

CHAPTER 1 PROCESS AND ADMINISTRATION

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1. INTRODUCTION

1-1 PURPOSE

The purpose of the ***Project Development and Environment (PD&E) Manual*** is to provide project analysts and project managers with sufficient information so that projects can be developed which comply with all Federal and State laws and be uniform in their quality and exactness. It will be used by the Department to act as the standard measurement for quality assurance in project development.

1-2 AUTHORITY

The Florida Transportation Plan and Florida Transportation Code, in particular ***Sections 20.23(3)(a)*** and ***334.048(3)***, ***Florida Statutes (F.S.)***.

1-3 SCOPE

The following organizational entities are affected or most likely to use the ***Manual***: Department District Environmental Management Office (EMO), Design, Planning, and Right of Way Offices plus their Central Office counterparts. Also, ***Manual*** users outside the Department could include consultants and other State agencies, such as the Department of Environmental Protection (DEP), Department of State - Division of Historical Resources, Department of Community Affairs (DCA), Florida Fish and Wildlife Conservation Commission (FWC), and the Federal Highway Administration (FHWA) - Florida Division.

1-4 BACKGROUND

On November 21, 1991, the Secretary of the Florida Department of Transportation approved ***Procedure Number 650-000-001 (Chapter 1)*** which established use of the ***PD&E Manual*** for project development purposes. The approved procedure also established the process by which the ***Manual***, or portions thereof, will be subsequently modified and updated. The Central Environmental Management Office has the complete responsibility for the development of, and updates to, this ***Manual***.

On March 16, 2006 the ***Efficient Transportation Decision Making (ETDM) Planning and Programming Manual, Topic No.650-000-002***, was approved by the Executive Board. The ***ETDM Planning and Programming Manual*** covers specifically the planning and programming phases of transportation projects. The overall ETDM process includes these planning and programming phases as well as the following PD&E process. ***Part 1*** of the ***PD&E Manual*** is currently being updated to make this connection to the planning and programming phases of ETDM. Advance Notification and Environmental

Class of Action Determination information is being updated in appropriate chapters in **Part 2** of the **PD&E Manual**. Guidance for use of the **Final Programming Screen Summary Report** in the PD&E phase is also being incorporated.

This **Manual** contains two volumes (**Parts 1 and 2**) which describe in detail the process by which transportation projects are developed by the Department. It is the intent of this **Manual** to aid project analysts and project managers in understanding all aspects of the project development process and its requirements including technical areas in engineering and environmental documentation as well as public involvement.

By using this **Manual**, project development staff will be able to produce a more thorough set of documents in the project development phase. These documents will fully meet the requirements of the **National Environmental Policy Act (NEPA)** and other related Federal and State laws, rules, and regulations; and should expedite projects from preliminary engineering to construction through sound engineering practices and decisions. All procedures developed in Florida are to use interdisciplinary team approach, as required by **NEPA** and the Council of Environmental Quality (CEQ).

The interdisciplinary approach combines the strengths of engineering and the natural and social science disciplines during project development to produce a sound public works project which serves the needs and goals of the community as a whole.

1-5 DISTRIBUTION

The **Manual** is to be maintained by all District Environmental Management Offices. The Department will also provide a copy of the **Manual** to FHWA. Copies may be obtained through the EMO Website.

1-6 REVISIONS

Frequent changes in Federal and State environmental laws require flexibility to update the **Manual** often and quickly. The updating of this **Manual** will be reviewed annually.

Updates will consist of modifications to pages to keep current with changing regulations and procedures. All pages are dated and numbered so that updating will not be a difficult process. Annually, a list of identified updates will be published by the Central Environmental Management Office to inform users of changes anticipated in the **Manual** over the course of the oncoming year. Updated chapters will be uploaded to the EMO Website.

The EMO Committee is established for revisions and updates to the **Manual**. The Committee is comprised of each District's Environmental Management Office Engineer or Manager, the Manager of the Central Environmental Management Office who will be the

chairman, and a FHWA representative who will serve as a non-voting member. The EMO Committee is notified by email to obtain a majority opinion before approving revisions. All Committee representatives have one vote for a total of nine votes. Revisions to standards and policies set by FHWA and laws, rules, or regulations will not be subject to this majority vote. Prior to issuance, these revisions will be coordinated with the Forms and Procedures Office.

Any major changes or substantive revisions or additions (i.e., policy changes, new chapters) to the **Manual**, as determined by the EMO Committee, will be approved by the Executive Board through the process established by **Procedure No. 025-020-002, Standard Operating System**.

1-7 TRAINING

There is no mandatory training required by this **Manual**. However, there is one training course provided pertaining to this **Manual**: Project Development and Environment Manual Training (BT-19-0034).

1-8 FORMS

Forms required by this **Manual** are identified in applicable sections.

HISTORY:

10-25-01, 6-27-07: Pen & Ink to move History explanation to Background, 7-29-09: Pen and Ink to clarify the **Manual** update process.