Outline

• Why are we changing the way we do Type 1 CEs?
• When and how do we evaluate impacts for a Type 1 CE?
• How does the Type 1 CE Checklist work?
• How do we Document the evaluation?
Why are we changing the way we do Type 1 CEs?

• The CE Programmatic Agreement is no longer in effect.
  • It was superseded by the MOU for NEPA assignment.
• It will simplify the self-assessment and audit process.
• It will reduce the need to provide extensive supporting documents.
When and how do we evaluate impacts for a Type 1 CE?

• Environmental Review is typically accomplished by reviewing the design plans.
  ▪ Environmental Reviewers should have basic plan reading skills.

• The Environmental Review Process should begin when design plans are received and reviewed by the EMO.

• The Evaluation should be completed when there is sufficient design information to determine environmental impacts.
Review of Design Plans

- Design phase plan review is usually assigned and tracked in ERC.
  - It can be assigned to consultant reviewers or in-house.
  - Environmental Manager or designee will then forward to additional subject matter experts for review.
Review of Design Plans

Things to consider when reviewing plans:

- Natural Resource identification (wetlands, species habitat etc.)
- Overlap of environmental resources and project work
  - Example: Is there any in water work?
- Excavation locations (do they impact a contamination site?)
- Is there overlap between Section 4(f) and/or Section 106 properties and work locations?
- Are there community features or aesthetic treatments in the project area?
Helpful Methods for Determining Impacts

• Desktop Review
  ▪ Examples:
    ◆ AOI Tool
    ◆ GIS Mapping

• Field Review

Note: Remember notes and maps can be used as documentation later for the Type 1 CE Checklist.
CE Checklist

• This will be completed as a form in SWEPT

• This is the project information section of the form
CE Checklist

• Verification statement(s) must be checked in order to proceed as a Type 1

This action **will not induce significant impacts** to planned growth or land use for the area; travel patterns; air or water quality; or cause **substantial** controversy on environmental grounds.

☐ Verified
Here is a sample question from the new checklist. Select the option(s) you’ve determined from your evaluation of the project.

6. Section 7 of the Endangered Species Act (ESA) of 1973, as amended:
   - ☐ No ESA listed species present
   - ☐ Determination of “No Effect”
     - Identify species
   - ☐ Used key, no consultation required
     - Identify species
   - ☐ Consultation with the US Fish and Wildlife Service or National Marine Fisheries Service, results in: *(If selected, the following appear)*
     - ☐ May Affect, Not Likely to Adversely Affect (attach concurrence letter)
     - ☐ May Affect, Likely to Adversely Affect *(If chosen warning label will appear if it is c26, c27, c28, or (d): This project has been identified as a c26, c27, c28 or (d) list project. By checking this box, the project does not meet the criteria of (e) and cannot proceed as a Type 1)*
CE Checklist

- This document serves as a verification that the project fits within the parameters of the Type 1-c or d list project.
- Once complete, the Environmental Manager or designee will sign and date.

This project has been reviewed and has been verified to meet the conditions of a Type 1 CE.

Signature: ___________________________________________ Date: ______________
District Environmental Manager or designee
Documentation

• Upload all supporting documentation into the SWEPT project file.

• The documentation should:
  ▪ Support the conclusions of checklist
  ▪ Show any coordination or consultation with OEM and other Agencies
Documentation

• Types of supporting documentation:
  ▪ Maps (can also include AOI tool)
  ▪ Field Reviews and Notes
  ▪ Technical Studies/ Memos
  ▪ Coordination/Consultation letters
Environmental Certification Form

• To be completed as part of the PS&E package

• Fill out the form in SWEPT.
  ▪ It can be saved as a .pdf file.

• It verifies that environmental impacts have been considered and evaluated as part of the project.

A printed form is shown, which includes fields for "STATUS OF ENVIRONMENTAL CERTIFICATION FOR FEDERAL PROJECT" and "JOHN YARBRUGH LINEAR PARK PHASE IV FEASIBILITY STUDY".
Questions?

Contact your assigned Project Delivery Coordinator at OEM
SWEPT Implementation
SWEPT Implementation of Type 1 CE
• Goes into Production on Monday 6/12/2017
  ▪ Please complete Type 1s (all the way to approval) before that time
  ▪ Unfinished (in draft) Type 1s will continue under previous form
  ▪ You will not be able to edit and update on old form after approval
  ▪ Do not start new ones on the old form on Friday 6/9/2017
• Environmental Certification remains unchanged
• Recording this training
• Developed Quick Guide
**Getting Started!**

FDOT’s StateWide Environmental Project Tracker (SWEPT) is an interactive web-based application that supports activities in FDOT’s environmental process. SWEPT also provides access to the Type 1 Categorical Exclusion (Type 1 CE) Checklist. This quick reference provides guidance on where to find, and how to complete the Type 1 CE checklist, and how to submit it for approval.

