is modified, resulting in a request to reroute a SIS corridor around a community rather than go through it.

FDOT districts should not place any requests that clearly do not meet adopted criteria and thresholds into eSIS for processing. Usually such requests try to apply selected criteria and thresholds, with detailed rationale why other applicable criteria and thresholds should not be required for their particular situation. However, all criteria and thresholds that apply to a facility must be met; consideration of partial application of criteria and thresholds has not been adopted for facility designation. For these requests, the district should formally respond to the requester, and offer to discuss with them, if appropriate, what they are trying to accomplish and how the department might be able to help.

3.1 District Receives Request for New or Revised SIS Designation

Requests for designation changes must be supported by documentation that provides:

- For planned facility designation (normally included in the required Record of Decision or equivalent documentation):
 - Information and data describing how all three planned facility criteria have been met, or will be met within three years; and
 - Information and data describing how adopted community and environmental screening criteria have been or will be met.
- For new or existing facility designation changes (potentially included in a Record of Decision or equivalent documentation):
 - Information and data describing how the proposed facility or service meets (or no longer meets) SIS or Emerging SIS criteria and thresholds; and
 - Information and data describing how adopted community and environmental screening criteria have been or no longer are met.
- For exceptions (potential Emerging SIS hubs only) (potentially included in a Record of Decision or equivalent documentation):
 - Information about the extraordinary circumstances for the proposed facility that serves a substantially different market origin/destination pattern or type of movement for a sustained period of time, as defined by meeting at least one of the conditions listed for the applicable hub; and
 - Information and data describing how adopted community and environmental screening criteria have been met.

Not all requests to change SIS facility designations have to be processed in eSIS (see Attachment 11). The District SIS Coordinator/Delegate will first need to decide if the request should be entered into eSIS. Entry into eSIS starts the 'formal' process of considering a designation change request, including notification to management that a request has been received. If management – at the district or central office level – may ask about the status of a request, then it should be entered into eSIS. If, on the other hand, the request needs to first be discussed with the requester, and possibly others, before it can be considered a 'viable' potential designation change, it probably should not be entered into eSIS.

There is no need to start processing a request in eSIS if it is clear the request must be handled in some other way because SIS designation is not a possibility. If the requester insists on formal documentation that the request does not meet applicable criteria and thresholds, the district may elect to create the necessary correspondence to the requester. The request must not be forwarded to the central office for response. However, appropriate SIS staff in the central office will be glad to otherwise assist the district as needed or desired.

3.2 District Discusses Potential SIS Designation with Requester

It is extremely important communication with the requester be sustained throughout the designation change process. There are also key points at which communication is vital:

- Immediately after receiving a request – it is important to ensure the request is fully understood, so the district should get back with the requester as needed to discuss:
 - Who, in addition to the requester, is seeking this action?
 - What is the requester trying to accomplish from a transportation perspective?
 - Why is this designation needed, from a non-transportation perspective?
 - Where will the impacts of this decision be felt?
- Immediately after initial determination of the request's viability – if the facility clearly can't meet all applicable designation criteria and thresholds, the district needs to meet with all appropriate entities to discuss alternatives, including:
 - Why the facility does not meet all criteria and thresholds as adopted.
 - The potential for seeking changes in adopted criteria and thresholds, if the facility would help the movement of international, interstate, and/or interregional trips.
 - Other funding alternatives, if project implementation is the key reason for the request.
 - Other entities to approach at the regional and/or local levels, if the facility will actually serve regional and/or local trips.
- Immediately after any determination the request is no longer viable – if technical and/or partner/public review makes it clear that the facility should not be designated, the district needs to coordinate meeting(s) with all appropriate entities to discuss the findings, including:
 - Why the facility does not meet all criteria and thresholds as adopted, based on further technical review of data submitted and/or available.
 - How input from partners and/or the general public demonstrates the facility will not serve international, interstate, and/or interregional trips to any significant degree.
- Immediately after community and environmental screening demonstrates a need to look for an alternative solution - if significant community and environment issues are identified, the district needs to coordinate meeting(s) with all appropriate entities to discuss potential alternatives, including:
 - The potential that another designated facility could be improved to satisfy the request's needs.
 - The potential that another facility could be designated to satisfy the request's needs.
 - The potential for a decision denying the request.

3.3 District Processes Designation Change Request in eSIS (eSIS status “Potential Designation Change Initiated”)

If the district determines that the request is viable and/or should be formally tracked, a Designation Change Request must be initiated in eSIS. From this point on, all district comments and documents related to the DCR should be attached under the respective tabs in the DCR.

Step 1 – Initiate Potential Designation Change in eSIS

- All DCRs except for rail facilities must be initiated in eSIS by the affected district’s SIS Coordinator or delegate, no matter how the request originates. Requests dealing with the rail mode require the central office (Central Rail Office or Florida Rail Enterprise) to decide whether to assign the appropriate district, the Central Rail Office (Central Off.), or the Rail Enterprise (Rail Ent.) as the “DCR Managing District”. If the Central Rail Office or Florida Rail Enterprise is selected, the district might be asked to handle certain aspects of the DCR process, such as local partner review and community and environmental screening, or even facility data entry. Note that a district could create a DCR for a Passenger Terminal using the highway mode (i.e., because there will be a highway connector), and the central office could then add any rail facilities in the request.

Once it is decided the request should be processed in eSIS, Step 1 is completed as follows.

Note:

- Any interruptions in tasks 1-7 will cause creation of the DCR to fail.
 - Hubs should be selected or created before their connectors. This is especially important when either the hub or the corridor the connector will link is being created in the same DCR (i.e., it will now exist in eSIS).
 - If multiple hubs or corridors are being selected or created (usually one as Planned Add and one as Planned Drop), the order is not important.
 - For highway corridors, select or create the entire corridor; once the DCR is created, you will use “Update Facility” under the “Administration” tab to add highway corridor components if needed.
 - For any new facility, coordinate with the applicable modal coordinator(s) to gather any existing information and their guidance on coding within eSIS – including facility names, location and other applicable information. This is especially important for highways, since they may already be in RCI.
1. In the department’s Enterprise Information Portal, select the “Administration” tab under “Strategic Intermodal System”.
 2. Select “Create Designation Change Request” under “Designation Review Management”.
 3. Select the appropriate Facility Sub-type from the dropdown menu.

This will be a hub or a corridor, unless only a connector designation change is being requested. The connector(s) for a requested hub will be added starting in #6 in this Step, and should be secondary.

4. Select the Primary Mode of Transport from the dropdown menu.

For a hub serving multiple modes (for example, a passenger terminal or intermodal center), select the mode of the corridor being served for the main trip, not the mode used to simply access the terminal. This will normally be rail rather than highway, unless the district is initiating a passenger terminal DCR that will include a highway connector. Now click "Search", which will list all facilities already in eSIS meeting this Facility Sub-type and Primary Mode of Transport.

5. First select the Requested Designation from the dropdown menu. Next, look through the listed facilities (there could be multiple pages) to see if the affected facility is already in eSIS, then:
 - If it is, select it by clicking in its circle, then click "Select Facility";
 - If it is not in eSIS:
 - Click on "Create Facility";
 - Enter the "Facility Name" (see Attachment 14 for naming conventions);
 - Enter a "Facility Description" – this would be the facility purpose, additional names of the facility, end points of the corridor, or street by street route description for a connector.
 - Select the Requested Designation/Lifecycle from the drop down menu.
 - Click "Continue".
6. In either case, you will now be asked "Do you want to include additional facility in this Change Request?"
 - Click "No" if there is no related facility, such as a "Planned Drop" for a requested "Planned Add", or an existing connector to the hub will still be used.
 - If there is a related facility (i.e., a facility whose designation is affected by the main requested facility):
 - Click "Yes" and repeat starting at #3 in this Step.
 - If a connector is being added, and the hub and corridor/second hub already exist in eSIS, fill in the Hub Facility Name and the Corridor/Hub Facility Name. Names of existing facilities will show up in drop downs. If you realize facilities at both ends don't exist, click the browser's "Back" button, save the DCR and, just to be safe, close the DCR. Then reopen the DCR and repeat #6, this time creating the facilities not in eSIS.

- Select the Requested Designation/Lifecycle from the drop down.
 - Click “Continue”, then “No” if there are no additional facilities to add (like a second connector). Otherwise, repeat #6 in this Step.
7. If the facility is a highway corridor, now is the time to configure the components, if additional or reconfigured components are needed (be sure to use the existing corridor only if designation will be the same). When creating a new highway corridor, it will have just one component – identical to the corridor itself.
- Using a submitted (if available) or creating (and attaching) a new location map, open I-Map and zoom in where the Highway (Parent) Corridor is/will be located (or should be, if it is a new facility). Decide what components are needed or desired, working with the Systems Planning Office (and Roadway Characteristics Inventory). At a minimum, a highway corridor component should only extend from one intersecting SIS/Emerging SIS highway corridor to the next SIS/Emerging SIS highway corridor. So if there’s an intersecting SIS/Emerging SIS highway corridor between the two Parent Corridor endpoints, then a minimum of two highway corridor components are needed. Other potential highway corridor component breakpoints include:
 - Potential future SIS/Emerging SIS Corridors;
 - RCI Roadway ID endpoints;
 - Intersecting state roads;
 - Geographic features such as district boundary, rivers, or rail corridors, especially if they don’t match RCI Roadway endpoints.
 - Note/copy the facility number (not the component number), close the DCR, click on “View/Update Facility” under the “Administration” tab, and find the new highway corridor by Facility ID (or by name).
 - Click on “Update Facility”, then on the “Highway Corridor Components” tab.
 - Rename the existing highway corridor component so it includes the highway [parent] corridor name, and describes the component end points (“from xxx to yyy”), and click on “Save”.
 - In the first blank box (*Corridor Component Name), type in the name and limits of the new component for the highway [parent] corridor, and click on “Save New Corridor Component”.
 - Repeat as needed.

8. Fill in all items on the “Designation Change Request Detail” page that appears at this point and click “Continue”.

Note that all information under “Origin of Request” relates to the FDOT District SIS Coordinator/Delegate, not the originator of the request, if different. All of this section serves as contact information for the follow-up as needed during processing of the request, as well as designation of the “Public Records Custodian” for all information related to the request (which is why all comments and documents should be attached to the request in eSIS).

Note that the DCR status will automatically be set to “Potential Designation Change Initiated” and an automated ‘DCR Initiated’ email will be sent to the DCR mailing lists. This will let others know that a review has begun. The DCR will now be posted internally and can be accessed via the link in the email notifications; by selecting it under the “View/Update Designation Change Request” in the “Administration” tab in the Enterprise Information Portal; or by clicking on the “SIS Designation Change Requests” under “Query” in the Enterprise Information Portal. From this point on, the person responsible for the DCR can stop working on the DCR at any point (but be sure to complete any task), and start back up by accessing from these places.

9. Select the “Facility Information Provided” web page, fill in the Facility Owner/Operator and Criterion/Activity information:
 - Select each facility under the “Facilities in Request” tab.
 - Fill in “Facility Owner/Operator”.
 - Fill in the following information for all applicable criteria and activity data items, as supplied by the original requester and/or obtained by the district and as applicable:
 - New Data Value – this corresponds to the “Threshold Value” (i.e., if the value is “Yes”, then the new data value will be “Yes” or “No”; or if the value is “>0”, then the new data value will be a number); or to the activity data used to determine the threshold data value (e.g., enplanements are used to calculate the threshold of .25% of national enplanements).
 - New Data Source – this is the adopted data source, with the possible exception of using a facility’s data to be submitted to the official data source soon – like commercial enplanements.
 - New Year – this is the year of the data entered.
 - Be sure to click “Save” each time something on this tab is added or revised.
 - Be sure to complete this task for each facility in the request.

Note that for highway corridors, Criterion/Activity data needs to be added for each component by selecting each component.

Note that filling in the information requires the district to carefully review the adopted criteria and thresholds (accessible in the “Criteria & Threshold” tab for reference) to determine what data are needed – and should have been submitted by the requester – and carefully assess if the data demonstrate the facility meets all applicable criteria and thresholds.

