

NEPA MANUAL



Statewide NEPA Program

September 2026

Table of Contents

Section 1	Introduction.....	1
1.1	Purpose of the Manual.....	1
1.2	Use and Applicability of the Manual	1
1.3	Process for Updates and Revisions	2
Section 2	FHWA NEPA Regulatory Framework	1
Section 3	NEPA and ODOT Project Delivery	1
3.1	Determining the NEPA Class of Action	1
	Who determines the class of action?.....	1
	When is the class of action determined?	1
	How is the class of action determined?	2
3.2	Fiscal Constraint and NEPA	3
	Fiscal Constraint in Transportation Planning Overview	3
	Relationship between NEPA and Fiscal Constraint	4
	Fiscal Constraint for Major Projects.....	5
3.3	Utility Relocation and NEPA	5
	Early Utility Relocation Projects.....	6
3.4	Construction Staging/Disposal Sites and NEPA	7
3.5	NEPA and Timing of Compliance with Other Environmental Requirements	8
Section 4	Categorical Exclusions	1
4.1	FHWA’s Categorical Exclusion Regulations.....	1
4.2	Programmatic Agreement Categorical Exclusions (PCEs)	2
	PCE Kickouts	2
	PCE Kickout Guidance	3
4.3	PCE/CE Preparers and Approvers	9
4.4	Documenting Standard PCEs and CEs.....	10
4.4.1	PCE/CE Project Descriptions	15
	Elements to Consider in a PCE/CE Project Description	15
	Updating the Project Description	17
4.4.2	PCE/CE Mapping	17

Area of Potential Impact (API) Map.....	18
Discipline-Specific Maps	18
4.4.3 Environmental Scoping and the Environmental Prospectus	19
4.4.4 PCE Consult Clauses	20
Conducting and Documenting PCE Consultation with FHWA OR Division	20
4.4.5 PCE Determination & Approval and PCE Validation	21
PCE Determination and Approval Form (PCED/A)	22
PCE Validation (PCEV).....	22
4.4.6 CE Closeout Document	25
Section 4.5 – Resource Guidance for PCE Validation & CE Closeout Documents	29
Right-of-Way.....	30
Required Compliance / Status Information	30
Manuals, Guidance, and Additional Information.....	31
Required Documentation (for PCE/CE Set)	31
Example Compliance / Status Language	31
Land Use and Planning.....	32
Required Compliance / Status Information	32
Manuals, Guidance, and Additional Information.....	33
Example Compliance / Status Language	33
Transportation and Community Impacts	34
Required Compliance / Status Information	35
Required Documentation (for PCE/CE Set)	35
Manuals, Guidance, and Additional Information.....	35
Example Compliance / Status Language	35
CWA §404 / Wetlands / Waters & U.S. Coast Guard	36
Required Compliance / Status Information.....	36
Required Documentation (for PCE/CE Set)	38
Manuals, Guidance, and Additional Information.....	38
Example Compliance / Status Language	39
Floodways and Floodplains	40
Required Compliance / Status Information	40

Required Documentation (for PCE/CE Set)	41
Manuals, Guidance, and Additional Information.....	41
Example Compliance / Status Language.....	41
Water Quality	42
Required Compliance / Status Information	42
Manuals, Guidance, and Additional Information.....	43
Required Documentation (for PCE/CE Set)	43
Example Compliance / Status Language	43
Biological Resources	44
Required Compliance / Status Information	44
Required Documentation (for PCE/CE Set)	45
Manuals, Guidance, and Additional Information.....	46
Example Compliance / Status Language	46
National Historic Preservation Act (NHPA) Section 106	47
Required Compliance / Status Information	47
Required Documentation (for PCE/CE Set)	48
Manuals, Guidance, and Additional Information.....	48
Example Compliance / Status Language	48
Visual Resources	49
Required Compliance / Status Information	49
Required Documentation (for PCE/CE Set)	50
Manuals, Guidance, and Additional Information.....	51
Example Compliance / Status Language	51
Section 4(f) of the USDOT Act	52
Required Compliance / Status Information	52
Manuals, Guidance, and Additional Information.....	54
Required Documentation (for PCE/CE Set)	54
Example Compliance / Status Language	54
LWCF Act	56
Required Compliance / Status Information	56
Required Documentation (for PCE/CE Set)	57

Manuals, Guidance, and Additional Information.....	58
Example Compliance / Status Language	58
Air Quality	59
Required Compliance / Status Information	59
Required Documentation (for PCE/CE Set)	59
Manuals, Guidance, and Additional Information.....	59
Example Compliance / Status Language	59
Noise	63
Required Compliance / Status Information	63
Required Documentation (for PCE/CE Set)	63
Manuals, Guidance, and Additional Information.....	64
Example Compliance / Status Language	64
Hazardous Materials.....	65
Required Compliance / Status Information	65
4-Required Documentation (for PCE/CE Set)	65
Manuals, Guidance, and Additional Information.....	65
Example Compliance / Status Language	65
Preliminary Investigation (PI) Activities.....	66
Required Compliance / Status Information	66
Required Documentation (for PCE/CE Set)	66
Manuals, Guidance, and Additional Information.....	66
Example Compliance / Status Language	66
Tribal Coordination.....	67
Required Compliance / Status Information	67
Required Documentation (for PCE/CE Set).....	67
Manuals, Guidance, and Additional Information.....	67
Compliance / Status Language	67
Documentation of Public and Agency Involvement	68
Required Compliance / Status Information	68
Required Documentation (for PCE/CE Set)	68
Manuals, Guidance, and Additional Information.....	69

Example Compliance / Status Language	69
Other Requirements and Federal Agency Permits/Approvals /Clearances	69
Required Compliance / Status Information	69
Required Documentation (for PCE/CE Set)	70
Manuals, Guidance, and Additional Information.....	71
Example Compliance / Status Language	71
Environmental Commitments	71
Required Compliance / Status Information	71
Required Documentation (for PCE/CE Set)	72
Manuals, Guidance, and Additional Information.....	72
Example Compliance / Status Language	72
4.6 No Ground Disturbance PCEs (NGDs)	74
4.7 Advanced Investigation PCEs (AI PCEs) and NEPA for Preliminary Investigations ...	77
4.7.1 Applicability	77
4.7.2 Complying with NEPA and Related Laws and Authorities	77
4.7.3 Advanced Investigations.....	78
AI PCE Form.....	79
4.7.4 NEPA for Preliminary Investigations.....	81
4.8 Emergency Repair PCEs (ER PCEs)	83
4.8.1 NEPA for ER Program Repair Projects	83
ER PCE Form	84
4.8.2 Compliance with Other Environmental Laws	86
4.9 ROW Surplus and Early Acquisition PCEs.....	90
4.10 Managing PCE/CE Documentation in ProjectWise	91
4.10.1 PCE/CE Environmental Project Files	91
4.10.2 PCE/CE Sets	91
4.10.3 ProjectWise Technical Instructions.....	93
Uploading Documents to Project Folders	93
Creating a PCE/CE Set.....	94
Adding Documents to an Existing PCE/CE Set.....	96
Section 5 RESERVED	1

Section 6	RESERVED	1
Section 7	Re-Evaluations and Supplemental NEPA Documents.....	1
7.1	Understanding NEPA Re-evaluations.....	1
7.2	Re-evaluation Roles and Responsibilities	1
7.3	Re-evaluation Timing and Triggers.....	2
	Three-year timeline for an EIS.....	2
	Project Proceeding to Next Federal Approval	2
	Five-year timeline for Tiered EAs and EISs	3
	Project Changes.....	3
7.4	Re-evaluation Documentation	4
	Re-evaluations of PCEs and CEs.....	5
	Re-evaluations of EA/FONSI and EIS/RODs	6
7.5	Re-evaluation Determination and Need for Additional or Supplemental NEPA Documentation.....	7
Section 8	NEPA Public Involvement.....	1
	ODOT NEPA Public Involvement Procedures.....	1
	Public Involvement for CE and PCE Projects	1
	Public Involvement for Environmental Assessments.....	2
	Public Involvement for Environmental Impact Statements.....	3
Appendix A	– Acronyms List.....	1
Appendix B	- LWCF Conversion Process: Summary of Steps and Core Requirements (36 CFR 59.3)	1
Appendix C	- Advanced or Preliminary Investigations Screening Tool	1
Appendix D	– Environmental Project File List	1

Section 1 Introduction

1.1 Purpose of the Manual

The ODOT NEPA Manual provides guidance for complying with the National Environmental Policy Act (NEPA) for Federal-Aid Highway Program projects in Oregon. The manual is primarily a technical resource focused on the “how to” of environmental review under the Federal Highway Administration (FHWA) NEPA regulations. In addition to technical guidance, the manual identifies ODOT’s policies for interpreting and complying with FHWA’s NEPA regulations. The manual is intended to facilitate consistent, complete, and compliant NEPA documentation that decision-makers can use to make well informed transportation decisions.

The manual is focused on NEPA and is not intended to be a comprehensive guide for compliance with other federal or state environmental laws or a singular reference for all environmental disciplines. As applicable, the manual identifies discipline- or resource-specific manuals and/or guidance for more detailed information about compliance with other environmental laws, Executive Orders and other authorities.

1.2 Use and Applicability of the Manual

The NEPA procedures and guidance in the manual are only applicable when:

- FHWA is the lead federal agency and FHWA’s NEPA regulations and procedures apply; and
- The project is an ODOT project or ODOT has oversight responsibilities per the [Stewardship and Oversight Agreement with FHWA OR Division Office](#).

The manual does not apply to direct recipients of federal funds or projects funded by other federal agencies, including the Federal Transit Administration. See the [“Supplemental ODOT Policy Guidance for LPA Discretionary Grant Projects - ODOT Environmental Roles and Responsibilities”](#) for more information.

The intended users of the manual are ODOT Region Environmental Coordinators (RECs), Environmental Project Managers (EPMs), ODOT NEPA Program staff, other ODOT environmental staff, consultants working on ODOT projects, local agencies, and any other users supporting the NEPA environmental review process for Federal-Aid Highway Program projects.

Information in the manual is subject to change and may not reflect the most current or comprehensive information available. Users of the manual are responsible for ensuring that any action taken complies with NEPA and other federal and state environmental laws and is based on the most current information available. General questions about the use of the manual should be directed to [ODOT NEPA Program staff](#).

1.3 Process for Updates and Revisions

Due to ongoing and anticipated changes in the NEPA regulatory space, as well as the adaptable nature of ODOT's internal processes and policies, revising and updating the manual will be an ongoing process. Table 1.3-1 below will be updated as the manual is updated.

Comments and suggestions for improving the manual are welcome. For questions about the ODOT NEPA Manual or suggestions for revisions or additions, please contact [ODOT NEPA Program staff](#).

Table 1.3-1 ODOT NEPA Manual Revision History

Section or Page Number	Date of Revision	Who Made the Revision	Description/Notes
Sections 1 – 7 and Appendices	October 2026	NEPA Program	Complete update to previous manual
Section 8	May 2017	NEPA Program	Section approved by FHWA in 2017

Section 2 FHWA NEPA Regulatory Framework

The National Environmental Policy Act (NEPA), signed by President Nixon on January 1, 1970, was the first major environmental law in the United States. NEPA includes three main elements:

- Declaration of a national environmental policy (Section 101);
- Action-forcing, procedural requirements intended to ensure that federal agencies adhere to NEPA's goals (Section 102); and
- Establishment of the Council on Environmental Quality (CEQ) (Section 202).

NEPA is implemented through agency-specific regulations issued by each federal agency. The *Environmental Impact and Related Procedures* found in [23 CFR Part 771](#) comprise the policies and procedures of the Federal Highway Administration (FHWA), the Federal Railroad Administration (FRA), and Federal Transit Administration (FTA) for implementing NEPA. 23 CFR Part 771 includes FHWA's NEPA procedures and policies for classes of action, environmental documentation requirements, coordination expectations, timing considerations, and definitions.

