

PART 2, CHAPTER 1

DOCUMENT FORMAT AND TABLE OF CONTENTS

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PART 2, CHAPTER 1

DOCUMENT FORMAT AND TABLE OF CONTENTS

1.1 OVERVIEW

This chapter discusses the format and table of contents for Environmental Documents.

1.2 PROCEDURE

1.2.1 Standard Document Format

1. Text: Document text is written in the portrait not landscape page format. Line spacing may be single or double spaced and the document may be printed using one or both sides of the paper.
2. Cover Page: Cover page samples for Environmental Assessments (EAs) and Environmental Impact Statements (EISs) are provided in [Part 2, Chapter 2, Cover Page](#). Consultant logos should not be included on the cover page, or in any documents.
3. 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.
4. The type of print used should be of adequate size and style to be easily read, no less than 11 pt. font.
5. 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 environment.
6. Highly complex findings should be conveyed in an understandable manner.

1.2.2 Type 2 Categorical Exclusion

The Type 2 Categorical Exclusion (Type 2 CE) documentation is the [Type 2 Categorical Exclusion Determination Form, Form No. 650-050-11 \(Part 1, Chapter 5, Type 2 Categorical Exclusion\)](#); however, support material may be attached or provided as a separate report. The support material is referenced in the document. The Type 2 CE documentation also includes the [Preliminary Engineering Report \(Part 1, Chapter 4, Project Development Process\)](#) and public hearing transcript, if applicable.

1.2.3 Environmental Assessment

The cover pages for an EA, or an EA with a **Section 4(f)** Evaluation, are provided in [Part 2, Chapter 2, Cover Page](#).

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

TABLE OF CONTENTS

Project Description and Purpose and Need
Alternatives Considered
Impacts
Comments and Coordination
Commitments
List of Tables
List of Figures
Appendix

Subheadings for appropriate sections of the document are added as required in [Part 1, Chapter 6, Environmental Assessment](#).

On the Appendix page, a listing should be provided of all correspondence and other support material contained in the Appendix. All material contained in the Appendix must be numbered for ease in referencing. The organization 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 page.

APPENDIX

A-1	Department of Environmental Protection (Letter)	1-2-16
A-2	United States Coast Guard (Letter)	1-6-16
A-3	Any County Commission (Resolution)	1-10-16

1.2.4 Finding of No Significant Impact

The cover pages for the Finding of No Significant Impact (FONSI), or a FONSI with a **Section 4(f)** Evaluation, are provided in [Part 2, Chapter 2, Cover Page](#).

The FONSI is a separate document to which the revised EA is appended. A divider page is placed between the FONSI and the EA, (in lieu of the EA cover page) which contains only the words "Environmental Assessment" in the center of the page (**Figure 1-1**).

There is no table of contents for a FONSI. The contents of a FONSI are discussed in [Part 2, Chapter 3, EIS Executive Summary/FONSI](#).

1.2.5 Draft Environmental Impact Statement

The cover pages for a Draft Environmental Impact Statement (DEIS), or a DEIS with a **Section 4(f)** Evaluation, are provided in [Part 2, Chapter 2, Cover Page](#).

The Table of Contents and format for a DEIS are different from the EA ([Part 1, Chapter 8, Draft Environmental Impact Statement](#)). The Table of Contents is as follows:

TABLE OF CONTENTS

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

Subheadings for appropriate sections of the document are added as required in ([Part 1, Chapter 8, Draft Environmental Impact Statement](#) and [Part 2, Chapter 3, EIS Executive Summary/FONSI](#)).

On the Appendix page, a listing should be provided of all correspondence and other support material contained in the Appendix. All material contained in the Appendix must be numbered for ease in referencing (**Section 1.2.3**).

1.2.6 Final Environmental Impact Statement/Record of Decision and Final Environmental Impact Statement

The cover pages for a Final Environmental Impact Statement/Record of Decision (FEIS/ROD), Final Environmental Impact Statement (FEIS), or a FEIS/ROD or FEIS with a **Section 4(f)** Evaluation, are provided in [Part 2, Chapter 2, Cover Page](#).

The Table of Contents and format for the FEIS ([Part 1, Chapter 9, Final Environmental Impact Statement](#)) is the same as the DEIS. The contents of a FEIS/ROD is provided in [Part 1, Chapter 9, Final Environmental Impact Statement](#).