Note that the central office will not be able to save information in the “Facility Information Provided” tab, and will instead use the “Facility Recommendation” tab to enter the required information.

Step 2 – Perform Concept Review (optional) (eSIS status “In Concept Review”)

A concept review step is available to the district to use if the district is not ready to initiate an official Designation Change Request. This step can be used to meet a need to formally recognize that a request has been received, but time is needed to:

- Gather additional information required to process the request.
- Meet with the requester and/or partners to fully understand what is being requested.
- Place a ‘hold’ on the request because it currently cannot meet criteria and thresholds, but is likely to in the future.

The work performed will be whatever is necessary to get the request to Step 3 (formally initiate a DCR), or set the status to “No Longer Being Considered” (both of which will cause an automated email to be sent).

Any documents or comments pertinent to the concept review should be attached under the “Comments” and “Documents” tabs.

Step 3 – Initiate Designation Change Request (DCR) in eSIS (eSIS status “Designation Change Request Initiated”)

Once the district has decided that a designation request is viable, a formal DCR can be created. This is done by simply changing the status to “Designation Change Request Initiated”. In addition, the following documents should be attached, if not attached previously:

- Change Request (required) – documentation describing the request.
- Location Map (required) – a detailed map showing the location of the facility to be designated is needed as a ‘base’ map for community and environmental screening.
- Plot and/or Site Maps (optional) – these maps should be attached if they provide additional information potentially affecting the screening, e.g., if land use will

change due to site development. These maps might also include results of previous community and/or environmental screening, such as from an Environmental Impact Statement.

- Change Request Form (optional) – if a Change Request Form is available, it could provide information pertinent to the screening.

Any documents or comments pertinent to initiation of the request should be attached under the “Comments” and “Documents” tabs.

Step 4 – Perform Community and Environmental Screening in SIS-EST

Before technical and partner review can be completed, screening for community and environment issues must be performed. Community and environmental screening is performed using the SIS Environmental Screening Tool (SIS-EST), which is external to eSIS and maintained by the central Environmental Management Office. The SIS-EST is used during review of all facilities proposed designation changes to help guide choices among potential facilities for designation and to flag potential issues involving designated facilities for consideration in future investment decisions.

Screening includes assessing adopted community and environmental criteria, as well as many other important features. Note that for planned facilities with a Record of Decision or equivalent, much if not all of the screening information may already be in that document. The results of this screening will provide valuable information for further technical and partner reviews. To submit the DCR to SIS-EST, click on “Mail to SIS EST” (if it is grayed out, then the required Location Map is not attached). An automated email will be sent to SIS-EST, as well as to eSIS email lists.

- To submit the DCR to SIS-EST, click on “Mail to SIS EST” (if it is grayed out, then the required Location Map is not attached). An automated email will be sent to SIS-EST, as well as to eSIS email lists.

Both district and central office community and environmental screening will be performed in SIS-EST in this step. Once the screening is completed, it will be submitted back to eSIS. A “Community and environment Review Package” will be available in SIS-EST for capture, and will include:

- A map of the Community Features;
- A map of the Environmental Features;
- A narrative description of how the designation change does or does not meet adopted SIS Community and environmental screening Criteria; and
- A narrative description of potential issues that should be considered in future investment decisions related to this facility.

An automated email will be sent out.

Step 5 – Perform District Technical and Partner Review (eSIS status “In District Technical and Partner Review”)

The district must perform a technical review of the information and data provided in the change request to verify that the facility meets or does not meet the appropriate criteria and thresholds, and must perform an analysis of any regional or local implications. Central office staff will assist the district as requested. Any documents or comments pertinent to District Technical and Partner Review should be attached under the “Comments” and “Documents” tabs.

The technical review must answer the following questions:

- Are all data, including date and source, accurate and acceptable?
 - If so, the next question can be answered.
 - If not, either additional/replacement data must be obtained, or the request disapproved by the district.
- Does the facility meet all applicable criteria and thresholds?
 - If so, the next question can be answered.
 - If not, the request must be disapproved by the district.
- Does the facility meet adopted community and environmental screening criteria?
 - If so, the DCR can be submitted to the central office for processing.
 - If not, the question to be asked is ‘Is there an alternate facility that could be designated to meet the mobility needs of the requested facility?’
 - If so, that facility must be considered for designation instead. Add this facility to this DCR and go back to Step 4 for this alternate facility.
 - If not, the issues identified must be documented for use in managing impacts in the future where there is no choice, ensuring that the SIS rests lightly on the natural and built environment.

The partner review must provide the following entities, at a minimum, an opportunity to review the request and the technical review (answers to all the above questions):

- The facility owner/operator (if not the originator of the request);
- The affected metropolitan planning organization(s);
- The affected regional planning council(s); and
- The affected local jurisdiction(s).

In addition, regional and local representatives in the following areas of interest should be provided a review opportunity if they are potentially affected by or have a key interest in the facility:

- Economic/business

- Environmental
- Expressway and other authorities
- Land owners
- Other modes
- Military
- Water management district

Since the DCR will not be available on the Internet until the “In Statewide Technical Review” step, meetings or emails must be used to give appropriate partners an opportunity to comment on the request and the technical review performed by the district.

Specific evidence of partner review is not required, although such evidence may be helpful if concerns are raised. If partner or public review brings into question any part of the technical review, technical review must be modified to address all concerns, or the request must be disapproved by the district.

The results of both technical and partner review may be documented in any format desired, although the form included in Attachment 13 may be used.

Step 6 – Submit Designation Change Request (DCR) to the Central Office (eSIS status “Submitted to Central Office”)

After Step 5 is completed, the district must once again ask ‘Is this a viable request?’

If the answer is ‘No’, the district should first discuss why the facility cannot be designated with the original requester, and then follow up with a formal letter disapproving the request. The reasons included in the letter for disapproving the request should be restricted to how the facility does not meet criteria and thresholds. This will help ensure new criteria, thresholds or precedents are not set for others in the state. Please include the following, at a minimum, in the correspondence control review:

- District Planning Manager
- District Transportation Development Director
- District Secretary
- Applicable Central Office Modal Manager(s)
- Central Office of Policy Planning Director
- State Public Transportation and Modal Administrator
- State Transportation Development Administrator
- Assistant Secretary for Intermodal Systems Development

If the answer is ‘Yes’, the request can be submitted to the central office for further processing. The following documents must be attached:

- Location Map – the most up to date version
- District Technical Review – the report or form answering all the technical questions (may also include District Public/Partner Review)

- District Public/Partner Review – a separate file (can be a duplicate of the District Technical Review report or form)
- Community/Environmental Screening Report – the final report from SIS-EST and/or Record of Decision (or equivalent).

Once these documents are attached, click on “Submit to CO”. This will set the status to “Submitted to Central Office” and send out an automated email.

3.4 Central Office Processes Designation Change Request in eSIS

The central office will first review all the documents submitted by the district, and then must perform an analysis for any statewide implications. Central office staff will work with the district as needed. All central office comments and documents related to the DCR should be attached under the respective tabs in the DCR.

Step 7 – Determine if Designation Change Request (DCR) is Ready to Process (eSIS status “Central Office Received/Acknowledgement”) (3 working day turn around requested)

When a DCR is submitted to the central office for processing, the SIS Designation Administrator(s) and all modal SIS Coordinators will receive an email and first determine if the DCR is ready to process. Any documents or comments pertinent to this step should be attached under the “Comments” and “Documents” tabs.

1. The SIS Designation Administrator will:

- Change the status to “Central Office Received/Acknowledgement” to indicate acknowledgement and click “Save”.
- Assess which modes s/he feels are affected and will monitor this step to ensure all affected modes have taken action.
- Send an email to all affected central office Modal SIS Coordinators requesting they briefly review the DCR documents to determine if all the information they each need to review the request has been submitted.

2. Every Modal SIS Coordinator will:

- Review the DCR to determine if their mode is affected; for example, a freight terminal request might affect the Central Rail Office (rail connector), the Seaports Office (freight data), and the Systems Planning Office (highway connector).
- If affected, briefly review the DCR documents to determine if all the information they each need to review the request has been submitted.
- If the information looks complete, each affected central office Modal SIS Coordinator will contact the SIS Designation Administrator (visit, phone or email), indicating:
 - They believe the information they will need to complete a more detailed review is there; and

- They have begun their detail review.
- If there is missing information or are any critical issues with the information provided, the central office Modal SIS Coordinator will contact the SIS Designation Administrator (visit, phone or email), indicating why the DCR should be returned to the district.

3. The SIS Designation Administrator will:

- If all applicable central office Modal SIS Coordinators have responded that the request can be processed, the SIS Designation Administrator will
 - Check all the applicable boxes on the “Acknowledgement” tab and click “Save”. An automated email will be generated notifying everyone the DCR has been accepted for review.
 - Change the status to “In Statewide Technical Review” to indicate acceptance of the DCR by the central office for processing and click “Save”. An automated email will be generated notifying everyone of this change in status, and the DCR will automatically be posted on the Internet.
- If one or more central office Modal SIS Coordinators have responded that the request cannot be processed, the SIS Designation Administrator will return it to the district for revision and processing after the specific reasons have been approved by:
 - SIS Designation Administrator(s)
 - Central Office of Policy Planning Director
 - State Public Transportation and Modal Administrator
 - State Transportation Development Administrator

Once these approvals are obtained, the SIS Designation Administrator will change the request status to “In Statewide Technical and Partner Review”, documenting the reason(s) for returning when prompted. An automated email will be generated notifying everyone on the SIS email lists/groups of this change in status.

4. The district will notify the Requester and other interested parties the central office has begun their review.

Step 8 – Perform Statewide Technical Review (eSIS status “In Statewide Technical Review”) (maximum of 10 working days)

The central office must perform a technical review of the Designation Change Request submitted by the district to verify the district’s findings, and perform an analysis of any statewide implications. Central office staff will get with the district as needed. Any documents or comments pertinent to this step should be attached under the “Comments” and “Documents” tabs.

The first task for this step is for the SIS Designation Administrator to verify all applicable information in the “Facility Information Provided”, copying it to the "Facility Recommendation" tab for each facility in the request (for highways, each component), adding or revising as needed:

- “Activity Data” – this should be completed first, as it is the basis for the other two fields on this page. Information should be entered for both “Criterion/Threshold Value” (required), and “Activity Measured” (preferred but not required). For each data item, the following must be provided.
 - Actual Value – this corresponds to the “Threshold Value” (i.e., if the value is “Yes”, then the new data value will be “Yes” or “No”; or if the value is “>0”, then the new data value will be a number); or to the activity data used to determine the threshold data value (e.g., enplanements are used to calculate the threshold of .25% of national enplanements).
 - Data Source – this is the adopted data source, with the possible except of using a facility’s data to be submitted to the official data source soon – like commercial enplanements.
 - Year – this is the year of the data entered.
- “Recommended Designation” – only the choices in the drop down menu can be selected, and the facility must meet all applicable criteria and thresholds.
- “Rationale for Designation” – this is a summary statement explaining how the facility meets all applicable criteria and thresholds, along with any other explanatory information needed:
 - Copy and paste the corresponding text from Attachment 9, ‘Rationale for Recommended SIS Designations’.
 - Add further [brief] text as needed. For example, the Secretary has allowed 4 years for a planned facility to meet the required activity level, so the pasted statement can be changed from “3” to “4” years, and a sentence added on the end summarizing why an additional year was allowed.
- Be sure to click “Save” each time something on this tab is added or revised.
- Be sure to complete this task for each facility in the request.

Note that filling in the information and completing Task 8 completely requires the SIS Designation Administrator to carefully review the adopted criteria and thresholds (accessible in the "Criteria & Threshold" tab for reference) to determine what data are needed - and should have been submitted by the requester - and carefully assess if the data demonstrate the facility meets all applicable criteria and thresholds.

