

**CHAPTER 1
DOCUMENT FORMAT AND TABLE OF CONTENTS**

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1. DOCUMENT FORMAT AND TABLE OF CONTENTS

1-1 OVERVIEW

This chapter discusses the format and Table of Contents for environmental documents. It provides for uniformity in document development which is extremely important in maintaining:

1. Document quality;
2. Efficiency in technical and policy review;
3. Consistency in information development; and
4. Expediency in Federal approvals.

The procedures below will assist the user in providing a document which is organized in an analytical approach. This should reduce significantly the production time required to develop a document.

The District is responsible for ensuring that all environmental documents are closely scrutinized and edited for quality control prior to their submittal to the Federal Highway Administration (FHWA) or other Lead Federal Agency for approval.

1-2 PROCEDURE

1-2.1 Standard Document Format

1. Document: All environmental documents are developed on 8 ½" X 11" paper with standard margins.
2. Text: Document text is written in the portrait not landscape page printing format. Line spacing may be single or double spaced and the document may be printed using one or both sides of a paper. Single spaced, double sided copies save paper and reduce both document distribution and reproduction costs.
3. Cover Page: The cover page format for each type of environmental document is outlined in **Part 2, Chapter 2**. At the District's discretion, a document cover page may be superimposed over an illustration of a project; however, consultant logos are not to be used on the cover of any environmental documents. Consultant logos may be shown on any support

material for the environmental document (i.e., **Noise Report, Air Report, Project Engineering Report**, etc.).

4. The use of color pages (other than white) is acceptable; however, care should be taken to ensure replacement of single pages, or changes due to error, will not overly complicate the document development process. It is recommended that any coloration of the document be held for final printing of the draft or final document to avoid complications in document production.
5. Pages will be numbered with the exception of the Appendix which should be alphanumeric. Page numbers should be centered at the bottom of the page.
6. The type of print used should be of adequate size and style to be easily read.
7. Complex type, busy figures, overly complex charts, and matrices should be avoided. Documents should be composed to convey to the reader, in understandable terms, the composition of the project and the extent of its impact on the human environment.
8. Care should always be taken to ensure that highly complex findings are conveyed in an understandable context. This will often entail providing a brief analytical overview with conclusions and the supporting data being referenced.
9. In referencing letters and other support material which are appended to the document, care should be taken to provide the specific page number of the reference to assist the reader in locating the reference.

1-2.2 Type 2 Categorical Exclusion (CE)

The Type 2 Categorical Exclusion is in a prescribed format dictated by the **Summary of Environmental Impacts Checklist for Type 2 Categorical Exclusions** within the **Project Development Summary Report (Part 1, Chapter 5)**; however, support material may be attached on a separate sheet of paper (8 ½" X 11") or as a separate report. The support material should be referenced in this document. The reference should be brief and concise; indicating that more detailed information may be found in the separate report contained in the District project files.

1-2.3 Environmental Assessment (EA)

The Environmental Assessment must be developed with the following format and Table of Contents:

TABLE OF CONTENTS

List of Figures

List of Tables
Description of the Proposed Action
Need
Alternatives Considered
Impacts
Comments and Coordination
Appendix

The cover page for the EA is shown in **Part 2, Chapter 2**.

Subheadings for appropriate sections of the document are added as required in **Part 1, Chapter 6**.

If there is a **Section 4(f)** involvement, then a **Section 4(f)** Evaluation is added to the document following the Impacts section (**Section 1-2.7**).

On the Appendix page, a listing should be provided of all correspondence and other support material contained in the Appendix. If the Appendix can be broken down into Early Coordination, Pre-hearing, and Post-hearing type correspondence then this should be done. All material contained in the Appendix must be numbered for ease in referencing. The segregation of letters, etc. into Federal, State, and local groupings, or by chronological order, or some other category, is up to the analyst. Provided below is a sample of the type of listing generally found on the Appendix divider page.

APPENDIX

"A-1 Department of Environmental Protection (Letter)	1-2-06
A-2 Department of Community Affairs (Letter)	1-6-06
A-3 United States Coast Guard (Letter)	1-6-06
A-4 Any County Commission (Resolution)	1-10-06

1-2.4 Finding of No Significant Impact (FONSI)

The FONSI is a separate document to which the revised EA is appended (**Part 2, Chapter 3**). Between the FONSI and the EA, a divider page is placed (in lieu of the EA cover page) which contains only the words "Environmental Assessment" in the center of the page (**Figure 1.1**).

The Table of Contents for the FONSI is the same as that of the EA with one exception. A new section is added to the EA titled, "COMMITMENTS AND RECOMMENDATIONS", (**Part 2, Chapter 32**). This section follows the Comments and Coordination section.