It is also helpful to have Part 1, Chapter 2 – Federal Highway Administration Class of Action Determination, of the *Project Development & Environment (PD&E) Manual* handy for reference. A hyperlink to the manual is provided below:


1. Load a Project

**Type 1 Categorical Exclusion Checklist**

Enter the 11 digit Financial Management (FM) Number

[Image of Type 1 Categorical Exclusion Checklist]

Locating the Type 1 Categorical Exclusion (Type 1 CE) Checklist

From the Home Page – Click on **Project Input/Setup**, then click **Type 1 Categorical Exclusion Checklist**.

The Type 1 CE checklist is located in the drop down menu titled “**Project Input/Setup**,” located within the blue sidebar on the left-hand side of your screen.

Click to open the checklist.

**TIP: Need to Change Projects?**

Once a project is loaded, the “Load” button changes to a “Change” button. To change projects, simply hit “Change,” then enter in new FM number.

[Image of Type 1 Categorical Exclusion Checklist]

**NEPA Assignment: Moving Forward with FDOT in the Driver’s Seat**
Type 1 Quick Guide (continued)

2. Enter Project Information

Enter the first 6 digits (item number) and pick the Related FM Numbers, if applicable.

The Federal-Aid Program (FAP) Number will be populated (assuming one exists); if not correct, update it in the Work Program. The update will appear in SWEPT the following morning.

Click on the appropriate CE Type; select from the dropdown menu [contains 30 options for (c) and 13 options for (d) options].

For the Project Description, enter in a brief summary of the proposed scope of work (use toolbar to format).

3. Verify Criteria

If the project does not meet the criteria of this statement, stop; the checklist does not apply. If project meets criteria, check Verified and questions will appear below the statement.

This statement will only appear if CE Type C (Options 26, 27, or 28) or CE Type D is selected. It must be verified to proceed with form.

4. Answer Questions

After checking “Verified” as discussed above, ten multiple choice questions will appear. All ten questions must be answered. Some questions require additional information, depending on the answer. Each question also includes a text box for comments. A green check mark appears when comments are entered. Questions 7, 8, & 9 require attached documentation depending on the answer selected, and Question 10 requires appropriate documentation to be attached to support project evaluation. The process to attach appropriate documentation for a particular question is the same as uploading documents, using the Upload Document button (found below Question 10). This process is described below.

5. Save Draft or Pass on to Another User

Each question will inform the user if more information is required, depending upon the answer selected. Some answers may require documentation, dates, resources, and/or comments.
5. Save Draft or Reassign to Another User

At any point, a draft of the Type 1 CE checklist can be saved by clicking the blue Save Draft option, located below the questions. The orange Reassign button is used when the individual completing the checklist needs to assign another, approved individual to be responsible for the checklist.

6. Submit Type 1 CE Checklist for Approval

When all ten questions are completely answered, the green Send for Approval button at the bottom becomes enabled.

The checklist can only be submitted for approval at this time. If any one of the questions remains unanswered, the Send for Approval button will remain disabled. Remember, each question shall also be supported by a comment or uploaded documentation, before submitting it for approval. Approval authority is only granted to the District Environmental Manager (DEM) or their designee (must be FDOT employee). The approval process is summarized below:

**Project Team Member**
- Complete Type 1 CE checklist using this quick guide as a reference.

**Submit for approval to the District Environmental Manager, after the checklist is completed, all ten questions answered with supporting documentation.**

**District Environmental Manager or Designee**
- Check that the checklist is complete and includes all completed fields, and appropriate uploaded documentation or comments to support answers to the ten questions.

**Approve checklist** only if checklist is complete and meets all the requirements for a Type 1 CE.

Once a Type 1 CE Checklist has been approved, it will be visible on the Project Page of SWEP. If the Environmental Certification for a Federal project has not been completed, you will see the pop up displayed below. Click the green here button to access the certification and complete it. After completing, click the green Approve button at the bottom to sign & submit for approval.

Environmental Certification: The Environmental Certification for this project has not been completed. Click here to view and submit the Project Certification document for this project.

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**Attach Appropriate Documentation / Upload Documents**

To attach documentation / upload documents supporting the answers to the ten questions, or to provide additional information:

1. Click the Attach button associated with the question requiring documentation, or the Upload Documents button (found below Question 10) to open the dialogue box.

2. Click Choose File to find the file on your local computer network. Options include: DOC, DOCX, PDF, PNG, JPG

3. Describe document – Type a brief description in the text box.

4. Document Date – Enter the publication date.

5. Select Document Type – Options include: Supporting Documentation, Correspondence, Picture, or Other. If the document is supporting answers to one or more of the questions, select Supporting Documentation.

6. If the document category is Supporting Documentation, select the form question(s) answered by the supporting document you are uploading. You may Select All if the document applies to all questions.

7. If the document type is Correspondence, fill out the additional fields (From and To) fields to indicate the sender and recipients.

8. Click Save at the bottom.
SWEPT Videos

http://www.fdot.gov/environment/sched/train1.shtm
SWEPT Demonstration

- Type 1
- Environmental Certification
SWEPT Contacts

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Any Questions?