Now the technical review must answer the following questions:

- Are all data, including date and source, accurate and acceptable from a statewide perspective? This might entail approval of a different source and/or source date, for national and/or Florida data, than is currently being used for the same type facility statewide due to special circumstances, such as a statewide data review to use the latest data not yet complete.
 - If so, the next question can be answered.
 - If not, additional/replacement data must be obtained from the district.
- Does the facility meet all applicable criteria and thresholds? This should be straightforward, with no exceptions (see the last question).
 - If so, the next question can be answered.
 - If not, the request must be disapproved (go to Step 12).
- Does the facility (the one originally requested or an alternate) meet adopted community and environmental screening criteria?
 - If so: The next question can be answered.
 - If not, the report must be amended with district approval. Add this facility to this DCR and use SIS-EST (an email from outside eSIS will be needed) to screen this alternate facility.
- Are any conditions recommended by the district to be placed on approval of this request acceptable from a statewide perspective?
 - If so, the next question can be answered.
 - If not, the conditions must be amended with district approval.
- Would approval, including any conditions, of this request set any precedent(s) causing other similar facilities anywhere in the state to be designated or de-designated?
 - If so, the next question is 'Is the precedent to be set acceptable?' This cannot involve any changes to adopted criteria and thresholds, but only implementation guidance.
 - If so, the request can move to the next step. In addition the SIS Designation Administrator(s) must:

- If substantive changes are not needed, update implementation guidance in the latest “SIS Criteria, Thresholds and Implementation Guidance” document and publish.
 - If substantive changes are needed, update implementation guidance in the latest “SIS Criteria, Thresholds and Implementation Guidance” document, provide department, partner and review opportunities, and publish upon management approval.
- If not, the approval and/or conditions must be amended with district approval; or
 - If not, then the request can move to the next step.

Note: eSIS is supposed to have the capability sometime in the future to automatically generate an email as the 10 working day limit nears.

Step 9 – Perform Extended Statewide Technical Review (optional) (eSIS status “Extended Statewide Technical Review”)

If for any reason Step 8 cannot be completed within 10 working days, the status must be changed to “Extended Statewide Technical Review”, documenting the reason(s) for the extension in the “Explanation” box. An automated email will be generated notifying everyone of this change in status, which also will be reflected on the Internet.

Although there is no set time limit on this step, it should be completed as soon as practical.

Any documents or comments pertinent to this step should be attached under the “Comments” and “Documents” tabs.

Step 10 – Perform Statewide Public/Partner Review (eSIS status “In Public/Partner Review”) (45 calendar day maximum)

Statewide public/partner review must provide the following entities, at a minimum, an opportunity to review the request and the technical review (including answers to all the questions in Step 8):

- Affected (based on SIS Modal Manager Acknowledgements in Step 7) modal partners (these organizations will be responsible for obtaining additional input from their individual members, if desired):
 - Airports - Florida Airports Council;
 - Highway Corridors and Connectors - Florida Trucking Association;
 - High-Speed Rail Corridors and Terminals - Florida High Speed Rail Authority;
 - Military access facilities - Florida Council on Military Bases and Mission Support and Florida Defense Alliance

- Passenger and Freight Rail Corridors and Terminals - Florida Railroad Association and/or Greyhound Lines, Inc.;
 - Rail Corridors, Connectors and Terminals - Florida Rail Association;
 - Spaceports - Space Florida;
 - Seaports - Florida Ports Council;
 - Transit Corridors and Terminals - Florida Public Transportation Association; and
 - Waterway Corridors and Connectors - Florida Inland Navigation District, West Coast Inland Navigation District, and/or U.S. Army Corps of Engineers.
- Affected ETDM partners (as determined by the EMO SIS-EST Coordinator):
 - The Metropolitan Planning Organization Advisory Council Executive Director;
 - Enterprise Florida, Inc.
 - Florida Department of Community Affairs

In addition, regional and local representatives in the following areas of interest should be provided a review opportunity if they are potentially affected by or have a key interest in the facility:

- Florida Association of Counties
- Florida League of Cities
- Executive Office of the Governor, Office of Tourism, Trade and Economic Development (OTTED)
- Other Economic/business entities
- Land owners

Specific evidence of partner review is not required, although such evidence may be helpful if concerns are raised. The SIS Designation Administrators will coordinate all statewide partner reviews, working with SIS Modal Coordinators as needed to address all comments received.

Statewide public review will include posting a notice of the proposed action on the SIS website. The SIS Designation Administrators will coordinate statewide public review, working with SIS Modal Coordinators and districts as needed to address all comments received.

Any documents or comments pertinent to this step should be attached under the “Comments” and “Documents” tabs. Partners and the general public will be able to attach comments themselves (as long as they have registered on eSIS and logged in with their registered User ID obtained through the FDOT Internet Subscriber Account (ISA) system), so their invitation to review and comment should include instructions, including where to send any documents supporting their comments. To get an ISA User ID, they would simply click the right hand link in eSIS to ‘Login’ to start the process.

Note: FDOT Staff and consultants should not use the ISA system but solely their already assigned User Ids.

Note: eSIS is supposed to have the capability sometime in the future to automatically generate an email as the 45 calendar day limit nears.

Step 11 – Perform Extended Statewide Public/Partner Review (optional) (eSIS status “Extended Public/Partner Review”)

If for any reason Step 10 cannot be completed within 45 calendar days, the status must be changed to “Extended Statewide Public Partner Review”, documenting the reason(s) for the extension in the “Explanation” box.

Although there is no set time limit on this step, it should be completed as soon as practical.

An automated email will be generated notifying everyone of this change in status, which also be reflected on the Internet.

Step 12 – Process for Decision (eSIS status “Decision Pending”)

Once all previous steps are complete, the DCR can be processed for decision. The possible decisions are:

- Approve as requested – if no modifications or conditions are needed as part of approving the original request.
- Approve with changes – if the original request can be approved, but only with one or more modifications, such as a different connector to the requested hub than was originally proposed.
- Approve with conditions – if the original request can be approved, but only with one or more conditions, such as final site plan approval by a local government.
- Disapprove – if the request cannot be approved because the facility does not meet all applicable criteria and thresholds.
- Disapprove with suggestions - if the request cannot be approved because the facility does not meet all applicable criteria and thresholds, it often will be better to include suggestions for alternative courses of action than to just disapprove.

Following are the tasks to be completed to process each DCR for one of these decisions:

- The SIS Designation Administrator will:
 - Draft a letter for the Secretary’s signature;
 - Attach the draft letter to the DCR;
 - Set the DCR status to “Decision Pending” (an automated email will be sent out); and

- Get with the district DCR Requester to discuss the pending decision, so the district can contact the original requester to go over the pending decision.
- The FDOT District will again contact the originator of the request, the elected official with jurisdiction over the facility and others as appropriate, within five working days if possible. This district should cover the following, as appropriate:
 - Communicate the findings of the final Technical Review(s) and the final Public and Partner Review(s), to ensure an understanding of the pending decision;
 - Discuss any special circumstances that need to be understood if the designation change is to be approved (for example, if the facility to be designated is a connector, will an existing connector be dropped to meet the connector criteria?);
 - Discuss why the designation change is found to be not eligible and what would need to occur to make the designation change eligible, if that is possible; and/or
 - Discuss alternatives if the designation change is not eligible (for example, the facility may be a candidate for identification as a regionally significant facility, or another action is needed first).
- Once the District is satisfied that the final decision is the correct one, and that everyone understands that decision, the District SIS Coordinator will notify the SIS Designation Administrator(s).
- The SIS Designation Administrator will:
 - Continue to work with the District as needed to finalize the decision letter.
 - Prepare a correspondence control package containing:
 - Draft letter – contents should be focused on the request and decision, minimizing text that might be interpreted as setting precedent for other designations
 - Draft letter attachment - color location map of the facility(ies) designated, to ensure clear communication of what the decision is about
 - Link to the DCR in eSIS – include any notations if there are critical comments and/or documents attached to the DCR
 - Process it for at least the following signatures:
 - Statewide Planning and Policy Analysis Manager
 - Office of Policy Planning Director
 - District SIS Coordinator(s)
 - Secretary of District(s)
 - Central Office Modal Manager(s)
 - State Public Transportation and Modal Administrator

- Transportation Development Administrator
 - Assistant Secretary for Intermodal Systems Development
 - Secretary
- The Secretary of Transportation or the Secretary's designee will then make a final decision on the proposed designation change based on the:
 - Original Change Request
 - District and Statewide Technical Review
 - Public and Partner input;
 - Feedback from the District; and
 - Recommendation of the SIS Designation Administrator.

Step 13 – Complete Processing (eSIS status “Complete”)

Once a final decision has been made on a DCR, the following actions must be taken:

- The SIS Designation Administrator will:
 - Attach any additional comments and documents to the DCR that came out of the decision processing.
 - Attach the final decision letter and attachment(s) to the DCR.
 - Change the DCR status to “Complete” (an automated email will be generated).
 - Get with the person(s) maintaining the applicable eSIS geospatial data that may require changes to coincide with the designation changes needed, as this may require new digitization of facilities on the map. New facilities may require additional work to show on the SIS I-Map. However, existing facilities should be reflected on the map immediately, except for highway (see Attachment 17).
- The person(s) maintaining the applicable eSIS databases make all the needed changes, then notify the SIS Designation Administrator. Highway facilities require another computer system - Roadway Characteristic Inventory (RCI) - data correlates and matches up. This creates an integrated system with data integrity with other Department data.
- The SIS Designation Administrator verifies all the changes, then has a TranPlan News email sent out announcing the designation change(s).

4. UPDATE FACILITY

eSIS gives the SIS Administrators and Coordinators to change certain information for facilities already in eSIS using “Update Facility” under the “Administration” tab as detailed below. Note that referenced changes for facilities being processed by a Designation Change Request or Designation Review should be made as part of those processes or to implement what is approved in those processes first; then follow-up with the following if/as needed.

- For any Facility Sub-Type, certain information can be added or revised:
 - Facility Name
 - Additional Description
 - Facility Owner/Operator
 - Whether or not it is an “Intermodal” facility (i.e., serves more than one mode)
 - Up to three other names for the facility
- For Highway Corridors, changes can also be made to existing corridor components (there is an additional tab “Highway Corridor Components”):
 - Existing corridor components:
 - Corridor Component Name
 - Additional Description
- For Highway Corridors, existing corridor components can be reconfigured or deleted, in coordination with the Systems Planning Office and the Roadway Characteristics Inventory (adding new components to extend, or deleting components to shorten, an existing corridor would require a DCR):
 - To create an additional breakpoint (e.g., because an additional crossing corridor has been added, or to conform to traffic counter location):
 - Rename the component to be split to represent one of the resultant components (remembering naming goes from west to east and south to north); use the names of the crossing corridors in eSIS if possible; RCI descriptions might also be helpful.
 - Add new component(s) to cover the gap created by shortening the existing component.
 - To eliminate a breakpoint (e.g., to conform to traffic counter location):
 - Rename the component(s) to be kept (remembering naming goes from west to east and south to north) to cover the component(s) to be deleted; use the names of the crossing corridors in eSIS if possible; RCI descriptions might also be helpful.
 - Request deletion of the component(s) no longer needed through the FDOT Service Desk, and have the Systems Planning Office modify the Roadway Characteristics Inventory.

- To create a bypass for the corridor (e.g., US 17 was rerouted around downtown Deland):
 - Use the Designation Change Process

5. TRAINING

Training is available on an as requested basis.

6. FORMS

See attachments 12 and 13.