TABLE OF CONTENTS

List of Figures
List of Tables
Description of the Proposed Action
Need
Alternatives Considered
Impacts
Comments and Coordination
Commitments and Recommendations
Appendix

The cover page for the FONSI is shown in **Part 2, Chapter 2**.

Subheadings for appropriate sections of the document are added as required in **Part 1, Chapter 7**.

If there is a **Section 4(f)** involvement then a **Section 4(f)** Evaluation is added to the document following the Impacts section (**Section 1-2.7**).

On the Appendix page, a listing should be provided of all correspondence and other support material contained in the Appendix. If the Appendix can be broken down into Early Coordination, Pre-hearing, and Post-hearing type correspondence then this should be done. All material contained in the Appendix must be numbered for ease in referencing (**Section 1-2.3**).

1-2.5 Draft Environmental Impact Statement (DEIS)

The Table of Contents and format for the DEIS (**Part 1, Chapter 8**) are different from the EA discussed previously. The Table of Contents is as follows:

TABLE OF CONTENTS

Summary
List of Figures
List of Tables
Purpose of and Need for Action
Alternatives Including Proposed Action
Affected Environment
Environmental Consequences
List of Preparers
List of Agencies, Organizations, and Persons to Whom Copies of the Statement are Sent
Comments and Coordination

Index
Appendix

The cover page for the DEIS is shown in **Part 2, Chapter 2**.

Subheadings for appropriate sections of the document are added as required in (**Part 1, Chapter 8** and Part 2, Chapter 3).

If there is a **Section 4(f)** involvement, then a **4(f)** Section is added to the document following the Environmental Consequences section (**Section 1-2.7**).

On the Appendix page, a listing should be provided of all correspondence and other support material contained in the Appendix. If the Appendix can be broken down into Advance Notification, Pre-hearing, and Post-hearing type correspondence then this should be done. All material contained in the Appendix must be numbered for ease in referencing (**Section 1-2.3**).

1-2.6 Final Environmental Impact Statement (FEIS)

The Table of Contents and format for the FEIS (**Part 1, Chapter 9**) are the same as the DEIS with one exception. A new section is added titled, "Commitments and Recommendations". This section follows the Comments and Coordination section.

TABLE OF CONTENTS

Summary
List of Figures
List of Tables
Purpose of and Need for Action
Alternatives Including Proposed Action
Affected Environment
Environmental Consequences
List of Preparers
List of Agencies, Organizations, and Persons to Whom Copies of the Statement are Sent
Comments and Coordination
Commitments and Recommendations
Appendix

The cover page for the FEIS is shown in **Part 2, Chapter 2**.

Subheadings for appropriate sections of the document are added as required in **Part 1, Chapter 9**, and **Part 2, Chapter 3**.

If there is a **Section 4(f)** involvement then a **Section 4(f)** Evaluation is added to the document following the Environmental Consequences section (**Section 1-2.7**).

The Appendix page should provide a listing of all correspondence and other support material contained in the Appendix. If the Appendix can be broken down into Early Coordination, Pre-hearing, and Post-hearing type correspondence then this should be done. All material contained in the Appendix must be numbered for ease in referencing (**Section 1-2.3**).

1-2.7 Section 4(f) Evaluation

A **Section 4(f)** evaluation is developed to stand on its own merits. The cover pages for Draft and Final **Section 4(f)** evaluations are provided in **Part 2, Chapter 2**. The Table of Contents and format are listed below:

TABLE OF CONTENTS

- List of Figures
- List of Tables
- Description of Proposed Action
- Description of Section 4(f) Resource
- Impacts on Section 4(f) Resource
- Avoidance Alternatives and Their Impacts
- Measures to Minimize Harm
- Coordination
- Concluding Statement (In Final 4(f) document only)
- Appendix

Part 2, Chapter 13 discusses the content of a **Section 4(f)** evaluation

On the Appendix page, a listing should be provided of all correspondence and other support material contained in the Appendix. If the Appendix can be broken down into Early Coordination, Pre-hearing, and Post-hearing type correspondence then this should be done. All material contained in the Appendix must be numbered for ease in referencing (**Section 1-2.3**).

1-2.8 Draft Supplemental Environmental Impact Statement (DSEIS)

For Draft Supplemental Environmental Impact Statements use the same format and content as found in **Section 1-2.5**.

1-2.9 Final Supplemental Environmental Impact Statement (FSEIS)

For Final Supplemental Environmental Impact Statements use the same format and content as found in **Section 1-2.6**.