The FHWA NEPA regulatory framework has undergone significant changes in recent years. On September 1, 2026 FHWA, FRA, and FTA finalized revisions to Part 771 in light of the removal of the Council on Environmental Quality (CEQ) regulations, amendments to NEPA included in the Fiscal Responsibility Act of 2023 and the Infrastructure Investment and Jobs Act (IIJA) of 2021, and the Supreme Court decision in *Seven County Infrastructure Coalition*. Additional rulemaking efforts are expected in the near future. Users of the manual should refer to the [Electronic Code of Federal Regulations \(eCFR\)](#)¹ to view current FHWA NEPA regulations, compare changes in the regulations between two dates, and view a timeline of how the CFR content has changed.

**[ADDITIONAL DETAIL FOR THIS SECTION I WILL BE PUBLISHED IN 2027,
PENDING FURTHER UPDATES TO 23 CFR 771]**

¹ For legal research, [e-CFR recommends](#) verifying results against the most current official edition of the CFR, the daily Federal Register, and the List of CFR Sections Affected (LSA).

Section 3 NEPA and ODOT Project Delivery

3.1 Determining the NEPA Class of Action

The *Environmental Impact and Related Procedures* for FHWA ([23 CFR 771.115](#)) identify three classes of action that prescribe the level of documentation required in the NEPA process:

- **(EIS)** - required for actions that have a reasonably foreseeable significant effect on the quality of the human environment;
- **Environmental Assessment (EA)** – prepared for actions that do not have reasonably foreseeably significant effects on the quality of the human environment but that cannot be categorically excluded or for which the significance of the environmental impact is unknown; and
- **Categorical Exclusion** - covers actions that normally do not have a significant environmental effect and therefore do not require preparation of an EA or EIS.

The NEPA class of action reflects the level of potential environmental impact and/or controversy² of a proposed action and determines the documentation and process that ODOT and FHWA OR Division will use to satisfy the procedural requirements of NEPA.

Who determines the class of action?

The federal lead agency makes the final determination regarding NEPA class of action. For most ODOT projects, FHWA OR Division is federal lead agency³.

The majority of ODOT projects typically meet the criteria to be processed under ODOT's and FHWA's [Programmatic Categorical Exclusion Agreement](#) (PCE Agreement); for these projects FHWA OR Division has delegated the responsibility for determining the categorical exclusion classification to ODOT as described in [Section 4](#). For projects that do not meet PCE criteria, ODOT will either propose a preliminary NEPA class of action and seek FHWA concurrence or jointly consider the appropriate class of action with FHWA.

When is the class of action determined?

Determining a NEPA class of action requires some preliminary analysis of the potential effects of a project and whether they are likely to be significant. ODOT first considers the NEPA class of action at the Program Development stage of a project, during early planning efforts or

² Controversy in this context means controversy on environmental grounds where there is a substantial dispute regarding the environmental impacts or methods of determining environmental impacts of the proposed action. It does not include general opposition to a project.

³ The lead federal agency is determined based on considerations including, but not limited to, which agency has primary approval or funding authority over the project. See [42 U.S.C. 4336a\(1\)\(B\)](#).

development of the draft STIP. Projects expected to require preparation of an EA or EIS are generally identified at this early stage because they tend to be larger-scale or more complex projects with known environmental constraints or controversy. Projects that require an EA or EIS need specific funding to be programmed in the STIP for completion of the NEPA process; it would be highly unusual (though not impossible) for a STIP-listed project to unexpectedly require an EA or EIS.

The majority of ODOT projects typically meet the criteria to be classified as categorical exclusions. For these projects, Region Environmental Coordinators (RECs) identify and document the NEPA class of action during the Project Development stage. Prior to or at project initiation, RECs conduct environmental scoping (see [Section 4.4.3](#)) to identify and document potentially affected environmental resources and anticipated environmental compliance requirements, including identifying a preliminary NEPA class of action. However, because projects requiring an EA or EIS are typically identified earlier in the Program Development stage, the environmental scoping process is primarily concerned with determining the type of categorical exclusion documentation and process the project will use (i.e., whether a project exceeds the impact thresholds in the PCE Agreement).

How is the class of action determined?

It is important to understand that NEPA class of action is not determined based on the size or scope of a project but rather the potential for the project's reasonably foreseeable impacts to be significant. Significance is determined by analyzing the potentially affected environment and degree of the impacts of the proposed project. As the federal lead agency, FHWA OR Division is the decision-maker for determining the significance of project impacts in the NEPA context.

Per DOT's Procedures for Considering Environmental Impacts ([Order 5610.1D, effective 7/1/2025](#)), level of significance is determined by examining the difference between the impacts of the proposed project compared to the impacts of taking no action (i.e., no action alternative). As stated in the Procedures, "Whether an impact rises to the level of 'significant' is a matter of [FHWA]'s expert judgement", considering the degree of impacts for each of the following, as appropriate:

- (a) Both short- and long-term environmental impacts;
- (b) Both beneficial and adverse environmental impacts;
- (c) Impacts on public health and safety;
- (d) Economic Impacts; and
- (e) Impacts on the quality of life of the American people.

ODOT is responsible for providing FHWA with complete and accurate information about the degree of impacts. Consultation with resource specialists and agencies with jurisdiction should be considered when determining the significance of impacts. In some cases, resource- or discipline-specific policies can inform, but do not necessarily determine, the level of significance.

3.2 Fiscal Constraint and NEPA

Fiscal Constraint in Transportation Planning Overview

Fiscal constraint is generally understood to be a transportation planning concept; it is a key component of the federally regulated statewide and metropolitan transportation planning processes governed by [Sections 134 and 135 of Title 23 of the United States Code](#) (USC). In simple terms, fiscal constraint means comparing overall revenue and costs and demonstrating that there are (or will be) sufficient funds to implement planned transportation system improvements and to operate and maintain the system. Fiscal constraint helps ensure that project costs do not exceed revenue sources. To implement the fiscal constraint principle, 23 USC 134 and 135 and FHWA's implementing planning regulations ([23 CFR 450](#)) require that the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP) demonstrate that the projects listed in these plans can be implemented using committed, available, or reasonably available (future) Federal, State, local, and private revenues⁴. Some examples of "reasonably available" funding assumptions are discussed in FHWA guidance ([2009 Q&A](#) and [2017 guidance](#)) and include new tolls, new or increased taxes, new bonds or other financing mechanisms issued for a particular project or program, increased transit fares, and future authorizations.

FHWA considers fiscal constraint when the STIP, TIP, and MTP are developed and approved. When projects (or phases of projects) are programmed in the STIP/MTIP, full funding for the project must reasonably be anticipated to be available within the time period contemplated for the completion of the project ([23 CFR 450.218\(o\)](#); [23 USC 135\(g\)\(4\)\(E\)](#)). In air quality nonattainment and maintenance areas, the fiscal constraint requirements are more stringent. In air quality nonattainment and maintenance areas, projects included in the first two years of the TIP and STIP require funds to be "available" or "committed". Once approved, the plans themselves are considered fiscally constrained.

FHWA reassesses fiscal constraint when project cost assumptions on a fiscally constrained plan change. This is because changes in project cost assumptions from what was assumed when the project was programmed into the plan(s) could impact the overall fiscal constraint of the

⁴ 23 CFR 450.104; 23 CFR 450.218(m); 23 CFR 450.218(o); 23 CFR 450.324(f)(11); 23 CFR 450.326(j-k)

STIP/MTIP/RTP. For example, in Oregon a STIP amendment is required associated with changes to fiscal constraint for total project cost increases/decreases (all phases, any type of funding increase/decrease) for amounts stated in the [ODOT-FTA-FHWA Amendment Matrix \(January 2025\)](#).

Relationship between NEPA and Fiscal Constraint

FHWA policy also specifies that projects must demonstrate fiscal constraint prior to a NEPA decision. The NEPA environmental review process can begin without demonstrating fiscal constraint; however, FHWA's 2017 "[Clarifying Fiscal Constraint Guidance](#)" states that both of the following must be true before FHWA can sign a Record of Decision (ROD), Finding of No Significant Impact (FONSI), or approve a categorical exclusion:

- Funding for a subsequent phase of the project⁵ (e.g., final design, right-of-way acquisition, or construction) must be shown in the STIP/TIP.
- For projects in metropolitan planning areas, estimated full project costs need to be shown in the MTP.

It is important to understand that even if a "subsequent phase of the project" is programmed in the STIP/TIP, the overall cost estimates that were used when those phases were programmed in the STIP/TIP must be the same (or substantially similar) as the current project cost estimates. Per FHWA's "[Supplement to January 28, 2008 'Transportation Planning Requirements and Their Relationship to NEPA Process Completion'](#)" (Question 18): "As the final environmental review is completed, it is important to ensure that the cost estimates are consistent with costs described in the MTP and STIP/TIP. If there is a significant difference between the Project cost estimates in the final environmental document compared to the MTP and/or STIP/TIP, this potentially may impact the overall fiscal constraint demonstration and the mix of future projects selected for funding in the MTP and STIP/TIP if the Project is underfunded. In this case, a plan and/or STIP/TIP amendment is necessary prior to the final NEPA decision". When the final environmental documentation does not include the cost estimate (e.g., categorical exclusions where cost estimation is documented separately from the PCE/CE documentation), this requirement still applies. Basically, FHWA will not approve a project via final NEPA decision that is not the same project (from a cost perspective) as programmed in the STIP/MTIP/RTP because it would be approving a project that could impact the overall fiscal constraint of those plans. If a project is ready to complete the NEPA process but the project cost estimate is substantially different than it was when the project was programmed in the STIP/MTIP and RTP, those plans will have to be amended before FHWA signs the ROD or FONSI or approves the categorical exclusion approval.

⁵ Note that "subsequent phase" means a phase that occurs after the Preliminary Engineering (PE) phase.

For projects requiring an EA or EIS, or more complex categorical exclusion projects, fiscal constraint requirements should be carefully considered prior to beginning the NEPA process. Projects planned to be “shelved” or projects with no planned construction funding should not start the NEPA process without discussing the strategy for meeting fiscal constraint requirements with the ODOT NEPA Program and FHWA OR Division. Additionally, the need for, and timing of, any STIP/MTIP and RTP amendments should be addressed as early in the process as possible, rather than when the ROD or FONSI is ready to be signed.

Coordination with FHWA OR Division and the ODOT NEPA Program is strongly encouraged to navigate through and meet fiscal constraint requirements.

Fiscal Constraint for Major Projects

Major Projects, defined by the FHWA as projects requiring Federal assistance over \$500 million in cost, may include phasing plans that have an impact on how the overall project can meet fiscal constraint requirements under 23 USC 134 and 135. Per FHWA’s [2014 Major Projects Financial Plan Guidance](#), “If a phasing plan is included in an approved major project financial plan, and fiscal constraint requirements are met for the funded phase, then pursuant to 23 USC 106(h)(3)(C), the overall project is deemed to meet fiscal constraint requirements under 23 USC 134 and 135.”.

3.3 Utility Relocation and NEPA

When a transportation project requires utility relocation activities, ODOT’s environmental regulatory compliance responsibilities are determined by whether the activities are federally reimbursable⁶. The ODOT Right of Way (ROW) Section Utility Relocation Manual details utility relocations are eligible for reimbursement of relocation costs. The project’s ODOT Utility Coordinator determines if utility relocation activities are reimbursable.