DRAFT

List of Attachments

- 1 – eSIS Designation Security Matrix
- 2 – eSIS Designation Change Request Email Notifications
- 3 – eSIS Designation Review Email Notifications
- 4 – Designation Update Processes
- 5 – Designation Update Process Examples
- 6 – How eSIS Supports the SIS, SIS Facility Designation and Related Processes
- 7 – Required and Optional Steps of Potential Data and Designation (DR) Reviews
- 8 – Business Rules of the Export/Import Process
- 8b – Processing Rules for the Export/Import Process
- 9 – Rationale for Recommended SIS Designations
- 10 – Suggested Format of “What the Secretary Approved and Adopted for DR xx”
- 11 – Designation Change Request Flowchart
- 12 – SIS Designation Change Request Form
- 13 – District Technical and Partner Review Form
- 14 – Suggested eSIS Facility Naming Conventions
- 15 – Active Directory Options
- 16 – Sample Email to Request Active Directory Changes
- 17 – eSIS Database Leads
- 18 – Example of Processing Steps for eSIS Database Update
- 19 – Summary of Methods for Making Designation/Lifecycle Changes in eSIS

eSIS Designation Security Matrix

eSIS Designation Security Matrix												
Row #	Security Plan FDOT Access Types	Security Plan Description	Active Directory Description	Production		Test		eSIS Capabilities (Built-in)				Authorized to Request Members Added in Active Directory
				Active Directory Name	Authorized FDOT Staff (additional staff may be added upon request)	Active Directory Name	Authorized FDOT Staff (additional staff may be added upon request)	Create/Process/Approve DCR	Create/Process/Approve DR	Read/Comment/Add Document DCR and DR	Update Facility Information	
<i>Special Note: Any changes to authorization in Active Directory Groups should be approved in AARF.</i>												
1	Authenticated FDOT ESIS Administrators	Staff designated by ISD to perform administrative functions within the ESIS. These administrators are authenticated via	<i>Applicable to Central Office:</i>					Yes	Yes	Yes	Yes	Terry Kraft David Lee Brian Watts
			CO-ESIS Production Project Administrator	APP_ESIS_ProjectAdm	Terry Kraft	APP_ESIST_ProjectAdm	Terry Kraft David Lee Brian Watts					
			CO-ESIS Production Designation Administrator	APP_ESIS_DesgnAdm	Terry Kraft David Lee Brian Watts	APP_ESIST_DesgnAdm	Terry Kraft David Lee Brian Watts					
2	Authenticated FDOT ESIS Update Users	Staff designated by the Intermodal System Development (ISD) to update information in the ESIS. These users are authenticated via ACTIVE DIRECTORY.	<i>Applicable to Central Office:</i>					Yes	Yes	Yes	Yes	Terry Kraft David Lee Brian Watts
			CO-ESIS Production Air Modal Coordinator	APP_ESIS_AirCoord	Aaron Smith	APP_ESIST_AirCoord	Aaron Smith					
			CO-ESIS Production Highway Modal Coordinator	APP_ESIS_HwyCoord	Jennifer Fortunas	APP_ESIST_HwyCoord	Jennifer Fortunas					
			CO-ESIS Production Rail Modal Coordinator	APP_ESIS_RailCoord	Fred Wise	APP_ESIST_RailCoord	Fred Wise					
			CO-ESIS Production Transit Modal Coordinator	APP_ESIS_TransitCoord	Ed Coven	APP_ESIST_TransitCoord	Ed Coven					
			CO-ESIS Production Water Modal Coordinator	APP_ESIS_WaterCoord	Meredith Dahlrose	APP_ESIST_WaterCoord	Meredith Dahlrose					
3			<i>Applicable to Districts; prefixed by District Number:</i>					Yes	Yes	Yes	Yes	Terry Kraft David Lee Brian Watts
			D#-ESIS Production Coordinators	APP_ESIS_Coord	D1-Johnny Limbaugh D1-Terry Kraft (d1siscr) D2-Barney Bennette D3- Jason Alderman D4- Joshua Salazar D5- John Zielinski D6- Ken Jeffries D7- Susan Van Hoose TP-Randy Fox	APP_ESIST_Coord	D1-Johnny Limbaugh D1-Terry Kraft (d1siscr) D2-Barney Bennette D3- Jason Alderman D4- Joshua Salazar D5- John Zielinski D6- Ken Jeffries D7- Susan Van Hoose TP-Randy Fox					
4			<i>Applicable to Districts; prefixed by District Number:</i>					Yes	No	Yes	No	Terry Kraft David Lee Brian Watts
			D#-ESIS Production Air Modal Coordinator	APP_ESIS_AirCoord	TBA	APP_ESIST_AirCoord	TBA					
			D#-ESIS Production Highway Modal Coordinator	APP_ESIS_HwyCoord	TBA	APP_ESIST_HwyCoord	TBA					
			D#-ESIS Production Rail Modal Coordinator	APP_ESIS_RailCoord	TBA	APP_ESIST_RailCoord	TBA					
5	Read-Only FDOT Users	All FDOT Users will have Read-Only Access to ESIS on EIP. No authentication is required.	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	No	No	Yes	No	Not Applicable
6	Read-Only External Users	All External Users will have Read-Only Access to ESIS on EIP. No authentication is required.	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	No	No	Yes (Email Authentication Required)	No	Not Applicable

Designation Update Processes

Process	When	What	Who	How
Comprehensive Policy Review	At least every 5 years, subsequent to Florida Transportation Plan update	Goals and Objectives Criteria and thresholds Policy framework	FDOT and partners	Consensus-based process
Systemwide Data Review	Annual	Designation or de-designation of facilities based on updated data (e.g., activity levels)	FDOT process with partner input	Data collection from FDOT and partners Appropriate review and action Partner input as needed
Requests for Designation Changes	As needed	Exceptions to 50-mile designation criterion (potential Emerging SIS hubs only) Major events (e.g., Record of Decision)	FDOT process with partner input	All requests initiated by Districts FDOT technical review Partner input as needed

Designation Update Process Examples

Example Request	Process
Request to change adopted criteria for an existing type of facility	Comprehensive
Request to develop criteria for a new type of facility	Comprehensive
Existing facility experiences activity growth and now exceeds adopted criteria and thresholds	Annual (except in unusual cases)
Designated facility experiences sustained decline of interregional activity and no longer meets adopted criteria and thresholds	Annual
Connector change request due to hub designation change or relocation	Automatically linked with hub designation change
Request to add Emerging SIS hub within 50 miles of a SIS hub as an exception	Request for designation change
Connector change request due to major shift in access patterns	Request for designation change
Planned facility now meets the designation criteria as the result of a favorable Record of Decision	Annual for FDOT-owned facilities; request for designation change for non-FDOT facilities

How eSIS Supports the SIS, SIS Facility Designation and Related Processes

- Coordinates all potential data and designation changes – eSIS is constructed in such a way that changes to any given facility cannot be made without first taking appropriate actions in any and all ongoing Data and Designation Reviews (DRs) and Designation Change Requests (DCRs) affecting that facility.
- Notifies all affected department staff – eSIS automatically transmits emails to predetermined email groups in the central office and districts at key points and when comments or documents are attached so individuals can determine if and when to get involved in a specific DR or DCR.
- Helps ensure all appropriate people and organizations are involved – eSIS guides the person processing a DR or DCR through applicable review steps involving affected central offices, districts, partners and the general public.
- Provides management a way to track what potential changes are forthcoming – eSIS displays a list of every active Data and Designation Review (DR) and its statuses from start to finish, and a list of every active Designation Change Request (DCR) and its statuses from start to finish. Status changes automatically show in the lists, and documents or comments are available by opening the DR or DCR.
- Maintains the history of every designated facility – eSIS stores the history of every Data and Designation Review (DR) and resultant changes, and every Designation Change Request (DCR) and resultant changes, for each and every facility included in those reviews and requests.
- Provides extensive mapping and listing capabilities – Everyone can map and list current designations, with the ability to link to designation data and history. Maps and lists are available by:
 - Individual facility (by name search or identification number)
 - Location (economic region, regional planning council, metropolitan planning organization, district, county)
 - Designation (SIS, Emerging SIS, non-SIS, SIS & Emerging SIS, All)
 - Facility type (hub, corridor, connector with above choices plus primary mode of transport)
 - Additional mapping choices:
 - Florida Aviation System Plan Regions
 - Transportation Concurrency Exception Areas
 - Rural Areas of Critical Economic Concern
 - Water Management Districts
 - Florida House Districts
 - Florida Senate Districts
 - US Congressional Districts
- Is fully integrated with the department's Roadway Characteristics Inventory (RCI) – actual SIS coding for highways (corridors and connectors) is done in RCI as a routine part of RCI maintenance/updating.
- Is fully integrated with the department's Efficient Transportation Decision Making system – by using the department's Environmental Screening Tool (SIS-EST), SIS designation changes provide an early opportunity to document community and environment resources and any potential issues.
- Is capable of being fully integrated with the department's work program administration system – initial capability is that it can list and map a detailed snap shot of the five-year work program by facility.
- Is capable of fully supporting the department's growth management processes – the eSIS database and mapping structure will support the addition of any layer of information desired.
- Is capable of fully supporting the department's needs, cost feasible and priorities processes – the eSIS database and mapping structure can support integration with existing or enhance systems.
- Allows for sharing of information – mapping and data 'layers' will be provided to anyone wanting to use their own software to prepare 'fancier' maps and maps that include other layers they have.
- Supports accountability and transparency – all information related to SIS designation is available to our partners and the general public to help ensure all designations are objectively established and are based on the latest, correct data.

Required and Optional Steps of Potential Data and Designation (DR) Reviews

REQUIRED AND OPTIONAL STEPS OF POTENTIAL DATA AND DESIGNATION (DR) REVIEWS																								
DR STATUSES	ANNUAL STATEWIDE REVIEW (OPP)					STATEWIDE MODAL REVIEW (MO)					DISTRICTWIDE MODAL OR FACILITY REVIEW (D#)					CO OR DISTRICT SPECIFIC FACILITY SET REVIEW								
	EXAMPLE: ANNUAL REVIEW OF ALL FACILITIES					EXAMPLE: A SPECIFIC MODE STATEWIDE					EXAMPLE: ALL CONNECTORS IN A DISTRICT					EXAMPLE: ALL NON-SIS SEAPORTS IN A DISTRICT								
	OVERALL DR REPORT (Designation Review Detail Tab)	FACILITY REVIEW					OVERALL DR REPORT (Designation Review Detail Tab)	FACILITY REVIEW					OVERALL DR REPORT (Designation Review Detail Tab)	FACILITY REVIEW					OVERALL DR REPORT (Designation Review Detail Tab)	FACILITY REVIEW				
		FACILITY REVIEW	CENTRAL OFFICE REVIEW	DISTRICT REVIEW	PARTNER REVIEW	PUBLIC REVIEW		FACILITY REVIEW	CENTRAL OFFICE REVIEW	DISTRICT REVIEW	PARTNER REVIEW	PUBLIC REVIEW		FACILITY REVIEW	CENTRAL OFFICE REVIEW	DISTRICT REVIEW	PARTNER REVIEW	PUBLIC REVIEW		FACILITY REVIEW	CENTRAL OFFICE REVIEW	DISTRICT REVIEW	PARTNER REVIEW	PUBLIC REVIEW
INITIATED	Step 1: OPP					Step 1: MO					Step 1: D#					Step 1								
FACILITY SCOPE & SELECTION	Step 2: OPP	Step 3				Step 2: MO	Step 3 (Public Review Optional)				Step 2: D#	Step 3: Optional				Step 2	Step 3: Optional							
TECHNICAL REVIEW	Step 4: OPP					Step 4: MO					Step 4: D#					Optional								
DRAFT FINDINGS AND RECOMMENDATIONS	Step 5R: OPP	Step 5F: OPP				Step 5R: MO	Step 5F: MO				Step 5R: D#	Step 5F: D#				Optional	Optional							
IN STATEWIDE REVIEW	Step 6R	Step 6F	Step 6F			Step 6R	Step 6F	Step 6F			Optional	Optional	Optional			Optional	Optional	Optional						
IN PARTNER REVIEW	Step 7R			Step 7F		Step 7R			Step 7F		Optional			Optional		Optional			Optional					
IN PUBLIC REVIEW	Step 8R				Step 8F	Step 8R				Optional	Optional				Optional	Optional				Optional				
IN PUBLIC/PARTNER REVIEW	Optional: Steps 10R & 11R			Step 7F	Step 8F	Optional: Steps 10R & 11R					Optional				Optional									
COMPLETE (includes processing for approval/adoption)	Step 9R:OPP	Step 9F				Step 9R:OPP	Step 9F				Optional Step 9R: OPP	Step 9F: D#				Optional Step 9R: OPP	Step 9F							
Next Step (Outside DR Process)	Post on SIS Web Site, too	Post on SIS Web Site, too				Post on SIS Web Site, too	Process DCRs as Needed				Post on SIS Web Site, too	Process DCRs as Needed				Post on SIS Web Site, too	Process DCRs as Needed							