1-2.10 Programmatic Section 4(f) Evaluation

A Programmatic **Section 4(f)** Evaluation is developed to stand on its own merits. The cover page for the Programmatic **Section 4(f)** Evaluation is provided in **Part 2, Chapter 2**. The Table of Contents and format used are as follows:

TABLE OF CONTENTS

List of Figures
List of Tables
Description of Proposed Action
Alternatives
No Build Alternative
Improvement without using Section 4(f) Property
Alternatives on New Location without using Section 4(f) property
Impacts and Findings
Measures to Minimize Harm
Coordination
Appendix

Part 2, Chapter 13 discusses the content of a Programmatic **Section 4(f)** Evaluation.

On the Appendix page, a listing should be provided of all correspondence and other support material contained in the Appendix. If the Appendix can be broken down into Early Coordination, Pre-hearing, and Post-hearing type correspondence then this should be done. All material contained in the Appendix must be numbered for ease in referencing (**Section 1-2.3**).

1-3 REFERENCES

1. Council on Environmental Quality, "Regulations For Implementing The Procedural Provisions Of The National Environmental Policy Act", 43 F.R. 55978-56007 and 40 CFR Parts 1500-1508, November 29, 1980.
2. Federal Register, August 28, 1987. Environmental Impact and Related Procedures. F.R. Volume 52, No. 167.
3. U.S. Department of Transportation, Federal Highway Administration, October 30, 1987. Guidance for Preparing and Processing Environmental and Section 4(f) Documents, FHWA Technical Advisory T6640.8A.

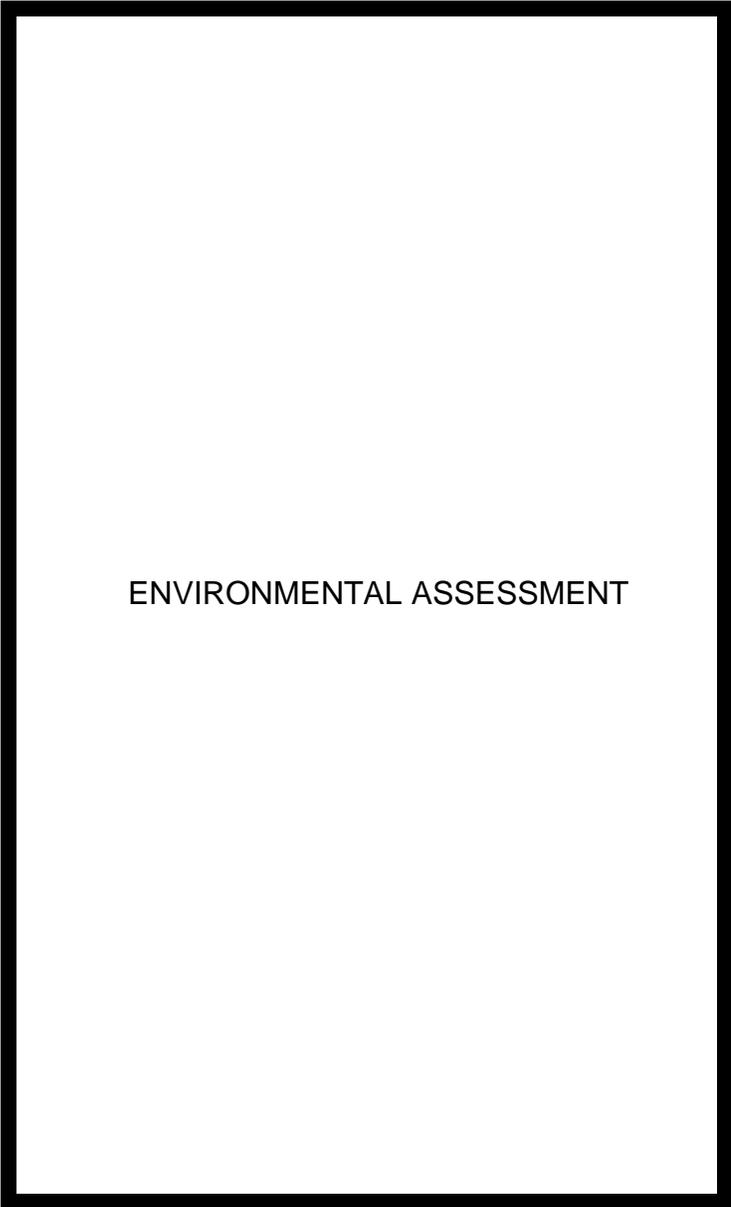


FIGURE 1.1 Page Separating FONSI and Environmental Assessment