Unless they are being documented as an early utility relocation project (see section below), reimbursable utility relocation activities must be considered in the NEPA review and documentation for the project and identified in the Area of Potential Impact (API) (see [Section 4.4.2](#)). Therefore, reimbursable utility relocation construction activities cannot begin until the NEPA process for the transportation project (i.e., PCE Validation, CE Closeout, FONSI, or ROD) is complete. For this reason, it is critical for the ODOT Utility Coordinator to discuss any reimbursable (or potentially reimbursable) utility relocation activities with the REC as soon as possible during project design, typically no later than Design Acceptance Package (DAP). If reimbursable utility relocation activities need to be scheduled before project construction

⁶ In rare cases, when the relocation does not meet the criteria for reimbursement, but the activities are within the scope of the federal action, ODOT may have environmental regulatory compliance responsibilities. For example, this could occur if a project requires the utility to relocate in a specific place or if the project requires the utility to vacate the ROW.

begins, the REC or EPM should discuss the NEPA process requirements and schedule with the Project Delivery Team (PDT). The PDT should consider whether it makes sense to complete a separate NEPA process for an early utility relocation project as discussed below.

Early Utility Relocation Projects

Under certain conditions, States may relocate utilities before completing the NEPA process for the broader transportation project and still be reimbursed for the utility relocation costs; this is referred to as an “early utility relocation project”. Guidance for carrying out early utility relocation projects, including requirements for reimbursement, are detailed in the 2023 FHWA memorandum “[INFORMATION: Early Utility Relocation Prior to Transportation Project Environmental Review and Section 11315 of the Bipartisan Infrastructure Law](#)”. Per the memorandum, a NEPA process specific to the early utility relocation project must be completed and result in a finding that the project would not have significant environmental impacts and would comply with other applicable Federal environmental requirements. The early utility relocation project cannot influence the environmental review process for the transportation project, the decision relating to the need to construct the transportation project, or the selection of the transportation project design or location. The utility relocation also cannot predetermine the outcome of the environmental review process.

In most cases, early utility relocation projects will qualify to be processed as PCEs under 23 CFR 771.117(c)(2). See [Section 4.4](#) of this manual for information about documenting PCEs; however, the following apply for early utility relocation project PCEs:

- Early utility relocation project PCEs should use the same ODOT Key # as the transportation project, followed by “a” (e.g., use K#12345a for the early utility relocation project and K#12345b for the transportation project).
- The same Environmental Prospectus (EP) (ODOT Form# 734-5198) can be used for both the early utility relocation project and the transportation project; each project should have its own PCE Determination and Approval Form (PCED/A) (ODOT Form #734-5466) and PCE Validation Document (PCEV) (ODOT Form #734-5466).
- Documentation for both the early utility relocation project and the transportation project should be filed in the same environmental project file in ProjectWise; each project should have its own “set” in the [Cat Ex Projects](#) folder within ProjectWise. See [Section 4.10](#) for more information about PCE sets and the CE environmental project file.

Completing a separate NEPA process for an early utility relocation project is only appropriate for certain projects - primarily where reimbursable utility relocation activities need to be scheduled before construction begins on the transportation project and the environmental compliance requirements of the early utility relocation project are minimal. If the NEPA process for the early utility relocation project would take as long as the NEPA process for the

transportation project, it would not make sense to complete a separate NEPA process. For example, this could occur if the transportation project and utility relocation activities have similar linear impact areas and similar Section 106 compliance requirements. If reimbursable utility relocation construction activities need to be scheduled before starting construction of the transportation project, the REC or EPM should discuss NEPA process requirements and schedule with the PDT to help determine whether to complete a separate NEPA process for those activities.

Federal reimbursement for the early utility relocation project will not be made until the NEPA is completed and the utility phase is opened for this early utility relocation project. If completing a separate NEPA process for an early utility relocation project, the Project Manager must contact the Statewide Utility and Rail Liaison to discuss UR phase funding and obligation options.

3.4 Construction Staging/Disposal Sites and NEPA

Transportation projects often involve construction staging sites (locations where project-specific construction equipment, office trailers, and materials are assembled and stored prior to and during use on the project) and disposal sites (location where waste/excess material from a construction project is placed or stockpiled and stored for planned future use). How these sites are addressed in the project NEPA documentation depends on whether they are Agency-Designated Sites or Contractor-Designated Sites per ODOT Bulletin [GE08-04\(B\): Designating Construction Staging and Disposal Sites](#).

GE-08-04(B) creates a distinction between Contractor-designated versus Agency-designated staging and disposal sites in regard to environmental regulatory compliance.

When construction staging and disposal sites are designated by ODOT in the construction contract documents (i.e., Agency-Designated Sites), regardless of ownership or if their usage is optional, they must be considered in the NEPA review and documentation for the project. Agency-Designated Sites (prospective or mandatory) must also be identified in the Area of Potential Impact (API) for the project (see [Section 4.4.2](#)).

When ODOT does not designate the disposal and/or staging sites (i.e., Contractor-Designated Sites), the Contractor is responsible for locating their own sites and is also responsible for all environmental regulatory compliance of those off-site locations. Contractor-Designated Sites are not considered in the NEPA review or documentation for the project and are not identified in the API. **Note:** *The Oregon Department of Environmental Quality considers Contractor-Designated Sites in the calculation of overall ground disturbance of the project in regard to the need for a 1200-CA permit. Contact Region or Statewide erosion control staff when Contractor-Designated Sites are added to a project not subject to the 1200-CA.*

For more information on ODOT's procedures for designating disposal sites, for placement or temporary storage of clean fill, and construction staging sites, see [GE08-04\(B\): Designating Construction Staging and Disposal Sites](#).

3.5 NEPA and Timing of Compliance with Other Environmental Requirements

It is FHWA's policy for all environmental investigations, reviews, and consultations to be coordinated as a single process, and for compliance with all applicable environmental requirements to be reflected in the NEPA document to the maximum extent practicable and consistent with Federal law ([23 CFR 771.105\(a\)](#)). However, not all environmental requirements can be met prior to completion of the NEPA process. In particular, many environmental permits cannot be issued until after the FHWA NEPA process is complete – either the permits require a level of design that cannot be completed prior to NEPA, or the permitting agencies rely on the FHWA NEPA documentation to satisfy their own NEPA requirements. Per [23 CFR 771.133\(a\)](#), which pertains to EAs and EISs, if full compliance with the requirements of all applicable environmental laws, executive orders, and other related requirements is not possible by the time the combined final EIS/ROD, final EIS or FONSI is prepared, the NEPA document should reflect consultation with the appropriate agencies and provide reasonable assurance that the requirements will be met.

Although 23 CFR 771.105(a) and 771.133(a) do not address categorical exclusions, it is FHWA policy as supported by FHWA Technical Advisory T 6640.8A Guidance for Preparing and Processing Environmental and Section 4(f) Documents to document compliance with the requirements of all applicable environmental laws, executive orders, and other related requirements in categorical exclusion documentation to the maximum extent practicable.

For all NEPA classes of action, FHWA OR Division expects projects to demonstrate compliance with substantive federal environmental statutes and Executive Orders (e.g., ESA, NHPA Section 106, Section 4(f), etc.) prior to completing the NEPA process. Projects do not need to obtain environmental permits, or specific authorizations/licenses to construct or operate or enforce compliance measures, prior to completing NEPA (e.g., Section 401 Water Quality Certification, 404 Permit, USCG bridge permit, etc.).

Note about PS&E: ODOT's Plans, Specifications and Estimate (PS&E) submittal, which confirms that the project is ready for bid advertisement, must include both completed environmental documentation (i.e., NEPA documentation) and required environmental permits. As noted above, completion of NEPA documentation does not necessarily mean that all required environmental permits have been obtained. The REC should keep the Project Manager informed of the anticipated permitting timeline and advise them if environmental permits are

expected to be issued after PS&E. This helps ensure that permit requirements and timing are appropriately considered in the project schedule.

Section 4 Categorical Exclusions

This section of the manual addresses ODOT requirements for processing and documenting categorical exclusions for Federal-Aid Highway Program projects, including categorical exclusions approved by ODOT pursuant to the ODOT-Federal Highway Administration (FHWA) [Programmatic Categorical Exclusion Agreement](#) (PCE Agreement). In this manual and in practice, categorical exclusions approved by ODOT pursuant to the PCE Agreement are referred to as Programmatic Agreement Categorical Exclusions or “PCEs”; categorical exclusions approved by FHWA are simply referred to as “CEs”.

The procedures and guidance in this section apply to ODOT projects and projects where ODOT has oversight responsibilities per the [Stewardship and Oversight Agreement with FHWA OR Division Office](#). This section does not apply to direct recipients of federal funds or projects funded by other federal agencies, including the Federal Transit Administration. See the [“Supplemental ODOT Policy Guidance for LPA Discretionary Grant Projects - ODOT Environmental Roles and Responsibilities”](#) for more information.

Any PCE/CE procedural differences for certified local agency projects are specified in the [Local Agency Guidelines for Certified Local Public Agencies \(LAG Manual\)](#).

4.1 FHWA’s Categorical Exclusion Regulations

Per FHWA’s NEPA regulations ([23 CFR 771.117](#)), categorical exclusions are actions that normally do not involve significant environmental impacts and:

- do not induce significant impacts to planned growth or land use for the area;
- do not require the relocation of significant numbers of people;
- do not have a significant impact on any natural, cultural, recreational, historic or other resource;
- do not involve significant air, noise, or water quality impacts; and
- do not have significant impacts on travel patterns.

[23 CFR 771.117](#) lists actions that FHWA has determined meet the criteria for a categorical exclusion, as well as unusual circumstances that would preclude those actions from categorical exclusion classification, including:

- 1) Significant environmental impacts;
- 2) Substantial controversy on environmental grounds;
- 3) Significant impact on properties protected by Section 4(f) requirements or Section

106 of the National Historic Preservation Act; or

- 4) Inconsistencies with any Federal, State, or local law, requirement or administrative determination relating to the environmental aspects of the action.

Because projects classified as categorical exclusions have no significant environmental impacts and their effects are generally well understood, the NEPA process and documentation requirements are less extensive than those for an Environmental Assessment (EA) or Environmental Impact Statement (EIS). Documentation for a categorical exclusion focuses on demonstrating the following:

- the action qualifies for the categorical exclusion per 23 CFR 771.117;
- no unusual circumstances are present, or application of the categorical exclusion is still appropriate despite the presence of extraordinary circumstances; and
- the project complies with all other applicable federal environmental requirements, such as Section 7 of the Endangered Species Act and Section 106 of the National Historic Preservation Act.

4.2 Programmatic Agreement Categorical Exclusions (PCEs)

ODOT and FHWA's PCE Agreement authorizes ODOT to determine and approve, on behalf of FHWA, whether a project qualifies for a categorical exclusion listed in 23 CFR 771.117(c) and (d) provided it does not exceed certain impact thresholds. Categorical exclusions that do not exceed the thresholds and are approved by ODOT are called PCEs. Historically, over 95 percent of ODOT's projects that are subject to NEPA typically meet the criteria to be processed as PCEs.

PCE Kickouts

A project qualifies for a PCE if it does not exceed the following impact thresholds identified in [Section IV.A.2.b of the PCE Agreement](#). These thresholds are commonly referred to as "kickouts" or "PCE kickouts":

- i. Involves use of properties protected by Section 4(f) of the U.S. Department of Transportation Act (49 U.S.C. 303) that require preparation of an Individual Section 4(f) Evaluation;
- ii. Results in a determination of adverse effect on historic properties pursuant to Section 106 the National Historic Preservation Act (54 U.S.C. § 306108);
- iii. Requires a U.S. Coast Guard bridge permit (33 U.S.C. § 401);
- iv. Requires an Individual Permit under Section 404 of the Clean Water Act or Section 10 of the Rivers and Harbors Act;

- v. Results in an increase in the designated regulatory floodway elevation, or an increase of more than 1 foot of surface water elevation in the 100-year floodplain when no regulatory floodway is designated;
- vi. Requires a formal Wild and Scenic River Section 7(a) consultation with, and determination from, the official river administering regulatory agency;
- vii. Results in changes that substantially affect traffic patterns temporarily or permanently;
- viii. Requires the acquisition of more than minor amounts of right-of-way or displacement of businesses, nonprofit organizations and/or residents;
- ix. Does not conform to the State Implementation Plan which is approved or promulgated by the U.S. Environmental Protection Agency in air quality non-attainment areas;
- x. Requires an individual project-level formal consultation under Section 7 of the Endangered Species Act;
- xi. Requires an exception to Oregon Statewide Planning Goals;
- xii. Involves capacity expansion by construction of a new highway or local roadway where none existed previously or by addition of new through lanes (excludes bus on shoulder improvements and passing lanes);
- xiii. Is required by FHWA to be processed as a CE for reasons that are not reflected in the above impact thresholds.