Business Rules of the Export/Import Process

1. Export is an independent process (a batch job) from the web application. An XLS file is exported, and will contain all SIS and Emerging SIS Activity Data and Economic Data, as well as Planned Facility Evaluations and SIS Designation Criteria Summary based on "Current" Designation. As currently configured, this means data will be missing as follows, requiring the user to add text to the "New Rationale for Recommended SIS Designation" column, and attaching appropriate documents and comments as evidence:
 - Planned Facility Evaluations for designation changes from SIS, Emerging SIS, and Non-SIS with a Lifecycle of Active to a Lifecycle of Planned Add.
 - SIS Designation Criteria Summary data for designation changes from Non-SIS to SIS; Emerging SIS to SIS; and SIS to Emerging SIS.
2. Import is an independent process (a batch job) from the web application. Only a CSV file can be imported, which requires its feed from the export process. New rows or columns cannot be added nor rows or columns taken away, and the first two rows must remain in that position for import to work properly.
3. A user can trigger an import from any open Designation Review; however, only the Review from which the export was made will be affected. For example, a user can export from one Designation Review (DR1), make modifications on the facility data in the spreadsheet and then can trigger an import request from a different Designation Review (DR2). The information on the first Designation Review (DR1), not the second one (DR2), will be changed.
4. The Import process allows entering the recommended designation of a facility in the form of text. Since it is stored in Database in the form of code (e.g. EMERGSIS), the text should match some allowable patterns. Otherwise, the import will ignore the text. Examples of allowable patterns of text include: ESIPLND (code for Emerging SIS Planned Add) will be a match for EMERGING SIS(PLANNED ADD) and EMERGING SIS (PLANNED ADD). (Note: There is a space between the last word and the parenthesis in the second option and that is how it appears in the application.) NONSIS will be a match for NON-SIS and NON SIS. To be safe, the following should be used as shown:
 - SIS
 - Emerging SIS
 - SIS (Planned Add)
 - Emerging SIS (Planned Add)
 - SIS (Planned Drop)
 - Emerging SIS (Planned Drop)
 - Non-SIS
5. ****Important:** When entering the designation and rationale for each facility, follow these rules in the final import spreadsheet (i.e., after all sorting, etc.):
 - All Facility Subtypes except Highway Corridors - the process usually (but not always) uses the designation and rationale in the first row for that facility.
 - Highway Corridors - the process gets the Parent Corridor Recommended Designation (and Lifecycle) and Rationale from the latest row for that

Business Rules of the Export/Import Process (continued)

- highway facility, since they may have many components, each with questions (criteria) to answer. If a Corridor has three components and yet the Rationale was entered under component #1 (any row) in the list and the Designation was entered for component #2 (any row), and no other values were entered for component #3, the process takes the latest values read for these two columns (Rationale from component #1 and Recommended Designation/lifecycle from component #2) to update the Corridor's 'Recommended Designation' and 'Rationale.'
- To be safe, when a designation change is being made, all cells for that facility or highway component should have entries to help ensure desired information is imported.
 - Rows 1 and 2 – these rows must come before any facility row in the final spreadsheet to be imported (i.e., Row 2 will usually not be in that position after sorting, etc .)
6. A facility will have many criteria and, therefore, many rows in the spreadsheet. However, there can be only one Rationale and one Designation. The import considers only the first non-blank value as an update for the Rationale and the Designation for a given facility. To be safe, when a Rationale or Designation is entered, all cells for that facility or highway component should have entries to help ensure desired information is imported.
 7. The text data entered should be entered with upper and lower case sensitivity. For example, if the new value should be a certain set of valid values (i.e. 'Yes', 'No', or 'Not Required') it should be entered as 'Yes' and not entered as 'YES' in all capital letters or it will be ignored and not updated by the import.
 8. A highway Parent Corridor potentially can have multiple components and the import process considers the components as independent facilities. This can lead to having different designations for each component for a temporary time until the DR is taken to completion. At that time, the components and parent corridor will be set to all match. Due to rules in eSIS, at the present time, if a different designation and lifecycle is desired for a certain stretch of road that will have to be a separate unique Parent Corridor (even if it's only one corridor component).
 9. If there is no facility data provided for any of the columns for a facility, the import will ignore the row and, subsequently, the Recommended Designation will be left blank in the Database and the web page. This will have a greater affect in the case of Corridor Components. The User will then need to enter the Recommended Designation from the web page.
 10. When a Designation Review is completed, it checks the Current Designation of the facility with the Recommended Designation that was chosen. If the two values are different, the designation for the facility (and dates) will change to the value in the Recommended Designation field. If the value for Recommended Designation is blank or the same as the Current Designation, the designation for that facility will remain the same and will result in no change in designation history.

Processing Rules for the Export/Import Process

Note: the following processing rules may be corrected over time as resources are made available to address them.

1. If there are too many errors generated during importing, an automatic email message will not be generated (i.e., importing will fail, but you won't be notified). Addressing the following processing rules, importing subsets of the spreadsheet, and/or trial and error testing are options to work around this problem.
2. Column C – Facility Name and Additional Description (No Updates)
 - For highways, only component names are given, so it's important to have the Highway Corridor (Parent) name as part of every component name.
 - If text in a cell is too long (exact length has not been determined), it will cause an error on Import, even though this is a column that cannot be updated.
3. Column E – Recommended SIS Designation (No Updates)
 - Although the heading also says “Complete only one cell per facility”, it is recommended that every cell be filled in to avoid problems with Business Rule 5 (Appendix 8). Business Rule 6 does not operate as stated (it's left in Appendix 8 because it was the original intent to operate in that manner).
 - If this column is left blank, the existing designation stays the same, but importing doesn't fill in "Recommended Designation" (which really needs to be filled in to make clear what the latest designation will be).
 - For highways, the recommended designation (or current designation if this column is left blank) will be assigned as the designation of the highway [parent] corridor. It is recommended that any highway component with a different designation than its highway [parent] corridor be removed and either made its own highway [parent] corridor or, if possible, assigned to a connecting highway [parent] corridor.
4. Column F – Current Rationale for Recommended SIS Designation (No Updates)
 - If text in a cell is too long (exact length has not been determined), it will cause an error on Import, even though this is a column that cannot be updated.
5. Column G – New Rationale for Recommended SIS Designation
 - Although the heading also says “Complete only one cell per facility”, it is recommended that every cell be filled in to avoid problems with Business Rule 5 (Appendix 8). Business Rule 6 does not operate as stated (it's left in Appendix 8 because it was the original intent to operate in that manner).
 - If this column is left blank, importing erases current "Rationale for Designation", which must be filled in for every facility.
6. Column J – Current Criterion (Activity Measured) (No Updates)

Processing Rules for the Export/Import Process (continued)

- The content of this column and Column L matches the most recent Criterion, Threshold and Activity (C&T&A) values entered before the DR was started.
 - All C&T&A values are included for both SIS and Emerging SIS designations, except for Planned Add criteria and thresholds when the existing designation is not Planned Add (the intent is to process such a change in designation using a DCR to ensure proper analysis).
7. Column M – New Data Value (% enter as #.##)
- If a cell in this column is left blank, it will stay blank when importing. It is recommended both SIS and Emerging SIS rows be filled in, since all SIS and Emerging SIS Criteria, Thresholds and Activities will be shown, even when they are exact duplicates.
8. Column O – New Data Source
- Entries in this column must be less than 56 characters.
 - If a cell in this column is left blank, the contents in Column N will be automatically used. This is why it's probably best to fill in all cells in Column M: so it doesn't cause confusion in looking at data on the web pages after import.
9. Column Q – New Data Source year
- Entries must be a 4 digit year. If a fiscal year is desired, use the ending year.
 - If a cell in this column is left blank, the contents in Column P will be automatically used.
10. Column R – Data value Type Expected (No Updates)
- This column applies to Column M only.
 - Not all of these types are correct, so you should know and enter the correct type of value needed in Column M.
11. Column S – Assessment Measurement Sequence- internal Use only (No Updates)
- The sequence numbers expected on import are the export numbers generated in the last/latest export.

Rationale for Recommended SIS Designations

Listed here are 'standard' explanations for why facilities are designated what they are. This puts in one short statement what all the data supports, making it easier for the reader to understand the designation. Modifications to these 'standard' explanations may be appropriate on a case by case basis. The facility sub-types each statement applies to are shown in *italics* after each statement. Page breaks are used so all statements in a grouping are on one page.

- Meets all applicable SIS criteria and thresholds.
 - Meets all SIS minimum size criteria and thresholds for passenger services. *Commercial Airport; Seaport; Terminal - Passenger*
 - Meets all SIS minimum size criteria and thresholds for cargo services. *Commercial Airport; Seaport*
 - Meets all SIS minimum size criteria and thresholds for passenger and cargo services. *Commercial Airport; Seaport*
 - Meets all SIS criteria and thresholds. *General Aviation Reliever Airport, Rail Corridor – Freight; Rail Corridor – Freight/Pass; Rail Corridor – Passenger; Spaceport*
 - Meets all SIS minimum size criteria and thresholds for a Florida Intrastate Highway System facility. *Highway Corridor Components*
 - Meets all SIS minimum size criteria and thresholds for a State Highway System facility serving a Rural Area of Critical Economic Concern. *Highway Corridor Components*
 - Meets all SIS minimum size criteria and thresholds for a National Highway System facility connected to Georgia or Alabama. *Highway Corridor Components*

 - Meets all SIS minimum size criteria and thresholds for carload freight. *Terminal - Freight*
 - Meets all SIS minimum size criteria and thresholds for intermodal freight. *Terminal – Freight*
 - Meets all SIS minimum size criteria and thresholds for a deep draft waterway. *Waterway*
 - Meets all SIS minimum size criteria and thresholds for a shallow draft waterway. *Waterway*
 - Being replaced by another corridor. *All Corridors (Planned Drop)*
 - Being replaced by another hub. *All hubs (Planned Drop)*

Rationale for Recommended SIS Designations (continued)

- Meets all applicable Emerging SIS size criteria and thresholds, and is located more than 50 miles from the nearest SIS facility of the same Facility Sub-type.
 - Meets all Emerging SIS minimum size criteria and thresholds for passenger services, and is located more than 50 miles from the nearest SIS commercial airport. *Commercial Airport*
 - Meets all Emerging SIS minimum size criteria and thresholds for passenger services, and is located more than 50 miles from the nearest SIS seaport. *Seaport*
 - Meets all Emerging SIS minimum size criteria and thresholds for passenger services, and is located more than 50 miles from the nearest SIS Passenger Terminal. *Terminal - Passenger*
 - Meets all Emerging SIS minimum size criteria and thresholds for cargo services, and is located more than 50 miles from the nearest SIS commercial airport. *Commercial Airport*
 - Meets all Emerging SIS minimum size criteria and thresholds for cargo services, and is located more than 50 miles from the nearest SIS seaport. *Seaport*
 - Meets all Emerging SIS minimum size criteria and thresholds for passenger and cargo services, and is located more than 50 miles from the nearest SIS commercial airport. *Commercial Airport; Seaport*
 - Meets all Emerging SIS criteria and thresholds. *General Aviation Reliever Airport, Rail Corridor - Freight; Rail Corridor – Freight/Pass; Rail Corridor – Passenger*
 - Meets all Emerging SIS minimum size criteria and thresholds for a Florida Intrastate Highway System facility. *Highway Corridor Components*
 - Meets all Emerging SIS minimum size criteria and thresholds for a State Highway System facility serving a Rural Area of Critical Economic Concern. *Highway Corridor Components*
 - Meets all Emerging SIS minimum size criteria and thresholds for carload freight and is located more than 50 miles from the nearest SIS carload freight terminal. *Terminal - Freight*
 - Meets all Emerging SIS minimum size criteria and thresholds for intermodal freight and is located more than 50 miles from the nearest SIS intermodal freight terminal. *Terminal – Freight*
 - Meets all Emerging SIS minimum size criteria and thresholds for a deep draft waterway. *Waterway*
 - Meets all Emerging SIS minimum size criteria and thresholds for a shallow draft waterway. *Waterway*
- Meets all applicable Emerging SIS Economic Connectivity criteria and thresholds, and is located more than 50 miles from the nearest SIS facility of the same Facility Sub-type.
 - Meets all Emerging SIS Economic Connectivity criteria and thresholds for passenger services, and is located more than 50 miles from the nearest SIS commercial airport. *Commercial Airport; Seaport; Terminal - Passenger*