The Appendix page should provide a listing of all correspondence and other support material contained in the Appendix. 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 for a Type 2 CE. The cover pages for Draft and Final **Section 4(f)** evaluations are provided in [Part 2, Chapter 2, Cover Page](#). The Table of Contents and format are listed below:

TABLE OF CONTENTS

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]
List of Figures
List of Tables
Appendix

[Part 2, Chapter 13, Section 4\(f\) Evaluation](#), 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. 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

For Draft Supplemental Environmental Impact Statements (DSEIS) use the same format and content as found in **Section 1.2.5**.

1.2.9 Final Supplemental Environmental Impact Statement

For Final Supplemental Environmental Impact Statements (FSEIS) 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, Cover Page](#). The Table of Contents and format used are as follows:

TABLE OF CONTENTS

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
List of Figures
List of Tables
Appendix

[Part 2, Chapter 13, Section 4\(f\) Evaluation](#), 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. All material contained in the Appendix must be numbered for ease in referencing (**Section 1.2.3**).

1.3 REFERENCES

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.

Federal Register (F.R.), August 28, 1987. Environmental Impact and Related Procedures. F.R. Volume 52, No. 167.

U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), October 30, 1987. Guidance for Preparing and Processing Environmental and Section 4(f) Documents, FHWA Technical Advisory T6640.8A.

1.4 HISTORY

2/28/2005, 7/29/2008

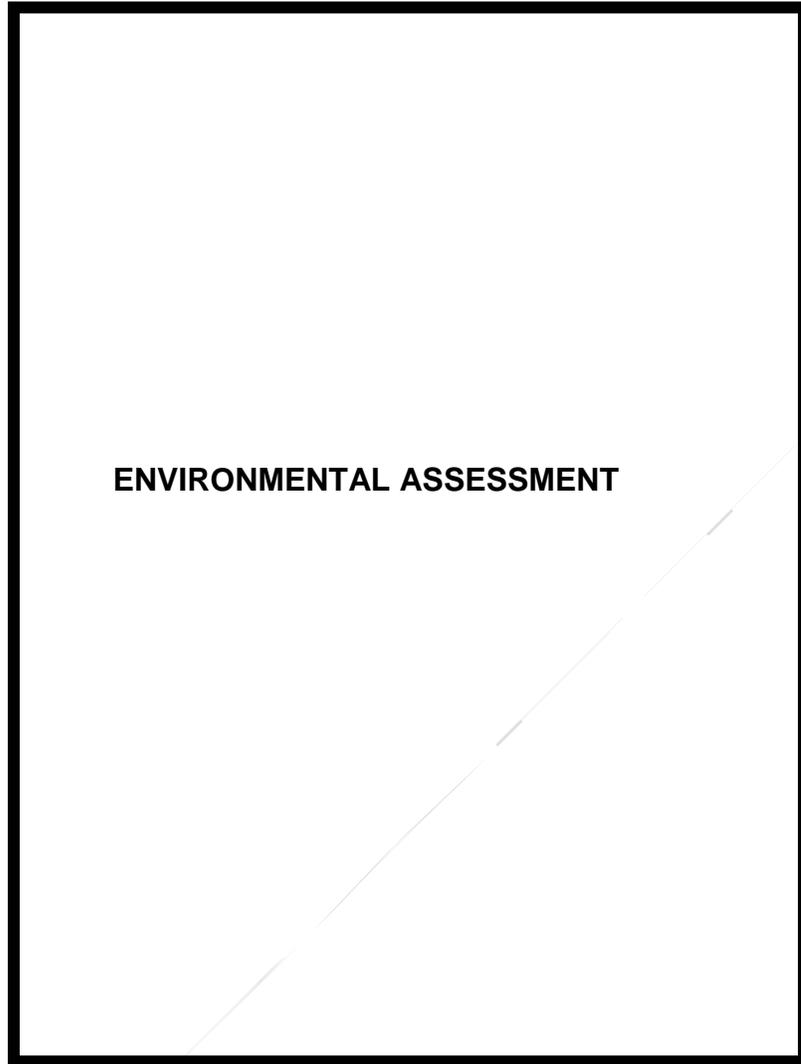


Figure 1-1 Page Separating FONSI and Environmental Assessment