PCE Kickout Guidance

Generally, an ODOT Region Environmental Coordinator (REC) is responsible for determining whether a project exceeds any of the PCE kickouts. Guidance for RECs to consider each of the PCE kickouts is provided below. If the response to any of the questions is “Yes” the project cannot be processed as a PCE.

This guidance does not cover all scenarios or requirements; RECs should coordinate with the appropriate ODOT staff, discipline or resource specialist(s) as indicated under each kickout. For some kickouts, the REC is the subject matter expert – coordination for these kickouts is noted “as needed” and a contact for additional questions is provided.

- i. **Will the action involve use of properties protected by Section 4(f) of the U.S. Department of Transportation Act (49 U.S.C. 303) that requires preparation of an Individual Section 4(f) Evaluation?**

Properties protected by Section 4(f) include publicly owned public parks, recreation areas, wildlife or waterfowl refuges, or any publicly or privately owned historic site listed or eligible for listing in the National Register of Historic Places (NRHP). When a federally funded transportation project will “[use](#)” a Section 4(f) property, a Section 4(f) approval by the FHWA is required. If the “use” would have a greater than [de minimis impact](#) on the property, or the project does not fall under the [regulatory exceptions in 23 CFR 774.13](#) or does not fit the specific criteria of any of the [five nationwide programmatic evaluations](#), an Individual Section 4(f) Evaluation is required.

Projects requiring an Individual Section 4(f) Evaluation cannot be processed as PCEs; however, the need for an Individual Section 4(f) Evaluation does not preclude a project from meeting the criteria to be classified as a CE. Individual Section 4(f) Evaluations are rare and, in some cases, could indicate significant impacts to 4(f) properties. Therefore, the REC must coordinate with FHWA OR Division when the need for an Individual Section 4(f) Evaluation is identified.

For Section 4(f), RECs should coordinate with: ODOT Cultural Resource Program staff; ODOT NEPA Program staff (as needed for publicly owned public parks, recreation areas, and wildlife or waterfowl refuges). For projects requiring an Individual 4(f) Evaluation, RECs must coordinate with FHWA OR Division and ODOT NEPA Program.

ii. Will the action result in a determination of adverse effect to historic properties pursuant to Section 106 of the National Historic Preservation Act (54 U.S.C. § 306108)?

Section 106 of the National Historic Preservation Act (NHPA) requires Federal agencies to take into account the effects of their undertakings on historic properties. Adverse effects occur when an undertaking may directly or indirectly alter characteristics of a historic property that qualify it for inclusion in the NRHP ([36 CFR 800.5\(a\)\(1\)](#)). Examples of adverse effects are listed in [36 CFR 800.5\(a\)\(2\)](#).

For Section 106, RECs should coordinate with: ODOT Cultural Resource Program staff.

iii. [Will the action] Require a U.S. Coast Guard bridge permit (33 U.S.C. § 401)?

Coordination with the U.S. Coast Guard is required for the construction, reconstruction, or modification of a bridge or causeway across a navigable waterway of the United States. This includes temporary bridges used for construction access or traffic detours.

Projects that require a U.S. Coast Guard Bridge Permit cannot be processed as PCEs. Projects requiring the following types of U.S. Coast Guard clearances can be processed as PCEs:

- Work Plan Concurrence
- Drawbridge, Lift-Span, or Swing-Span “Deviation”

- Drawbridge, Lift-Span, or Swing-Span “Temporary Rule Change”

FHWA OR Division will review projects requiring a temporary operational deviation from the normal operating schedule and/or regulations of a bridge or causeway across a navigable waterway of the United States. The US Coast Guard has sole authority to approve the temporary operational deviations; however, FHWA will holistically consider roadway and maritime impacts resulting from the deviation and may require the project to be processed as a CE (or EA or EIS if there are potentially significant or significant impacts).

For U.S. Coast Guard permitting, RECs should coordinate with: NEPA Program staff (as needed).

iv. **Will the action require an Individual Permit under Section 404 of the Clean Water Act or Section 10 of the Rivers and Harbors Act?**

Pursuant to Section 404 of the Clean Water Act (CWA) and Section 10 of the Rivers and Harbors Act, the U.S. Army Corps of Engineers (USACE), is responsible for administering a Regulatory Program that requires permits for certain activities in [waters of the United States \(U.S.\) as defined by the U.S. Environmental Protection Agency \(EPA\) and USACE](#). Under Section 404, USACE regulates the discharge of dredged or fill material into waters of the U.S. Under Section 10, USACE regulates structures and/or work in or affecting the course, condition, or capacity of navigable waters of the U.S.

Depending on the complexity of the project and its potential for environmental effects, USACE will consider authorizing the project by either Regional General Permit, Nationwide Permit or individual permit. An individual permit from USACE is triggered when proposed construction, dredging, or filling activities in waters of the U.S. have more than minimal individual or cumulative environmental impacts, or do not qualify for a general/nationwide permit. Projects requiring an individual permit from USACE cannot be processed as PCEs.

For Section 404 permitting or Section 10 permitting, RECs should coordinate with: [Permit Program](#) staff.

v. **Will the action result in an increase in the designated regulatory floodway elevation, or an increase of more than 1 foot of surface water elevation in the 100-year floodplain when no regulatory floodway is designated?**

The 100-year flood, or base flood, is a flood event having a 1-percent chance of being equaled or exceeded in any given year. The Federal Emergency Management Agency (FEMA) identifies area inundated by a 100-year flood, known as the 100-year floodplain, on Flood Insurance Rate Maps (FIRMS) as the Special Flood Hazard Area (SFHA), labeled Zone A, Zone AO, Zone AH, Zones A1-A30, Zone AE, Zone A99, Zone AR, Zone AR/AE, Zone AR/AO, Zone AR/A1-A30, Zone AR/A, Zone V, Zone VE, and Zones V1-V30. FEMA defines the “Regulatory Floodway” as

the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

A project which includes a significant encroachment as defined in [23 CFR 650.105\(q\)](#) does not meet the criteria to be processed as a categorical exclusion.

For floodplain-related issues, coordinate with: [Hydraulic Engineering Program](#) staff.

vi. Will the action require a formal Wild and Scenic River Section 7(a) consultation with, and determination from, the official river administering regulatory agency?

Section 7(a) of the Wild and Scenic Rivers Act directs federal agencies to protect the free-flowing condition and other values of designated rivers and congressionally authorized study rivers. A Section 7 determination is required for federally funded projects:

- Proposed in the bed or banks of a designated river or congressionally authorized study river; or
- Proposed in the bed or banks of river below, above or on a stream tributary to a designated river or congressionally authorized study river AND likely to result in effects within a designated river or congressionally authorized study river.

This PCE knockout refers to formal consultation and determinations only; the threshold is not exceeded as a result of informal coordination (i.e., email, phone) with the administering agency (Bureau of Land Management (BLM), National Park Service (NPS), U.S. Fish and Wildlife Service (USFWS), or U.S. Forest Service (USFS)).

For Wild and Scenic River-related issues, coordinate with: ODOT NEPA Program staff (as needed).

vii. Will the action result in changes that substantially affect traffic patterns temporarily or permanently?

Temporary effects to traffic patterns can result from construction – such as detours and lane/ramp closures. Permanent effects to traffic patterns result from changes such as adding or removing access points, traffic restrictions (right-in/right/out only), or traffic control (signalization, stop control); modifying intersection configuration; and changing roadway capacity with lane additions or reductions.

In determining whether a change to traffic patterns is considered substantial, the REC should consider the severity and timing/duration of the impact along with the characteristics of the area affected. If a REC is unsure whether a proposed change to traffic patterns would be substantial, they should contact ODOT NEPA Program staff for further discussion and

guidance.

Examples of temporary effects that may be considered substantial include, but are not limited to:

- Detours of more than 20 minutes out of direction travel for any mode.

Note that any project exceeding this threshold is required to consult with FWHHA to confirm the PCE classification is appropriate per the “consult clause” thresholds in Section IV.A.3 of the 2025 PCE Agreement. See [PCE Consult Clauses section](#) for more information.

- Detours or closures that interfere with the operation of local schools and/or special events.
- Limits on mobility or access for businesses, emergency services, or large numbers of people.

Examples of permanent effects that may be considered substantial include, but are not limited to:

- Change in capacity to a high-volume roadway, altering regional traffic flow
- Changes to access points, intersections, or major functional characteristics of a roadway
- Changes requiring geometric reconstruction, new signals, or substantial modification of connecting roadways

For potentially substantial traffic pattern changes, coordinate with: ODOT NEPA Program staff (as needed).

viii. Will the action require the acquisition of more than minor amounts of right-of-way or displacement of businesses, nonprofit organizations and/or residents?

A project that results in the displacement of a business, nonprofit organization, or resident is not eligible for processing as a PCE. If the project involves acquiring real property (for example, a shed or other outbuilding) but does not involve displacement, the REC should contact ODOT NEPA Program staff for further guidance.

There is not a specific threshold for what is considered “more than minor” amounts of right-of-way acquisition in regard to this PCE kickout. The determination will be made based on the size of the acquisition in comparison to the size of the overall parcel and/or the potential for the acquisition to impair the parcel’s existing land functions.

See the [PCE Consult Clauses section](#) for thresholds for right-of-way acquisition that require the

REC to consult with FHWA to verify that the PCE classification remains appropriate.

For ROW acquisitions or displacements, RECs should coordinate with: ODOT NEPA Program staff (as needed)

ix. Will the action fail to conform to the State Implementation Plan which is approved or promulgated by the U.S. Environmental Protection Agency in air quality non-attainment areas?

The State Implementation Plan (SIP) provides a plan for implementation, maintenance, and enforcement of the National Ambient Air Quality Standards (NAAQS) and to fulfill other requirements of the Clean Air Act Amendments (CAAA). Transportation conformity is required under CAAA Section 176(c) to demonstrate that metropolitan transportation plans, metropolitan transportation improvement programs (TIPs) and Federal projects are consistent with (“conform to”) the SIP. Projects in [nonattainment](#) and maintenance areas must be reviewed to ascertain that they conform to the SIP. A project demonstrates project-level conformity by coming from a conforming metropolitan plan and TIP and showing it does not cause localized air quality violations. The project design concept and scope must not have changed significantly since it was approved in plan and TIP.

When considering whether a project in an air quality non-attainment area will exceed this kickout, coordinate with an ODOT Air Quality Specialist to determine whether the project conforms to the SIP and if an air quality analysis is needed. If the project is exempt per [40 CFR 93.126](#) and [128](#), this kickout is not exceeded.

To determine conformity with the SIP, RECs should coordinate with: [ODOT Air Quality Program](#) staff.

x. Will the action require an individual project-level formal consultation under Section 7 of the Endangered Species Act?

Under Section 7 of the Endangered Species Act (ESA), Federal agencies must consult with the National Marine Fisheries Services (NMFS) and/or U.S. Fish and Wildlife Service (USFWS) when carrying out, funding, or authorizing any action that may affect a listed endangered or threatened species.