Rationale for Recommended SIS Designations (continued)

- Meets all Emerging SIS Economic Connectivity criteria and thresholds for cargo services, and is located more than 50 miles from the nearest SIS commercial airport. *Commercial Airport; Seaport*
- Meets all Emerging SIS Economic Connectivity criteria and thresholds for passenger and cargo services, and is located more than 50 miles from the nearest SIS commercial airport. *Commercial Airport; Seaport*
- Meets all Emerging Economic Connectivity SIS criteria and thresholds. *Rail Corridor - Freight; Rail Corridor – Freight/Pass; Rail Corridor – Passenger*
- Meets all Emerging SIS Economic Connectivity criteria and thresholds for carload freight, and is located more than 50 miles from the nearest SIS carload freight terminal. *Terminal - Freight*
- Meets all Emerging SIS Economic Connectivity criteria and thresholds for intermodal freight, and is located more than 50 miles from the nearest SIS intermodal freight terminal. *Terminal – Freight*
- Meets all Emerging SIS minimum size criteria and thresholds for a deep draft waterway. *Waterway*
- Meets all Emerging SIS minimum size criteria and thresholds for a shallow draft waterway. *Waterway*

Rationale for Recommended SIS Designations (continued)

- Although located less than 50 miles from the nearest SIS or Emerging SIS facility(ies) of the same Facility Sub-type, this facility meets all applicable Emerging SIS size criteria and thresholds, and has served substantially different trips for a sustained period, as defined by mode-specific conditions.
 - Although located less than 50 miles from the nearest SIS or Emerging SIS facility(ies) of the same Facility Sub-type, this facility meets all Emerging SIS size criteria and thresholds for passenger services, and has served substantially different trips for a sustained period, as defined by mode-specific conditions. *Commercial Airport; Seaport; Terminal - Passenger*
 - Although located less than 50 miles from the nearest SIS or Emerging SIS facility(ies) of the same Facility Sub-type, this facility meets all Emerging SIS size criteria and thresholds for cargo services, and has served substantially different trips for a sustained period, as defined by mode-specific conditions. *Commercial Airport; Seaport*
 - Although located less than 50 miles from the nearest SIS or Emerging SIS facility(ies) of the same Facility Sub-type, this facility meets all Emerging SIS size criteria and thresholds for passenger and cargo services, and has served substantially different trips for a sustained period, as defined by mode-specific conditions. *Commercial Airport; Seaport*
 - Although located less than 50 miles from the nearest SIS or Emerging SIS facility(ies) of the same Facility Sub-type, this facility meets all Emerging SIS size criteria and thresholds for carload freight, and has served substantially different trips for a sustained period, as defined by mode-specific conditions. *Terminal – Freight*
 - Although located less than 50 miles from the nearest SIS or Emerging SIS facility(ies) of the same Facility Sub-type, this facility meets all Emerging SIS size criteria and thresholds for intermodal freight, and has served substantially different trips for a sustained period, as defined by mode-specific conditions. *Terminal - Freight*
- Meets applicable criteria and thresholds. *Connectors*
- Being replaced by another connector. *Connectors (Planned Drop)*
- All Highway Corridor Components making up this Highway Corridor meet applicable criteria and thresholds. *Highway Parent Corridors*
- Meets all applicable SIS Planned Facility criteria and thresholds.
 - Meets partner consensus and financial feasibility criteria, as well as all SIS minimum size criteria and thresholds applicable to this facility sub-type. *All*
- Meets all applicable Emerging SIS Planned Facility criteria and thresholds.
 - Meets all applicable Emerging SIS Planned Facility criteria and thresholds: partner consensus and financial feasibility criteria, as well as all Emerging SIS minimum size criteria and thresholds applicable to this facility sub-type. *All*

Suggested Format of “What the Secretary Approved and Adopted for DR xx”

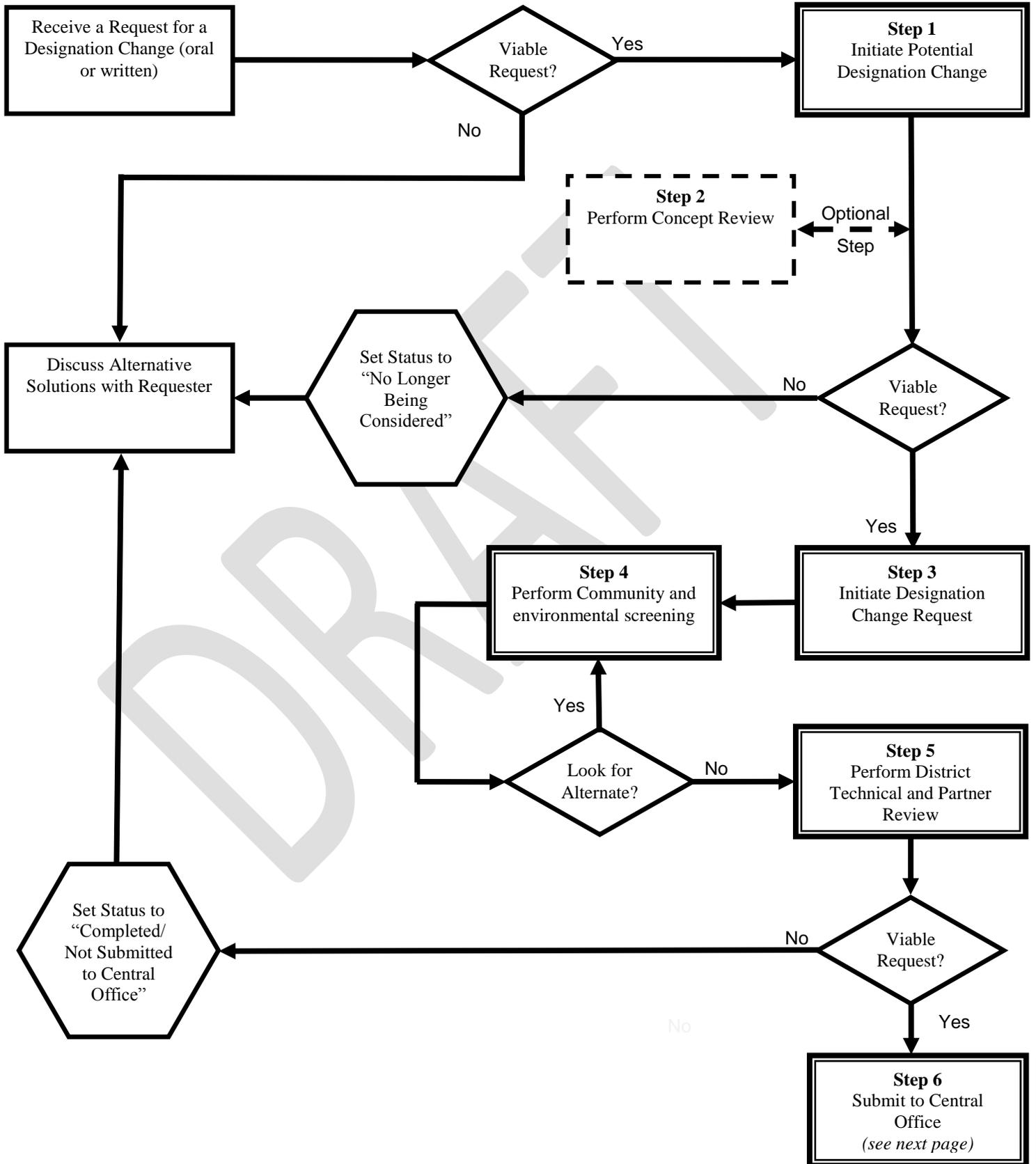
Approved:

- Decisions on all designation changes as a result of this DR
 - ## designation changes Approved (*note where these are summarized in the report*)
 - ## designation changes Not Approved (*note where these are summarized in the report*)
 - ## designation changes remain Pending (*note where these are summarized in the report*)
- Overall Report
 - Data update and review, including changes in data sources
 - Note that all criteria and threshold data updated to latest available (at national and state levels)
 - Note that all current and potential facilities reviewed using updated data
 - Note any specific Source changes (*note where these are summarized in the report*)
 - Note any changes in methodology (*note where these are summarized in the report*)
 - Note any other changes, such as representation of specific facilities on SIS maps (*note where these are summarized in the report*)
 - Changes to Implementation Guidance (*note where these are summarized in the report*)
 - Initial set of designation policy issues that should be considered in the next SIS Strategic Plan Update (*note where these are summarized in the report*)

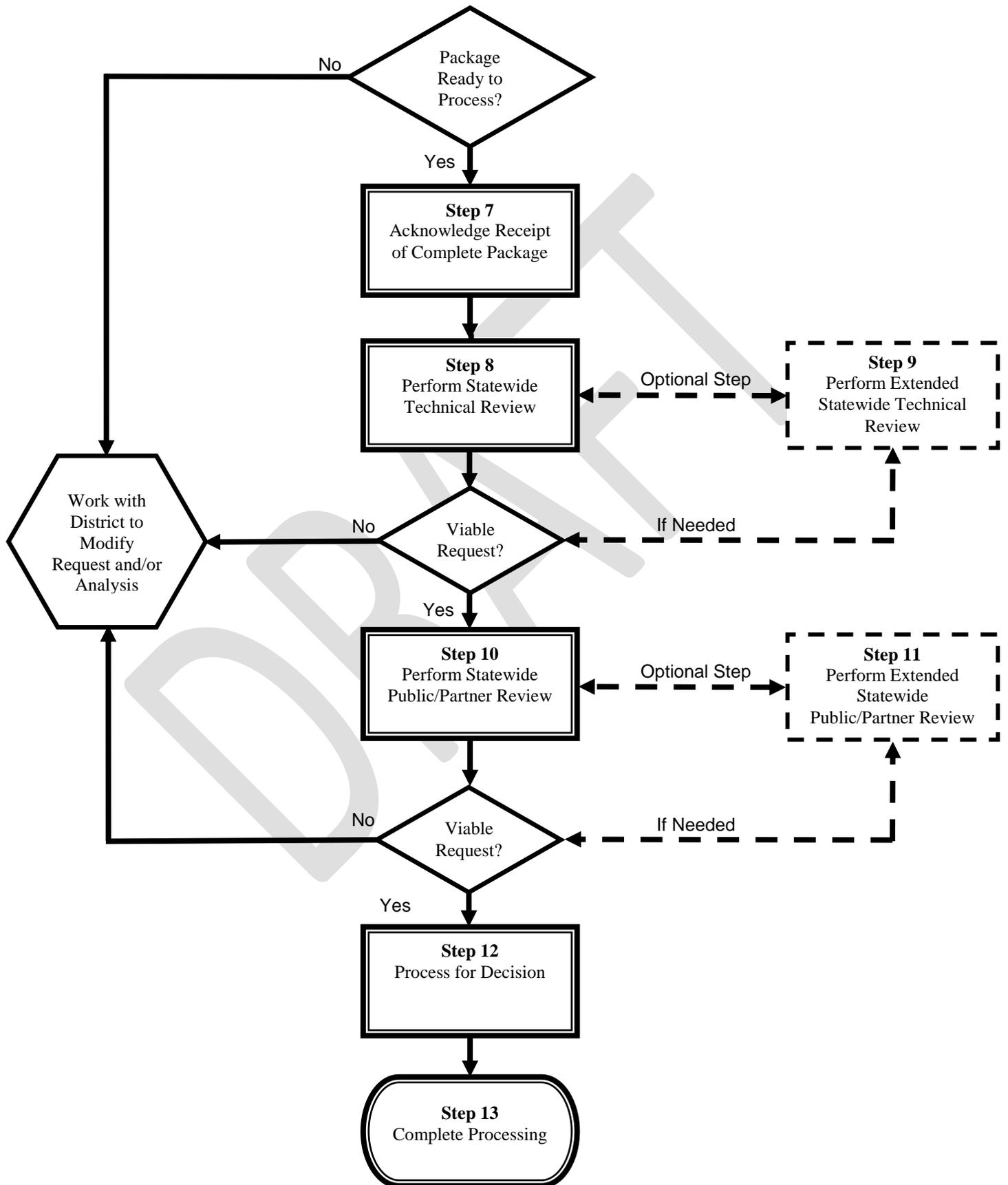
Adopted:

- Any key definitions (*note that these are highlighted in Glossary*)
 - Summarize key changes
- Criteria and Thresholds (*note that these are highlighted in revised “Criteria, Thresholds and Implementation Guidance” document*)
 - Any Legislative changes (*note where these are summarized in the report*)
 - Any minor clarifications and revisions in the text and format used to reconcile to the currently adopted SIS Strategic Plan
- Revisions to the Designation Change Process (*note that these are highlighted in revised document*)
 - List key changes

Designation Change Request Flowchart: District Steps



Designation Change Request Flowchart: Central Office Steps



SIS Designation Change Request Form

(a verbal request, letter, e-mail or fax with the same information are all acceptable)

Origin of Designation Change Request (originator of the request, not the DCR in eSIS)

Name: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Facility

Designation Change Request Name (as entered in eSIS): _____

Owner/Operator: _____

Reason for Request (check one)

___ Planned facility or service (check one and describe on page 2)

___ Planned SIS

___ Planned Emerging SIS

___ New facility or service (check one and describe on page 2)

___ SIS

___ Emerging SIS

___ New data for changing designation of an existing facility or service (check one in each column and explain on page 2)

Current designation

___ SIS

___ Emerging SIS

___ Not designated as SIS or Emerging SIS

Requested designation

___ SIS

___ Emerging SIS

___ Not designated as SIS or Emerging SIS

___ Exception for designating an additional Emerging SIS hub (explain on reverse and/or additional pages):

District Technical and Partner Review Form
(a document in any form with the same information is acceptable)

Background Information

Designation Change Request Name (as entered in eSIS): _____

Reviewer: _____ District(s): _____ District Coordinator(s): _____

Reviewer's Phone: _____ Fax: _____ E-mail: _____

Are Data, including Date and Source, Accurate and Acceptable (check one)? Yes No **Comments:**

Does the Facility Meet All Applicable Criteria and Thresholds (check one)? Yes No **Comments:**

Does the Facility Meet Adopted Community and environmental screening Criteria (complete following chart)?

Community and environmental screening Criteria (see the "Adopted Criteria and Thresholds")	Meets All Criteria Y/N/DK/NA*	Comments
<i>Community Livability – Character & Function</i>		
<i>Community Livability – Land Use</i>		
<i>Environmental Quality – Air Quality</i>		
<i>Environmental Quality – Natural Resource Lands, Cultural and Historical Sites, Agricultural Areas</i>		

* Yes, No, Don't Know, Not Applicable

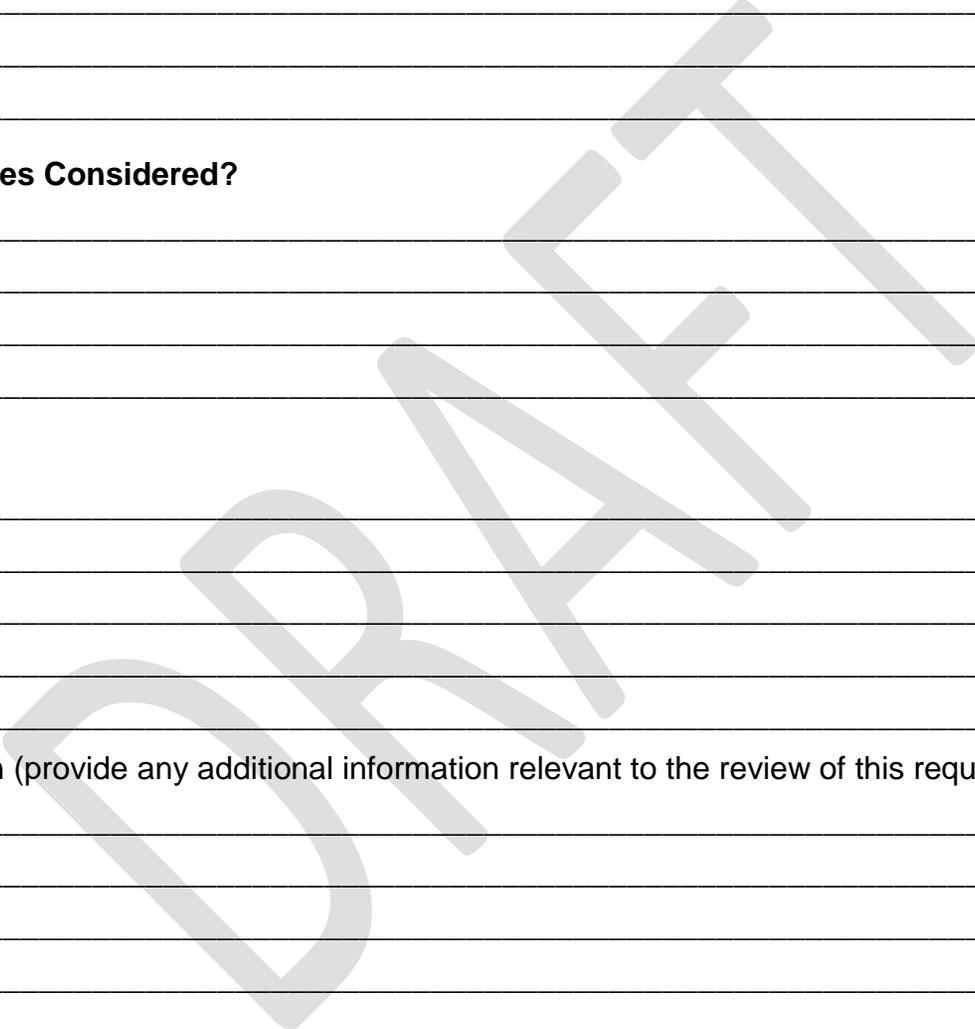
District Technical and Partner Review Form (continued)

Were Other Community and environmental screening Issues Identified?

Were Alternate Facilities Considered?

Partner Comments:

Additional Information (provide any additional information relevant to the review of this request)



Suggested eSIS Facility Naming Conventions

Naming conventions are established to give general FDOT users and non-FDOT users a common experience throughout the state. However, naming based on special circumstances (for example, to use a name established by law) would certainly be appropriate.

Format of Full Name	Facility Type	Examples	Notes
Highway Corridors			
I-<Number> (entire length)	Interstate Highway	I-10 (entire length)	<ul style="list-style-type: none"> • Normal hyphen between “I” and the number.
US <Number>/US <Number>/SR <Number>/SR <Number> from <beginning point> to <ending point>	United States Highway	US 19/SR 55 from US 92/SR 694 (Gandy Blvd.) to SR 44 US 319/SR 61 from I-10 to the Georgia State Line US 231 from East Avenue in Panama City to the Alabama State Line	<ul style="list-style-type: none"> • Used if United States number is prominent • No periods • Space before number • Beginning and end points should match RCI (west to east or south to north) • Beginning and end point names should use applicable naming convention
SR <Number>/SR <Number> from <beginning point> to <ending point>	State Road	SR 60 from I-75 to I-95 SR 100/SR 100A/US 41/US 90 from I-95 to I-10	<ul style="list-style-type: none"> • Used if highway has no Interstate or United States numbers and/or if State Road number is prominent • No periods • Space before number • Beginning and end points should match RCI (west to east or south to north) • Beginning and end point names should use applicable naming convention
CR <Number>	County Road	I-10 to SR 79 to CR 388 to the planned airport entrance	<ul style="list-style-type: none"> • Used if highway has no Interstate, United States or State Road numbers • No periods • Space before number •

Suggested eSIS Facility Naming Conventions

Format of Full Name	Facility Type	Examples	Notes
<Name> (US/SR <Number>) from <beginning point> to <ending point>	Expressways, Beltways, Turnpikes, etc.	Florida’s Turnpike (SR 91) Palmetto Expressway (SR 826) from US 1/SR 5 to Florida’s Turnpike (SR 91)	<ul style="list-style-type: none"> • United States and/or State Road numbers in parentheses • “(entire length)” is not included if the entire facility is designated • Beginning and end points are included if the entire facility is not designated • Beginning and end points should match RCI (west to east or south to north) • Beginning and end point names should use applicable naming convention
Highway Corridor Components			
<Highway Corridor Name> from <beginning point> to <ending point>		I-10 from Alabama State Line to US 29 US 19/SR 55 from SR 50 to US 98/SR 700 SR 60 from Van Fleet Drive to US 17 Palmetto Expressway (SR 826) from East-West (Dolphin) Expressway (SR 836) to US 27	<ul style="list-style-type: none"> • Highway Corridor Name does not include beginning and end points • Beginning and end points should match RCI (west to east or south to north) • Beginning and end point names should use applicable naming convention
Rail Corridors			
<Owner> <Line Name/Number>		CSX K Line from Alabama State Line to CSX SP Line at the Apalachicola River	<ul style="list-style-type: none"> • If a specific corridor has a more commonly known name, include it in the Full Name
Waterway Corridors			
<Owner> <Line Name/Number>	All Rail Corridors	CSX A Line Norfolk Southern Line from CSX A Line in Jacksonville to the Georgia State Line	<ul style="list-style-type: none"> • Beginning and end points are included if the entire facility is not designated
Airports			

Suggested eSIS Facility Naming Conventions

Format of Full Name	Facility Type	Examples	Notes
<Name of Airport> Airport	Commercial and General Aviation Airports	Tallahassee Regional Airport Kissimmee Gateway Airport	<ul style="list-style-type: none"> Exact facility by facility path is included in "Additional Description"
Seaports			
<Name of Seaport>	All Seaports	Port Manatee Port of Port St. Joe	<ul style="list-style-type: none"> None
Passenger Terminals			
<Name of Station> <Name of System> Station	Urban Fixed Guideway System Stations	Sheridan Street Tri-Rail Station	<ul style="list-style-type: none"> "Station" is used to indicate stations not designated as hubs
<Name of Station> <Name of System> Hub	Urban Fixed Guideway System Stations designated as Hubs	Sheridan Street Tri-Rail Hub	<ul style="list-style-type: none"> "Hub" is used to indicate stations also designated as hubs
<Name of Station> Greyhound	Intercity Bus Terminals	Daytona Beach Greyhound	<ul style="list-style-type: none"> None
<Name of Station> Intermodal Center	Intermodal Terminals	Kissimmee Intermodal Center	<ul style="list-style-type: none"> None
Freight Terminals			
<Location> <Type> Terminal		Jacksonville Norfolk Southern Intermodal Terminal	<ul style="list-style-type: none"> None
All Connectors			

Suggested eSIS Facility Naming Conventions

Format of Full Name	Facility Type	Examples	Notes
<Name of Hub> to <Name of Corridor>	All Corridor Modes	Cape Canaveral Spaceport to I-95 Jacksonville CSX Intermodal Terminal to CSX A Line Miami Airport Tri-Rail Station to Dolphin Expressway (SR 836) (PLANNED ADD) Port of Panama City to Georgia State Line (Bay Line Railroad)	<ul style="list-style-type: none"> Exact facility by facility path is included in "Additional Description"

DRAFT

Active Directory Options

ESIS

Enterprise Strategic Intermodal System Update User: Staff designated by Intermodal System Development (ISD) to update information in the eSIS System.

