

CHAPTER 36

APPENDIX

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36. APPENDIX

36-1 OVERVIEW

An Appendix is included in both the Draft and Final environmental documents, Environment Assessment (EA) and Environmental Impact Statement (EIS). It is the final section of an EA and EIS (**Part 2, Chapter 1**). The Appendix contains correspondence from agencies, special interest groups, and citizens who have commented on the project during the Efficient Transportation Decision Making (ETDM) Programming Screening Event, and the draft document phase for final documents. In addition to correspondence, the Appendix may also contain other document support material pertinent to the project study. This may include small reports, listings (e.g., wildlife species common to the project area), letters of agreement, Memorandums of Understanding, Referendums, etc.

All material found in the Appendix should provide a sense of order and logic to the project development process. Correspondence received on the project should be placed in developmental order. That is, correspondence would be first, followed by comments on the draft document and any public hearing comments. Support material would be placed after all correspondence.

The Appendix must contain all correspondence received from government agencies and private interest groups concerning the project.

The Appendix DOES NOT contain any letters between the Department and the Federal Highway Administration (FHWA), internal Department memos, or letters between the Department and its consultant.

36-2 PROCEDURE

36-2.1 Appendix Divider Page

On the Appendix divider page, a listing should be provided of all correspondence and other document support material contained within. If the Appendix can be broken down into 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, 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 divider page.

Appendix

| | | |
|-----|---|--------|
| A-1 | Department of Environmental Protection (Letter) | 1-2-06 |
| A-2 | Department of Community Affairs (Letter) | 1-6-07 |

| | | |
|-----|------------------------------------|---------|
| A-3 | United States Coast Guard (Letter) | 1-6-07 |
| A-4 | Any County Commission (Resolution) | 1-10-07 |

36-2.2 Correspondence Contained in the Appendix

The following is a list of correspondence that is generally found in the Appendix:

1. Letters from State agencies
2. Letters from State elected or appointed officials
3. Letters from local agencies and officials
4. Letters from statewide and regional clearinghouses
5. Letters from Federal agencies
6. Letters from Federal elected or appointed officials
7. Letters from cooperating agencies
8. Letters from citizens groups
9. Letters from private interest groups
10. Letters from U.S. Department of Transportation
11. The Final Programming Screen Summary Report

36-2.3 Types of Correspondence Not Included in Appendix

The following list of correspondence is NOT TO BE INCLUDED in the Appendix of an environment document.

1. Department internal comments on environmental documents
2. Department internal comments on engineering documents
3. Department internal comments on all document support data
4. Department internal transmittal memorandums
5. Department transmittal letters to external agencies
6. Department transmittal letters to FHWA

7. FHWA comments on environmental and engineering documents
8. FHWA internal comments on environmental documents
9. FHWA (Region and Washington) comments on environmental documents
10. FHWA internal comments on engineering documents
11. FHWA internal comments on all document support data
12. FHWA transmittal letters

36-2.4 Types of Support Material Usually Found in Appendix

The following is a list of the types of document support data usually incorporated into the Appendix of an environmental document. The analyst should note that this list is not all inclusive.

1. Lists (i.e., Lists of species, meeting attendees)
2. Resolutions
3. Letters of Agreement
4. Memoranda of Understanding (i.e., **Section 106 - Historic Preservation Act**)
5. Special Reports
 - a. Material prepared in connection with the environmental document which substantiates an analysis and is not contained under separate cover;
 - b. Material which is analytical and is relevant to the decision to be made and is not contained under separate cover; and
 - c. Material which, due to its nature, should be circulated with the environmental document.

Items 5a through 5c are rarely used since most, if not all, of the support data and analysis developed for an environmental document is contained under separate cover and incorporated in the document by reference. It is usually the practice of the Department to develop all support material under separate cover, thereby requiring a separate in-house and FHWA review and concurrence, prior to referencing the material in the document. Information which would be generated outside the norm (i.e., noise, air, **Conceptual Stage Relocation Plan**, etc.), which would stand alone as support material and require circulation with the document, would be the vast exception; rather than the rule. Should such an occasion arise in the preparation of a document, the District should consult with FHWA and Impact Review prior to making any transmittals.

36-2.5 Types of Support Material Not Included in Appendix

The following is a list of the types of document support data which is NOT TO BE INCLUDED in the environmental document, but is a viable part of the project record.

1. Noise Report
2. Air Report
3. Contamination Screening Evaluation Report
4. Conceptual Stage Relocation Plan
5. Project Engineering Report
6. Traffic Report or Technical Memorandum
7. Location Hydraulics Report

36-2.6 Material Incorporated by Reference

All material contained under separate cover should be referenced in the environmental document and a statement made as to their availability for public review and where they may be obtained for copying. All reports and studies referred to in the environmental document must be readily available for public review and copying at a convenient location, which is usually the District office. An exception to this is during the 30-day period prior to the public hearing, when the document and some support material are placed in other locations for public review and copying (**Part 1, Chapter 11**).

36-3 REFERENCE

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