Projects with a No Effect ESA determination and projects that fall within the scope of existing NMFS or USFWS programmatic biological opinions do not require individual project-level formal consultation.

Projects not covered by a NMFS or USFWS programmatic biological opinion and receive a Likely to Adversely Affect determination require individual project-level formal consultation and exceed the PCE impact threshold.

For ESA, RECs should coordinate with: ODOT Region Biologist

xi. Will the action require an exception to Oregon Statewide Planning Goals?

Oregon's 19 Statewide Planning Goals express the state's policies on land use and related topics. When a project does not comply with some or all applicable goal requirements, a goal exception may be required. The documentation for a goal exception must be set forth in a local government's comprehensive plan and must support a conclusion that the standards for an exception have been met.

Examples of ODOT projects potentially requiring a goal exception include state highways in rural areas and projects on farmland zoned Exclusive Farm Use (EFU) or for forest use. Certain activities in the Oregon coastal zone, such as beachfront protective structures (riprap/seawalls) can also result in the need for a goal exception.

This PCE impact threshold refers to goal exceptions that have not been adopted in a comprehensive plan; projects with adopted goal exceptions do not exceed this PCE impact threshold.

For goal exceptions, RECs should coordinate with: Region Planners (as needed).

xii. Will the action involve capacity expansion by construction of a new highway or local roadway where none existed previously or by addition of new through lanes (excludes bus on shoulder improvements and passing lanes)?

Projects that create new capacity or expand existing capacity by constructing new highways or local roadways or adding through lanes cannot be processed as PCEs. Projects that add passing lanes or add bus on shoulder improvements do not exceed this PCE impact threshold.

For capacity-related issues, RECs should coordinate with: ODOT NEPA Program staff (as needed).

xiii. Will the action be required by FHWA to be processed as a CE for reasons that are not reflected in the above impact thresholds?

FHWA retains the authority to require any project to be processed as a CE, regardless of whether it exceeds a PCE impact threshold. FHWA may exercise this authority based on its assessment of project-specific risk, including the potential for environmental effects, public or partner concerns, or other factors that warrant additional federal review not otherwise captured in the PCE impact thresholds.

4.3 PCE/CE Preparers and Approvers

ODOT staff and managers who prepare and/or approve PCE documentation must meet the

minimum qualifications detailed in Section IV.A.8.a-c of the PCE Agreement:

- Be knowledgeable with and follow the appropriate subsections of 23 CFR 771 through 774, and FHWA and ODOT procedures for environmental analysis and NEPA compliance.
- Have completed Introduction to NEPA and Transportation Decision-making web-based course FHWA-NHI-142052 or comparable training⁷.
- Have adequate experience addressing NEPA compliance for transportation projects or until such time, have their work reviewed by staff having the necessary experience.

ODOT staff meeting these qualifications can be “Qualified Preparers” and “Qualified Approvers”. Standard practice is for a Qualified Preparer to be a Region Environmental Coordinator (REC) and a Qualified Approver to be a Region Environmental Manager (REM) or REM-designated REC. In situations where an REM is unavailable, a Qualified Preparer can also be a Qualified Approver; however, a Qualified Preparer cannot approve documentation they prepared.

These minimum qualifications also apply to preparers and approvers of CEs. In addition, and following signature by an ODOT Qualified Approver, CE documentation must be reviewed and approved by FHWA. Note that in this manual, the terms “REC” and “REM” are used interchangeably with “ODOT Qualified Preparer” and “ODOT Qualified Approver,” respectively.

Consultants and staff from local governments who prepare PCE and CE documentation should be environmental specialists meeting qualifications listed above. However, consultants and staff from local governments are not Qualified Preparers or Approvers; **ODOT Qualified Preparer and Approvers must review and approve all consultant- and local public agency (LPA)-prepared PCE and CE documentation.**

4.4 Documenting Standard PCEs and CEs

This section of the manual addresses the documentation requirements and procedural steps for standard PCEs and CEs. Additional guidance is provided for the following types of non-standard PCEs as noted:

- No Ground Disturbance PCEs – projects with no direct or indirect ground disturbance ([Section 4.6](#))

⁷ In 2025, the FHWA-NHI-142052 course became unavailable. ODOT and FHWA OR Division agreed to allow comparable training, including internal ODOT trainings, to meet PCE/CE preparer and approver minimum qualification requirements.

- Advanced Investigation PCEs - for advanced investigation projects with a FHWA nexus ([Section 4.7](#))
- Emergency Repair PCEs - for repair projects under the Emergency Relief Program ([Section 4.8](#))
- Surplus ROW and Early Acquisition PCEs – for sale of surplus ODOT ROW subject to NEPA and early acquisition of ROW per [23 CFR Part 710 Subpart E](#) ([Section 4.9](#))

An overview of the standard PCE process along with required documentation is shown in [Figure 4-1](#). An overview of the CE process along with required documentation for projects with federally funded ROW is shown in [Figure 4-2](#); the CE process for projects without federally funded ROW is shown in [Figure 4-3](#).

The primary differences between documenting and processing a PCE and a CE are FHWA approval and the timing of final design and ROW acquisition. Unlike PCEs, final design and ROW acquisition for CEs cannot proceed prior to demonstrating compliance with applicable environmental laws and Executive Orders, including required consultation with appropriate agencies, on the CE Closeout Document. A CE project can proceed with ROW acquisition using state-funds; however, federal reimbursement for the ROW acquisition will only be authorized after completion of the CE Closeout Document.

Figure 4-1: Standard PCE and Project Development Overview Table

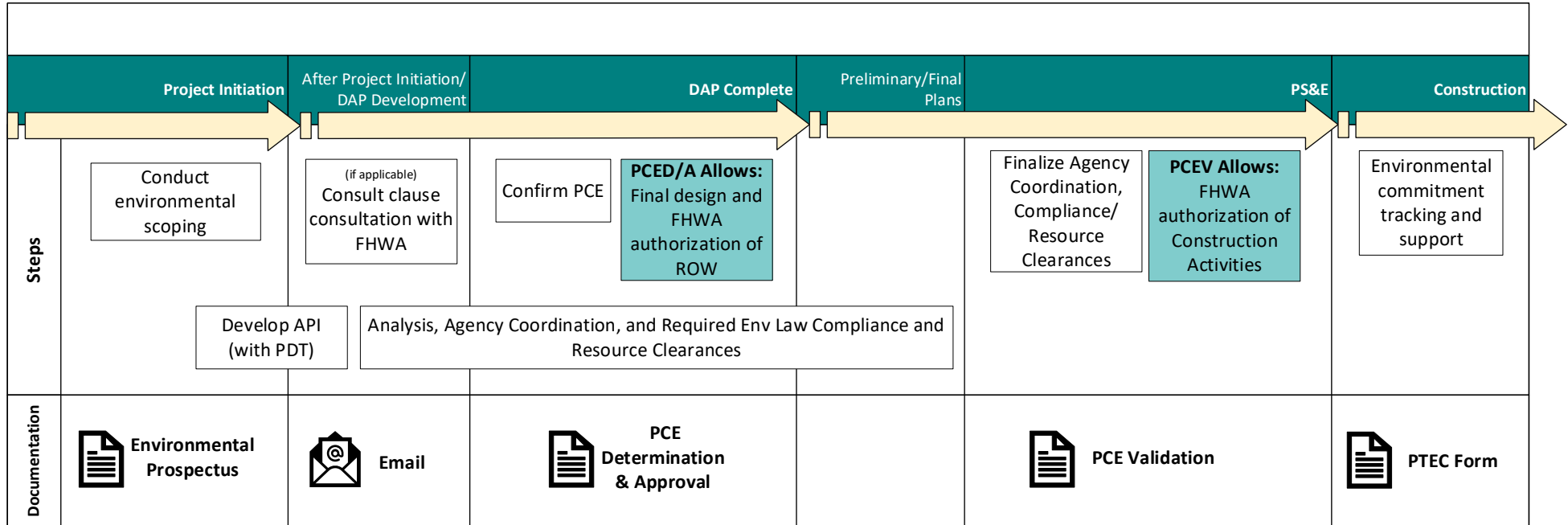


Figure 4-2: CE and Project Development Overview Table (for projects with federally funded ROW)

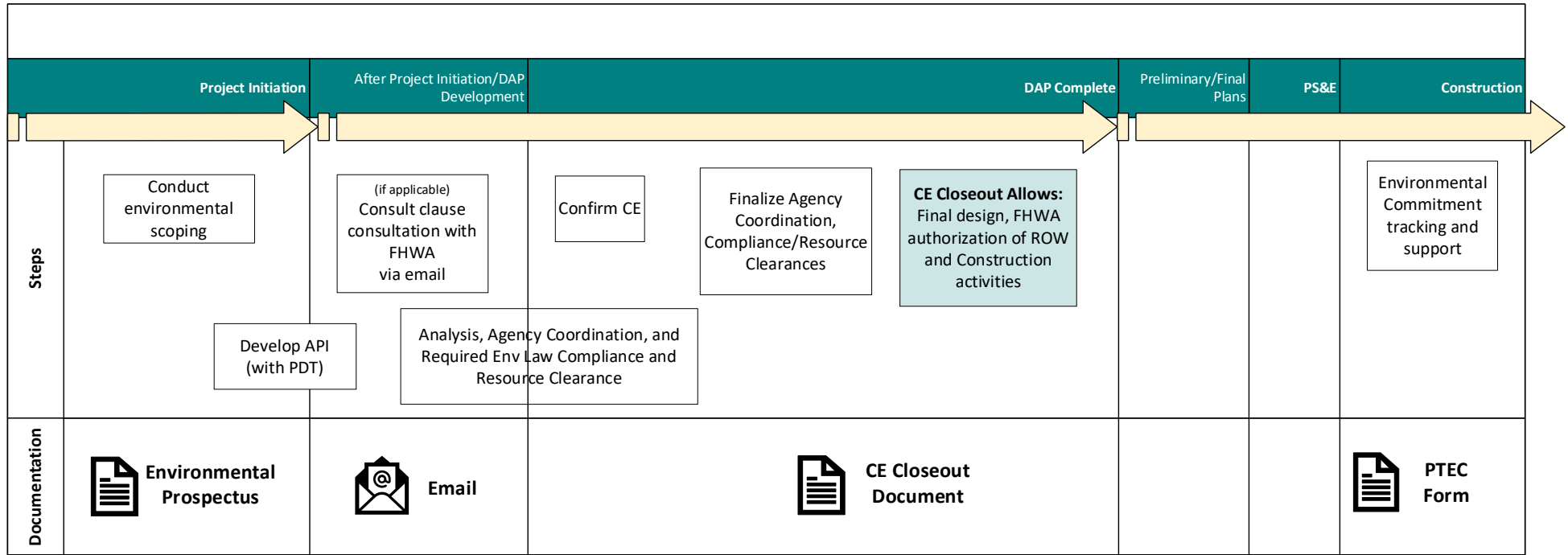
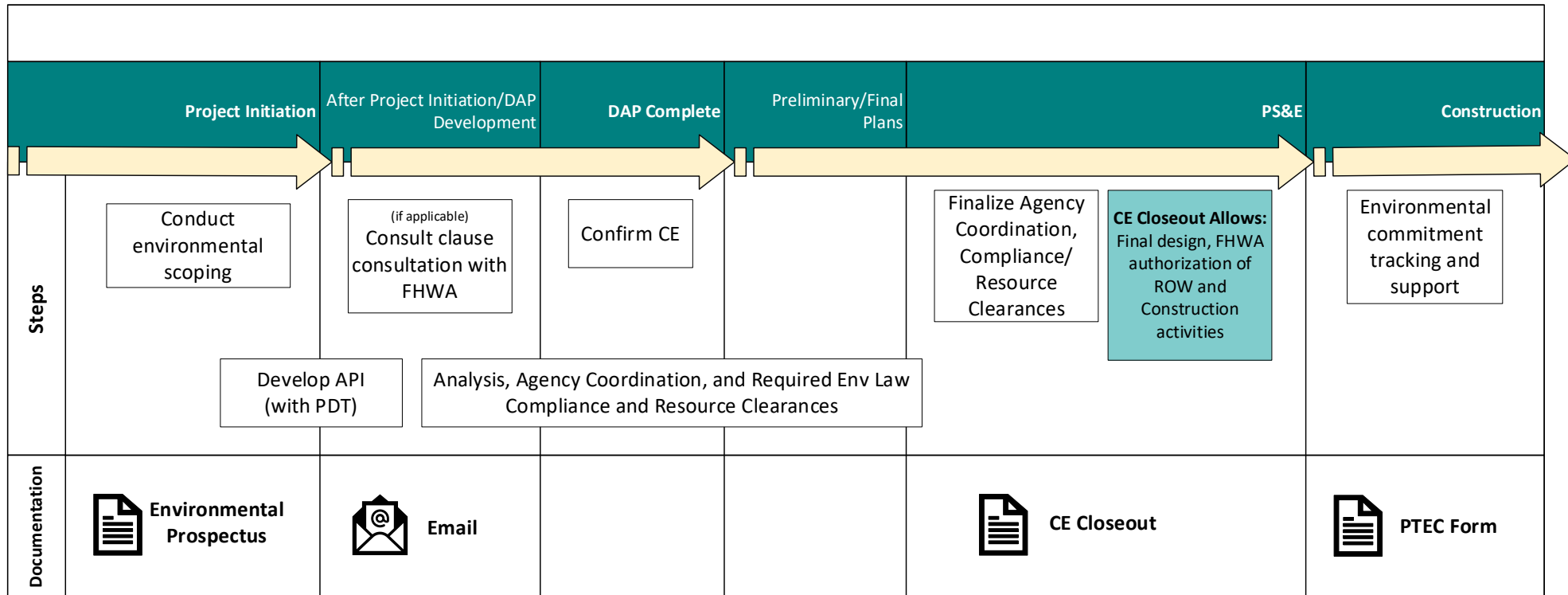