Effective Date: 12/8/2010

Select Permission Items Below:

- Production Air Modal Coordinator (APP_eSIS_AirCoord)
- Production Designation Administrator (APP_eSIS_DesgnAdm)
- Production Highway Modal Coordinator (APP_eSIS_HwyCoord)
- Production Multi Modal Administrator (APP_eSIS_MultiAdm)
- Production Plan Administrator (APP_eSIS_PlanAdm)
- Production Project Administrator (APP_eSIS_ProjectAdm)
- Production Rail Modal Coordinator (APP_eSIS_RailCoord)
- Production Transit Modal Coordinator (APP_eSIS_TransitCoord)
- Production Water Modal Coordinator (APP_eSIS_WaterCoord)

ESIS Test

Enterprise Strategic Intermodal System Test Environment: Staff designated by the Intermodal System Development (ISD) to test information in the eSIS System.

Effective Date: 12/8/2010

Select Permission Items Below:

- Test Air Modal Coordinator (APP_eSIST_AirCoord)
 - Test Designation Administrator (APP_eSIST_DesgnAdm)
 - Test Highway Modal Coordinator (APP_eSIST_HwyCoord)
 - Test Multi Modal Administrator (APP_eSIST_MultiAdm)
 - Test Plan Administrator (APP_eSIST_PlanAdm)
 - Test Project Administrator (APP_eSIST_ProjectAdm)
 - Test Rail Modal Coordinator (APP_eSIST_RailCoord)
 - Test Transit Modal Coordinator (APP_eSIST_TransitCoord)
 - Test Water Modal Coordinator (APP_eSIST_WaterCoord)
- 

Sample Email to Request Active Directory Changes

Send	To...	FDOT Security
	Cc...	CO-SIS Admin Contacts Designation
	Bcc...	
Subject:		Request for eSIS and/or eSIS Active Directory Change(s)
Attached:		<ul style="list-style-type: none">Access Change Computer Security Request - (973) Application ESIS Revoke Access (6 KB);Access Change Computer Security Request - (932) Application ESIS Test Access Request (6 KB);Access Change Computer Security Request - (932) Application ESIS Access Request (6 KB);Access Change Computer Security Request - (931) Application ESIS Test Access Request (6 KB);

Attached are the final emails requesting eSIS and/or eSIS Test Active Directory changes for one or more people.

Please process, and let me know if there are any questions.

Safety First is Our Policy

Terry Kraft
Senior Transportation Planner
Florida Department of Transportation
Office of Policy Planning
605 Suwannee Street, MS 28
Tallahassee, Florida 32399-0450
Phone: (850) 414-4801
Fax: (850) 414-4898
Email: terry.kraft@dot.state.fl.us
Computer: NH374878



eSIS Database Leads

The following department staff (eSIS Functional Coordinators are listed first) are responsible for providing and verifying information in the eSIS database (which is made up of information extracted from other office's databases):

Facility Attribute Data (SIS, Emerging SIS and Non-SIS): attribute data can be changed by any authorized department staff, so the person(s) listed here are the ones with the final say, with overall coordination by Brian Watts.

Airport - Commercial Service – Aaron Smith/Andy Keith

Airport - Gen Av Reliever – Aaron Smith/Andy Keith

Connector - Freight – Jennifer Fortunas/Paul Fang (highway and drayage); Ed Lee (rail); Meredith Dahlrose (water)

Connector - Freight/Pass – Jennifer Fortunas/Paul Fang (highway); Ed Lee (rail); Meredith Dahlrose (water)

Connector - Passenger – Jennifer Fortunas/Paul Fang (highway); Ed Coven (hub-to-hub); Ed Lee (rail); Meredith Dahlrose (water)

Highway – Jennifer Fortunas/Paul Fang

Military Access Facility – Jennifer Fortunas/Dusty Powell (highway); Ed Lee/Dusty Powell (rail)

Rail Corridor - Freight/Pass – Ed Lee; Nazih Haddad (high speed rail)

Rail Corridor - Freight – Ed Lee

Rail Corridor - Passenger – Ed Lee; Nazih Haddad (high speed rail)

Seaport – Meredith Dahlrose

Spaceport – Tom Duncan

Terminal - Freight – Ed Lee

Terminal - Passenger – Ed Coven (urban fixed guideway); Elizabeth Stutts (Greyhound)

Waterway – Meredith Dahlrose

Facility GIS Data (hubs, corridors, connectors and military access facilities/boundaries):

Airport – Jennifer Fortunas/Paul Fang, working with the Aviation Office

Highway – Jennifer Fortunas/Paul Fang, in RCI and Systems Planning Base Map

Military Access Facility and Installation – Jennifer Fortunas/Dusty Powell

Rail – Jennifer Fortunas/Paul Fang, working with the Rail Office

Seaport – Paul O'Rourke/Janelle Brown, working with the Seaport Office

Urban Fixed Guideway – Jennifer Fortunas/Paul Fang, working with Rail and Transit Offices

Water – Paul O'Rourke/Janelle Brown, working with the Seaport Office

Other GIS Data (entity information, including boundaries if applicable):

FDOT Districts – Brian Watts/Deborah Green, Office of Policy Planning

Florida Aviation System Plan Regions – Brian Watts/Aaron Smith/Andy Keith, Aviation Office

Transportation Concurrency Exception Areas – Brian Watts/Maria Cahill, Office of Policy Planning

Regional Planning Councils – Brian Watts/Rob Magee, Office of Policy Planning

Metropolitan Planning Organizations – Jennifer Fortunas/George Sirianni/Khaleda Hatim, working with Yvonne Arens

Economic Regions – Brian Watts, Office of Policy Planning

Rural Areas of Critical Economic Concern – Brian Watts/Melanie Weaver Carr, Office of Policy Planning

Water Management Districts – Peter McGilvray, Environmental Management Office

Florida House Districts – Tonia Kelly, Business Systems Support Office

Florida Senate Districts – Tonia Kelly, Business Systems Support Office

US Congressional Districts – Tonia Kelly, Business Systems Support Office

Functional Classification – Paul O'Rourke/Tina Hatcher, Transportation Statistics Office

Truck Traffic Volume – Paul O'Rourke/Richard Reel, Transportation Statistics Office

All Waterways – Paul O'Rourke/Janelle Brown, Transportation Statistics Office, working with the Seaport Office

All Railways – Jennifer Fortunas/Paul Fang, Systems Planning Office, working with the Rail Office

State Highway System – Paul O'Rourke/Tina Hatcher, Transportation Statistics Office

Florida Intrastate Highway System – Jennifer Fortunas, Systems Planning Office

SIS Links – Jennifer Fortunas/Paul Fang, in RCI and Systems Planning Base Map

Freight Terminal Boundaries – Ed Lee, Rail Office

Seaport Boundaries – Meredith Dahlrose, Seaports Office

Airport Boundaries – Aaron Smith/Andy Keith, Aviation Office

Kennedy Space Center Boundary – Aaron Smith/Tom Duncan, Aviation Office

Major Roads – Paul O'Rourke/Tina Hatcher, Transportation Statistics Office

City Limits – Tonia Kelly, Business Systems Support Office

Urban Areas – Paul O'Rourke/Tina Hatcher, Transportation Statistics Office

Military Bases/Installations – Jennifer Fortunas/Dusty Powell, Systems Planning Office

Water Bodies – Paul O'Rourke/Janelle Brown, working with the Seaport Office

Example of Processing Steps for eSIS Database Update (Data One Shot)

Changes to official eSIS MPO maps (there are two – one GIS layer and one jpg file) are processed as follows:

1. Someone requests/identifies needed changes by:
 - Submitting a FDOT's Service Desk email from within eSIS, with detailed instructions; or
 - Submitting a request to Yvonne Arens, FDOT MPO Coordinator
2. Yvonne Arens requests the changes be made, providing detailed instructions to:
 - FDOT's Service Desk, if not started in step 1; or
 - eSIS Designation Administrator (Terry Kraft, Brian Watts, Dave Lee)
3. eSIS Designation Administrator sends a request for changes to be made to:
 - George Sirianni, copy Khaledi Hatim (who actually makes the changes)
4. eSIS Designation Administrator provides revised files from George/Khaledi to FDOT's Service Desk:
 - Submits a new request with the files if not started in step 1 or 2; or
 - Submits the files to the existing FDOT Service Desk ticket
5. Changes are made in eSIS System Test and the eSIS Designation Administrator processes by (repeat as needed):
 - Getting Yvonne Arens, FDOT MPO Coordinator, to review; and
 - Notifying Service Desk the maps are OK or need changes
6. Corrected maps are moved to eSIS Production and the eSIS Designation Administrator processes by (repeat as needed):
 - Getting Yvonne Arens, FDOT MPO Coordinator, to review; and
 - Notifying Service Desk the maps are OK or need changes
7. Service ticket is closed when maps are correct in eSIS Production

Summary of Methods for Making Designation/Lifecycle Changes in eSIS¹¹

Existing Designation ¹ (Lifecycle) ²	Desired Designation ¹ (Lifecycle) ²	Formal DCR ³	Informal DCR ⁴	Formal DR ⁵⁶	Informal DR ⁵⁷	Data One Shot ⁸
Non-SIS (Active)	Any (Active or Planned Add)	✓		✓		
Non-SIS (Inactive)	Any (Active or Planned Add)	✓		✓		
Emerging SIS (Active)	SIS (Active)	✓		✓		
Emerging SIS (Active)	Non-SIS (Active)	✓		✓		
Emerging SIS (Planned Add)	Emerging SIS (Active)		✓	✓ ⁹	✓ ⁸	✓
Emerging SIS (Planned Drop)	Non-SIS (Active)		✓	✓ ⁸	✓ ⁸	✓
SIS (Active)	Non-SIS (Active)	✓		✓		
SIS (Active)	Emerging SIS (Active)	✓		✓		
SIS (Planned Add)	SIS (Active)		✓	✓ ⁸	✓ ⁸	✓
SIS (Planned Drop)	Non-SIS (Active)		✓	✓ ⁸	✓ ⁸	✓
Non-SIS (Active)	Non-SIS (Active) ¹⁰		✓	✓ ⁸	✓ ⁸	✓
Emerging SIS (Active)	Emerging SIS (Active) ⁹		✓	✓ ⁸	✓ ⁸	✓
SIS (Active)	SIS (Active) ⁹		✓	✓ ⁸	✓ ⁸	✓

¹ Designations are: SIS; Emerging SIS; Non-SIS

² Lifecycles are: Inactive (not in eSIS); Active (in eSIS as Non-SIS); Planned Add (in eSIS as SIS or Emerging SIS); Planned Drop (in eSIS as SIS or Emerging SIS)

³ A formal DCR usually begins in a district (central office for rail), but can be processed by Designation Administrators or other authorized staff very quickly if all required information is already available.

⁴ An informal DCR can be used only to implement something previously approved by the Secretary or authorized delegate.

⁵ DRs are used to process lots of facilities for data update and designation changes as needed. DRs should be used whenever possible to minimize work.

⁶ A formal DR with designation changes can only be processed by the Office of Policy Planning. All designation changes must be approved by the Secretary or delegate.

⁷ An informal DR with designation changes can only be processed by the Office of Policy Planning to implement changes previously approved by the Secretary or delegate.

⁸ A Data One Shot is a request to the FDOT Service Desk to make changes in eSIS (see Attachment 18 for processing steps). Should be used only when necessary, including when management has requested ASAP.

⁹ This method would be used only when processing with other designation and data changes.

¹⁰ This would occur when only data corrections are needed, or if a highway corridor component needs to be reassigned to an adjoining highway corridor for some reason.

¹¹ Related GIS data may need to be updated and submitted as Data One Shots. In addition, changes in the attribute data – such as designation dates – would be done this way.