Figure 4-3: CE and Project Development Overview Table (for projects without federally funded ROW)



4.4.1 PCE/CE Project Descriptions

A clear, accurate, and well-written project description in PCE and CE documentation is essential for the environmental review process by:

- providing decision makers, reviewers, and environmental resource/discipline specialists the scope and context of the proposed action;
- establishing the basis for identifying and evaluating the project's reasonably foreseeable environmental effects; and
- documenting that the project qualifies for a CE per 23 CFR 771.117.

The guidance in this section is not intended to be prescriptive instruction, but rather guidance for what project elements to consider to ensure PCE/CE project descriptions meet these objectives.

Drafting the PCE/CE project description is an iterative process that begins during project initiation and continues through the project development process as design progresses. PCE/CE documentation reflects this iterative process; for example, the project description used for environmental scoping and documented on the Environmental Prospectus (see [Section 4.4.3](#)) will often include less detail than the project description documented on the PCE Validation or CE Closeout, when the project is further along in design and the environmental review is complete.

Project maps and graphic illustrations can supplement or replace parts of the narrative project description as appropriate. Most PCEs and CEs require an Area of Potential Impact (API) map to be included in the PCE or CE set in the [Cat Ex Projects](#) folder within ProjectWise (see the [PCE/CE Mapping section](#) below). In addition to the API map, other types of maps, plan sheets, and/or graphics can be referenced in the PCE/CE project description and included in PCE/CE set as needed. These additional maps and graphics are not required but should be used where appropriate to enhance understanding of PCE/CE project description elements that are better explained illustratively.

Elements to Consider in a PCE/CE Project Description

The PCE/CE project description should provide more detail than the descriptions in relevant planning documents, the State Transportation Improvement Program (STIP), and funding agreements, but it must not conflict with them.

The PCE/CE project description should clearly explain all activities relevant to the environmental review, with the level of detail scaled to the project's scale and complexity. The project description should focus on design elements that influence environmental outcomes and

include timing or avoidance assumptions/decisions made during design intended to reduce impacts. It should be written in plain language for someone with no prior knowledge of the project to understand what is being proposed.

Project descriptions in PCE and CE documentation should address the following, as applicable and proportional with the project's overall scale and complexity:

- 1. Transportation objective** – PCEs and CEs do not require a formal, detailed Purpose and Need statement like those required for EAs and EISs. However, the PCE/CE project description should include a concise explanation of why the project is being proposed and the transportation objective. Describe project benefits that will result when the project is constructed.
- 2. Scope of work** – Describe proposed project components and activities relevant to the environmental review process, including but not limited to:
 - Adding, removing, or modifying facilities and/or structures (bridge replacement, culvert rehabilitation, roadway widening, retaining walls etc.).
 - Changes to access, such as new ramps or closed intersections.
 - Site preparation and earthmoving activities such as excavation, large scale vegetation clearing, channel modification, pile driving, etc.
 - Project components to mitigate effects, including timing, minimization, or avoidance design features or activities used to lessen the effects of the project.
 - Construction phasing, including timing and a description of what will be constructed in each phase.
 - ODOT-designated staging areas and disposal sites.
 - Traffic management activities, temporary access roads, detour routes, and detour bridges.
- 3. Project limits (as applicable)**
 - List the logical termini (start and end points for project improvements and environmental review).
 - Project limits could include non-adjacent project elements, such as ODOT-designated staging areas, stockpile and access areas, and areas being cleared. Stormwater features that may be discontinuous with the proposed work should also be included.
 - Describe the geographic context to establish the environmental setting.
 - API Map(s) - (see the [PCE/CE Mapping section](#) below).

4. Additional considerations

- Describe known design considerations and constraints (e.g., utilities, right-of-way limits, bridge detour)
- If applicable, identify alternative project delivery method (i.e., Design-Build, Construction Manager/General Contractor, etc.)

5. Consult Clause Consultations (for PCE projects only) - If a PCE project requires consultation with FHWA per Section IV.A.3 of the PCE Agreement, the consultation should be recorded in the Project Description field of the PCE Determination and Approval Form (PCED/A). Detailed instructions for conducting and documenting PCE consult clause consultations are included in [Section 4.4.5, PCE Consult Clauses](#), below.

Updating the Project Description

As projects advance through design, the project description is expected to evolve as additional design details become available. However, project components may change during design and in construction in ways that influence the environmental review and need to be addressed in the PCE/CE project description. Examples of changes that can affect the PCE/CE project description include refinements to project limits or logical termini, adjustments to project scope, additions or removal of project elements, and updates to key assumptions or construction timing.

When changes occur during project development or environmental review, the REC should update the project description in the Project Description field of the PCE/CE forms going forward (it is not appropriate to change project descriptions in previously approved PCE/CE documents). REC should notify the relevant discipline specialists and provide them with the updated project description and API map to ensure adequate consideration of impacts and to maintain consistency with the PCE/CE documentation.

If changes affecting the PCE/CE project description are made after a PCE or CE has been completed⁸ or during construction, a re-evaluation is required. Project changes that result in impacts not previously addressed in the original PCE or CE documentation require completion of the PCE/CE Re-evaluation Form (ODOT Form # 734-5442). Refer to [Section 7](#) for requirements for processing and documenting re-evaluations.

4.4.2 PCE/CE Mapping

Clear, consistent mapping is essential to help reviewers and decision-makers understand a

⁸ A PCE or CE is completed when a PCE Validation Document, NGD Document, AI PCE Form, ER PCE Form, or CE Closeout Document is signed.

project's location, context, and key environmental considerations. This section outlines the mapping design standards and project data conventions required for maps included in PCE and CE documentation.

Area of Potential Impact (API) Map

The Area of Potential Impact (API) map shows the footprint of all potential physical project impacts (ground disturbance, modification of structures, stormwater facilities, reimbursable utility relocations, etc.). This includes but is not limited to geotechnical drilling and association impacts, advanced investigation, ODOT-designated work areas, staging, stockpile areas, material sources, construction access, ROW acquisitions, and permanent and temporary signs in the ground. The API map is used by the project's environmental specialists to establish a boundary for the area considered in the environmental review.

Developing the API is a coordinated effort among environmental specialists; roadway designers; traffic, bridge and hydraulic engineers; utility specialists; the Transportation Project Manager/Resident Engineer-Consultant Projects; and in certain instances, the Construction Office. There is no required format for API maps; however, there must be a boundary line depicting the geographic extent of a project's potential physical environmental impacts, temporary and permanent.

If the API changes because of project updates, the REC should notify the relevant discipline specialists and provide them with the updated API map to ensure adequate consideration of impacts and coverage in environmental clearances. Project managers should note that, depending on the timing of the change, expanding the API could result in project delays and cost increases due to the need for new or modified environmental analyses and/or clearances.

For most PCEs and CEs, the API map must be included in the PCE or CE set in the [Cat Ex Projects](#) folder within ProjectWise. The API map deliverable may be saved as a .kmz file or pdf file. See [Section 4.10](#) for more information about PCE/CE sets and the environmental project file. For some project types or elements, an API map is not appropriate. This includes projects with no ground disturbance, projects or project elements occurring at multiple dispersed locations, and minor activities such as routine sign replacements. RECs should use professional judgment to determine whether an API map is appropriate for a specific project or project elements. When an API map is not warranted, plan sheets or other relevant mapping materials should be included in the PCE/CE set as applicable.

Discipline-Specific Maps

In addition to the API map, discipline-specific maps support compliance with other environmental laws (e.g., Area of Potential Effect (APE) map for the Section 106 specialists). Discipline-specific maps may cover an area that is larger (but not smaller) than the project API.

When considering what areas have been covered or cleared by an environmental review, the project API map and any discipline-specific maps used for specific clearance should be referenced, as applicable (e.g., refer to the APE map for area cleared for Section 106, refer to map in FAHP documentation for area cleared for ESA, etc).

4.4.3 Environmental Scoping and the Environmental Prospectus

Environmental scoping⁹ is an essential first step in informing PCE and CE documentation. Environmental scoping must be conducted for all standard PCEs and CEs and documented on the Environmental Prospectus (EP) (ODOT Form# 734-5198). Non-standard PCEs, including No Ground Disturbance PCEs, Advanced Investigation PCEs, Emergency Repair PCEs, and Surplus ROW and Early Acquisition PCEs, do not require preparation of an EP.

The EP must be prepared and signed by a REC/Qualified Preparer, typically at the project initiation phase of project development. For consultant-delivered projects, the EP is needed prior to project initiation or project kickoff and may be used to inform the consultant's statement of work (SOW).

The EP includes environmental scoping questions to identify and document potentially affected environmental resources and anticipated environmental compliance requirements, including identifying a preliminary NEPA class of action.¹⁰ The EP questions also assist the REC in determining whether a project that meets criteria for a categorical exclusion exceeds the [kickout thresholds](#) and/or one or more of the [“consult clause” thresholds](#) in the PCE Agreement.

Adequate consideration of the environmental scoping questions requires coordination with planners, engineers, and environmental specialists. Refer to the EP guidance (available online and linked in the EP form itself) for more detailed guidance and information.

The EP requires formal Quality Control (QC) review; see the [NEPA Deliverables Quality Plan](#) for QC documentation requirements.

If preparation of the EP indicates the project is likely to be processed as a CE (i.e., exceed one or more of the PCE kickout thresholds), the REC should provide a copy of the Environmental Prospectus to FHWA OR Division via email upon completion.

⁹ Note that the term *scoping* used herein refers to informal scoping of the environmental review process, which is distinct from scoping for project selection and programming of the STIP and from formal scoping conducted prior to preparation of an EA or EIS.

¹⁰ While projects requiring an EA or EIS should also prepare an EP, these projects are generally identified during early planning efforts before they are programmed in the STIP, well before project initiation. It is uncommon, though technically still possible, for a STIP-listed project to unexpectedly require an EA or EIS.

4.4.4 PCE Consult Clauses

If a project could be processed as a PCE but would result in impacts exceeding one or more of the consult clause thresholds in [Section IV.A.3 of the PCE Agreement](#), ODOT is required to consult with FHWA OR Division to confirm a PCE (rather than a CE requiring FHWA approval) is appropriate. Consultation is required if the project:

- a. Is defined as a “Type I project” per [23 CFR 772.5](#) and the current ODOT Noise Manual for purposes of a noise analysis;
- b. Will result in more than 1.5 acres of impacts to wetlands and waters.
- c. Will result in detours of more than 20 minutes out of direction travel for any mode. (Note: referring to the out of direction travel time for ODOT’s designated/signed detour.)
- d. Requires more than 10 percent of a parcel for parcels under 10 acres in size, 1 acre for parcels 10 to 100 acres in size and 1 percent of the parcel for parcels greater than 100 acres in size or acquisition will impair existing land functions (such as net loss of parking, and substantial loss of residential front yards). (Note: referencing only permanent ROW acquisition and permanent loss of parking.)
- e. Is anticipated to result in controversy on environmental grounds.

The consult clauses function as thresholds that trigger a discussion with FHWA OR Division. They are not the same as PCE kickouts; i.e., exceeding one or more of these thresholds does not automatically mean a project must be processed as a CE. The purpose of consultation is to provide FHWA OR Division an opportunity to assess project risk before ODOT processes a project as a PCE.

The information used to determine whether a project triggers consultation is acquired early in project development when detailed or quantified information is not yet available. When a project has the potential—or appears likely—to exceed a consult clause threshold based on the likely range of impacts, the REC should consult with FHWA OR Division rather than spending significant time attempting to refine details solely to confirm whether the threshold is met.

Conducting and Documenting PCE Consultation with FHWA OR Division

Consultation should be conducted with the FHWA OR Division Environmental Program Manager or Environmental Protection Specialist via email with the ODOT NEPA Program cc’d. As applicable, consultation email should include the following:

- Basic project info (Name, Key #, Location, etc.)
- Project Description

- Consult clause(s) triggered
- Explanation of why the impact triggering the consultation is not substantial enough to warrant processing the project as a CE
- (if applicable) Maps, visuals, and/or other documents that support the above explanation
- (if applicable) Description of partner and public involvement that has been or will be conducted for the project, including any partner or public feedback specific to the impact triggering the consultation

If FHWA responds to the consultation email confirming that a PCE is appropriate for the project, include the following statement in the Project Description field of the PCE Determination and Approval Form:

"This project required consultation with FHWA per PCE Agreement Section IV.A.3 {insert consultation clause letter}. {Insert FHWA EPM or EPS name} confirmed via email on {insert date} that the project can be processed as a PCE."

4.4.5 PCE Determination & Approval and PCE Validation

Most PCEs are considered "standard" PCEs and are documented with the EP, an API Map, a PCE Determination and Approval Form (PCED/A) (ODOT Form #734-5466), the PCE Validation Document (PCEV) (ODOT Form #734-5466), and all required/supporting documentation, as described in [Section 4.5](#). These ODOT forms are designed to demonstrate that adequate environmental scoping has been completed, conditions specified in the PCE Agreement are met, unusual circumstances do not apply, and other environmental requirements have been addressed as relevant. [Table 4.4.5-1](#) explains how to fill out each of the fields on the PCED/A and PCEV forms.

When complete, the REC saves the PCE documentation in a "set" in the [Cat Ex Projects](#) folder within ProjectWise. The standard PCE set must include:

- Environmental Prospectus
- PCE Determination and Approval Form
- PCE Validation
- API Map or Revised API Map (if project scope changed between PCED/A and PCEV)
- All required documentation for compliance with applicable environmental laws and Executive Orders, per [Section 4.5](#)

Quality control documentation and any other documentation supporting the categorical exclusion determination does not need to be included in the PCE set but must be saved in the environmental project file. See [Section 4.10](#) for more information about PCE sets and the CE environmental project file.

PCE Determination and Approval Form (PCED/A)

After environmental scoping, completion of the EP, PCE consultation (if required) and when there is adequate information available to classify a project as a PCE, the REC prepares a PCED/A. The PCED/A verifies that the project does not exceed the PCE kickouts and that neither significant environmental effects nor unusual circumstances will result. The PCED/A includes 13 “yes or no” questions correlating with the PCE kickouts. If the response to any of the questions is “Yes”, then the project cannot be classified as a PCE. See the [PCE Kickout Guidance section](#) for determining whether a project exceeds the PCE kickouts.

Completion of the PCED/A classifies the project as a CE per 23 CFR 771.113(a)(1). However, the PCED/A does not document compliance with applicable environmental laws, executive orders and other related requirements; rather, it reflects anticipated consultation with appropriate agencies and provides reasonable assurance that all requirements can be met. Therefore, the PCED/A does not complete ODOT’s PCE process. **The PCED/A only allows the project to proceed with final design and FHWA authorization of ROW acquisition to be requested.**

PCE Validation (PCEV)

The PCEV completes the PCE process by documenting compliance with applicable environmental laws and Executive Orders, including a summary of required consultation with appropriate agencies. The PCEV cannot be completed until the project can demonstrate compliance with substantive federal environmental statutes and Executive Orders (e.g., ESA, NHPA Section 106, Section 4(f), etc.). See [Section 3.5](#) for a detailed discussion regarding the timing of NEPA completion and compliance with other environmental requirements. See [Section 4.5](#) for detailed guidance and example language for completing the PCEV.

The PCEV must be signed prior to requesting FHWA authorization of any funds for construction activities (including utility relocation) and/or purchase of construction materials or vehicles.

The PCEV requires formal QC; see the [NEPA Deliverables Quality Plan](#) for QC documentation requirements.

Table 4.4.5-1: PCED/A and PCEV Guidance

<u>Form Field</u>	Instructions
<u>Project Name</u>	Enter the ODOT project name. The PCE project name should match the name of the project in the STIP. For phased projects or where a project name otherwise differs from the STIP project name, provide a brief explanation in the <u>Notes</u> field.
<u>ODOT Key Number</u>	Enter the current ODOT Key Number. In the <u>Notes</u> field, list any previously assigned or related Key Numbers, as well as any Key Numbers that have been combined into the current Key Number.
<u>Federal-Aid Number</u>	Enter the FHWA Federal-Aid number. The Federal-Aid number is assigned by the ODOT Federal Funding Unit. The Project Manager or the Region's Federal-Aid Programmer can provide the Federal-Aid number.
<u>Region</u>	Select the appropriate ODOT Region number from the drop-down list.
<u>City/County –</u>	Enter the city and/or county where the project is located.
<u>FHWA Nexus</u>	Select the appropriate FHWA nexus from the drop-down. When the FHWA nexus is funding, select the project phases being funded (i.e., ROW, PE, CN, UR, or OT).
<u>Project Sponsor</u>	Enter the project sponsor (i.e., the governmental entity receiving the FHWA funding or grant) – generally either ODOT or a local public agency (LPA). For LPAs, enter the name of the city, county, or other agency. If the project provides FHWA funding to a private entity, explain in the <u>Notes</u> field.
<u>Highway Name</u>	As applicable, enter the highway where the project is located.
<u>Project Description</u>	See Section 4.4.1, PCE/CE Project Description for more information.
<u>STIP Beginning MP/ STIP Ending MP:</u>	Enter the project milepoints from the STIP (as applicable). For projects with no STIP milepoints (i.e., certain local agency projects), include a description of the location (e.g., latitude/longitude or cross street names) in the <u>Project Description</u> field.

<u>Form Field</u>	<u>Instructions</u>
PCED/A Questions 1 - 13	Select “Yes” or “No” to indicate whether the project's impacts exceed the impact threshold criteria in Section VI.A.2.b. of the PCE Agreement. See PCE Kickout Guidance section for more information.
PCEV <u>Required Compliance Information</u> (Questions 1 – 19)	Summarize how environmental issues identified during environmental scoping (i.e., on the EP) were considered, minimized, avoided, and/or addressed during project development. Document compliance with applicable environmental laws and Executive Orders, including required consultation with appropriate agencies. See Section 4.5, Resource Guidance for PCE Validation & CE Closeout Documents .
<u>Identification of the Specific Categorical Exclusion Category(ies) –</u>	From the dropdown list, select the FHWA categorical exclusion category(ies) from 23 CFR 771.117 (c) and (d) that applies to the proposed project. If needed, include multiple categories to cover the entirety of the project. Multiple categories should not be selected unless necessary to cover all project components. Note that the (d)(13) categorical exclusion category can be used for PCEs and should be the first category selected on PCE forms if the project is a (c)(26), (c)(27), or (c)(28) action that does not meet the constraints in 23 CFR 771.117 (e) AND does not exceed the PCE kickout thresholds. This most often occurs when a (c)(26), (c)(27), or (c)(28) PCE project uses the FAHP programmatic for ESA compliance.
<u>ODOT Preparer Signature</u> =	The PCED/A and PCEV must be signed electronically by a REC/ODOT Qualified Preparer with the date and time stamp visible. By signing the PCED/A and PCEV, the REC/Qualified Preparer confirms that the PCE documentation is accurate and complete, and all required QC documentation is complete.
<u>ODOT Approver Signature –</u>	The PCED/A and PCEV must be signed electronically by a REM/Qualified Approver with the date and time stamp visible. By signing the PCED/A and PCEV, the REM/Qualified Approver confirms that they have reviewed and confirmed the accuracy and

Form Field	Instructions
	completeness of the PCE documentation.

4.4.6 CE Closeout Document

CEs are prepared if the project results in impacts that meet or exceed the kickout thresholds in [Section IV.A.2.b of the PCE Agreement](#) or if directed by FHWA after consultation under the consult clause of Section IV.A.3 of the PCE Agreement. CEs must be individually reviewed and approved by FHWA OR Division. CEs are documented with the EP, an API map, the CE Closeout Document (ODOT Form # 734-5004), and any required/supporting documentation. [Table 4.4.6-1](#) explains how to fill out each of the fields on the CE Closeout form.

A CE Closeout summarizes how environmental concerns identified during scoping were evaluated and avoided or resolved. The CE Closeout also documents compliance with applicable environmental laws and Executive Orders, including a summary of required consultation with appropriate agencies. The CE Closeout cannot be completed until the project can demonstrate compliance with substantive federal environmental statutes and Executive Orders (e.g., ESA, NHPA Section 106, Section 4(f), etc.). See [Section 3.5](#) for a detailed discussion regarding the timing of NEPA completion and compliance with other environmental requirements. See [Section 4.5](#) for guidance and example language for completing the CE Closeout.

Completion of the CE Closeout Document classifies the project as a CE per [23 CFR 771.113\(a\)\(1\)](#), allowing final design, ROW acquisition, and any construction activities (including utility relocation) and/or purchase of construction materials or rolling stock to proceed.

The CE Closeout requires formal QC; see the [NEPA Deliverables Quality Plan](#) for QC requirements.

When complete, the REC saves the CE documentation in a “set” in the [Cat Ex Projects](#) folder within ProjectWise. The CE set must include:

- Environmental Prospectus
- CE Closeout Document
- API Map or Revised API Map (if project scope changes between EP and CE Closeout Document)
- All required documentation for compliance with applicable environmental laws and Executive Orders, per [Section 4.5](#)

Quality control documentation and any other documentation supporting the categorical exclusion determination does not need to be included in the CE set but must be saved in the environmental project file. See [Section 4.10](#) for more information about CE sets and the CE environmental project file.

Table 4.4.6-1: CE Closeout Document Guidance

<u>Form Field</u>	<u>Instructions</u>
<u>PCE Agreement Threshold Criteria</u> (3 blank lines at top of CE Closeout Document)	Three dropdown menus at the top of the CE Closeout Document list the PCE Agreement threshold criteria which, if met or exceeded, preclude ODOT from approving a project as a PCE. From the first dropdown menu, select the PCE criterion that precludes the project from being approved as a PCE. If the project exceeds more than one PCE criterion, select the additional criteria in the remaining two dropdown menus. More information about considering the PCE Agreement threshold criteria is included in the PCE Kickout Guidance section .
<u>Project Name</u>	Enter the ODOT project name. The project name should match the name of the project in the STIP. For phased projects or where a project name otherwise differs from the STIP project name, provide a brief explanation in the <u>Notes</u> field.
<u>ODOT Key Number</u>	Enter the current ODOT Key Number. In the <u>Notes</u> field, list any previously assigned or related Key Numbers, as well as any Key Numbers that have been combined into the current Key Number.
<u>Federal-Aid Number</u>	Enter the FHWA Federal-Aid number. The Federal-Aid number is assigned by the ODOT Federal Funding Unit. The Project Manager or the Region's Federal-Aid Programmer can provide the Federal-Aid number.
<u>Region</u>	Select the appropriate ODOT Region number from the drop-down list.
<u>City/County –</u>	Enter the city and/or county where the project is located.
<u>FHWA Nexus</u>	Select the appropriate FHWA nexus from the drop-down. When the FHWA nexus is funding, select the project phases being funded (i.e., ROW, PE, CN, UR, or OT).
<u>Project Sponsor</u>	Enter the project sponsor (i.e., the governmental entity receiving the

<u>Form Field</u>	<u>Instructions</u>
	FHWA funding or grant) – generally either ODOT or a local public agency (LPA). For LPAs, enter the name of the city, county, or other agency. If the project provides FHWA funding to a private entity, explain in the <u>Notes</u> field.
<u>Highway Name</u>	As applicable, enter the highway where the project is located.
<u>Project Description</u>	See Section 4.4.1, PCE/CE Project Descriptions for more information.
<u>STIP Beginning MP/STIP Ending MP:</u>	Enter the project mile points from the STIP, as applicable. For projects with no STIP mile points (i.e., certain local agency projects), include a description of the location (e.g., latitude/longitude or cross street names) in the <u>Project Description</u> field.
<u>Required Compliance Information</u> (Questions 1 – 19)	Summarize how environmental issues identified during environmental scoping (i.e., on the EP) were considered, minimized, avoided, and/or addressed during project development. Document compliance with applicable environmental laws and Executive Orders, including required consultation with appropriate agencies. See Section 4.5, Resource Guidance for PCE Validation & CE Closeout Documents .
<u>Identification of the Specific Categorical Exclusion Category(ies) –</u>	From the dropdown list, select the FHWA categorical exclusion category (ies) from 23 CFR 771.117 (c) and (d) that applies to the proposed project. For those projects where more than one categorical exclusion category applies, include all categories necessary to cover the proposed project components. The first categorical exclusion category selected should be the one that most closely aligns with the primary project action. Note that the (d)(13) categorical exclusion category should be identified as the first categorical exclusion category if the project is a (c)(26), (c)(27), or (c)(28) action that does not meet the constraints in 23 CFR 771.117 (e). This most often occurs when a (c)(26), (c)(27), or (c)(28) project uses the FAHP programmatic for ESA compliance.
<u>ODOT Preparer</u>	The CE Closeout Document must be signed electronically by a

<u>Form Field</u>	Instructions
<u>Signature –</u>	REC/Qualified Preparer with the date and time stamp visible. By signing the CE Closeout, the REC/Qualified Preparer confirms that CE documentation is accurate and complete, and all required QC documentation is complete.
<u>ODOT Approver Signature</u>	The CE Closeout must be signed electronically by a REM/Qualified Approver with the date and time stamp visible. By signing the CE Closeout, the REM/Qualified Approver confirms that they have reviewed and confirmed the accuracy and completeness of the CE documentation.
<u>FHWA Official Signature</u>	Upon approval of an emailed copy of a CE Closeout Document, a FHWA OR Division Official will provide a signature attesting that FHWA has approved the CE Closeout Document.

Section 4.5 – Resource Guidance for PCE Validation & CE Closeout Documents

This section provides guidance and example language for the *PCE Validation* and *CE Closeout* documents. The *PCE Validation* and *CE Closeout* documents summarize how environmental issues identified during environmental scoping (i.e., on the Environmental Prospectus) were considered, minimized, avoided, and/or addressed during project development. These forms also document compliance with applicable environmental laws and Executive Orders and other authorities, including required consultation with appropriate agencies. Each sub-section herein correlates with an environmental discipline or resource identified on the *PCE Validation* and *CE Closeout* documents and is structured as follows:

- **Required Compliance/Status Information** – Guidance for appropriate level of detail to document compliance with laws, Executive Orders and other authorities associated with the discipline. The level of information provided should be commensurate with the project's potential for adverse environmental impacts. This guidance summarizes the appropriate level of documentation for the *PCE Validation* and *CE Closeout* documents; it is not a comprehensive guide to compliance with other environmental laws and is not intended to replace coordination with resource specialists and/or reference to more comprehensive discipline- or resource-specific manuals and/or guidance.
- **Manuals, Guidance, and Additional Information** – Identifies discipline- or resource-specific manuals and/or guidance for more detailed information about compliance with laws, Executive Orders and other authorities. This information is subject to change and may not reflect the most current or comprehensive information available - always coordinate with the appropriate subject matter expert or resource specialist to confirm requirements for compliance.
- **Required Documentation (for PCE/CE Set)** – Lists supporting documents that must be included with the project “set” in ProjectWise. All other documentation supporting the categorical exclusion determination and/or compliance with applicable federal environmental requirements should be included in the environmental project file in ProjectWise (or other ProjectWise project file as applicable). See [Section 4.10](#) for more information about PCE/CE sets and the environmental project file.
- **Example Compliance/Status Information** – Provides template and/or example compliance language that can be used in *PCE Validation* and *CE Closeout* documents. **A lack of template/example language for required**

compliance/status information does not indicate that the information does not need to be addressed. The template/example language is provided as a resource; it is not intended to cover every potential scenario or constrain the preparer to specific language. In some cases, the preparer will need to modify the template language or develop an entirely new narrative specific to the project circumstance.

This section of the NEPA Manual does not provide guidance for:

- determining whether a project exceeds the impact thresholds listed in Section IV.A.2.b of the PCE Agreement that determine whether ODOT can classify and approve a CE on behalf of FHWA (i.e., PCE kickouts); or
- determining whether a project exceeds one or more of the “consult clause” thresholds in Section IV.A.3 of the PCE Agreement that determine whether ODOT is required to consult with FHWA to confirm the PCE classification is appropriate prior to completing the PCE Determination and Approval Form.

Guidance for making these determinations is included in [Sections 4.2](#) and [4.4.4](#) respectively.

Right-of-Way

Required Compliance / Status Information

The right-of-way section of the *PCE Validation* and *CE Closeout* documents should identify the project’s temporary and/or permanent right-of-way needs and the number of displaced businesses, nonprofit organizations, and/or residents. For both PCEs and CEs:

1. Include the number and acreage of property acquisitions and/or easements (permanent and/or or temporary) needed for the project. This should include property acquisitions and/or easements for mitigation, staging, borrow (material source), and/or disposal sites associated with the project.
2. Identify the number of displaced residential and/or business buildings or structures (e.g., shed or other outbuilding).
3. For CEs, identify the number of displaced tenants, businesses, nonprofit organizations and/or residents resulting from the project.
4. If a federally reimbursable early utility relocation project was required for the project, describe the environmental review process completed for the separate early utility relocation project (i.e., the (c)(2) PCE or CE).

Manuals, Guidance, and Additional Information

- [ODOT Right of Way Manual](#)
- [ODOT Utility Relocation Manual](#)
- [FHWA Memorandum \(3/17/2023\) - Early Utility Relocation Prior to Transportation Project Environmental Review and Section 11315 of the Bipartisan Infrastructure Law](#)

Required Documentation (for PCE/CE Set)

No documentation for the PCE/CE set is required.

Example Compliance / Status Language

For PCEs and CEs

- (i) No right-of-way acquisitions, or permanent or temporary easements are required for the project. All work will occur within the existing ODOT right-of-way.
- (ii) No right-of-way acquisitions are required for the project.
 - a. Up to [xxx] temporary easements totaling approximately [xx.x] acres will be needed.
 - b. Up to [xxx] permanent easements totaling approximately [xx.x] acres will be needed.
- (iii) The project will require minor amounts of right-of-way acquisition. Up to [xxx] property(ies) totaling [xx.x] acres from [xx] property owners are required for the project.
 - a. No residential or business owners or tenants will be displaced.
 - b. Although ODOT will acquire right-of-way, the property (ies) will be acquired from a limited number ([xxx]) of property owner(s) – OR – the properties are a compilation of very minor but multiple “individual strips” of land from several different property owners.
- (iv) The project included federally reimbursable relocation of [*describe type of utility relocated*]. An environmental review process was completed for the early utility relocation project on [*date*]. The environmental review resulted in an approved [*PCE or CE*] confirming that the early utility relocation project would not result in significant environmental impacts and would comply with other applicable Federal environmental requirements.

For CEs

- (v) The project requires [xx] acquisition(s) totaling [xx.x] acres and/or would result in the displacement of up to [xx] residential and/or business owners and/or tenants.

Land Use and Planning

Required Compliance / Status Information

As needed, consult an ODOT Region Planner to assist with the Land Use narrative.

State whether the project is consistent with the applicable local comprehensive plan and the Statewide Planning Goals. If a project has a previously approved/completed exception to the Statewide Planning Goals, note the date of the approval.

The procedures in ODOT's State Agency Coordination (SAC) Program rules OAR 731-015-0085 must be followed whenever a PCE or CE project includes an activity that would significantly affect land use¹¹ per [OAR 731-015-0035](#). For these projects, describe required coordination with Planning officials of affected cities and counties per OAR 731-015-0085(3), including the outcome of ODOT's request for a compatibility determination. If coordination determines local planning approvals are required, describe how the project will satisfy compatibility requirements per OAR 731-015-0085(4). Note that a compatibility determination required for SAC Program compliance cannot be made by an ODOT Planner without coordination with the affected local jurisdiction.

Identify any special land use considerations that need to be addressed for the project. For projects in the Columbia River Gorge National Scenic Area, describe compliance with the Columbia River Gorge National Scenic Area Management Plan.

Required Documentation (for PCE/CE Set)

If the project does not require an exception to any of the Statewide Planning Goals:

- No documentation for the PCE/CE set is required.

If the project requires a Goal Exception:

- Include a copy of the adopted findings of fact and statement of reasons demonstrating that the standards for a statewide goal exception have been met. Normally, a local government approving a proposed goal exception will adopt the findings of fact and statement of reasons into the local comprehensive plan.

¹¹ A project including an activity that "significantly affects land use" per Oregon's State Agency Coordination (SAC) Program rules does not establish that the project will have a significant effect on the quality of the human environment pursuant to NEPA.

Manuals, Guidance, and Additional Information

- [ODOT State Agency Coordination Program \(9/24/1990\)](#)
- [OAR Chapter 731, Division 15](#)

Example Compliance / Status Language

- (i) The project is consistent with the applicable local comprehensive plan and the Statewide Planning Goals. There are no special land use considerations that need to be addressed for the project.
- (ii) The project would [*describe activity that could significantly affect land use per OAR 731-015-0035*]. The [*affected City or County Planning officials or office*] was requested to review project plans to identify whether any local land use approvals are needed and whether any of the [*acknowledged comprehensive plan*] general provisions would be substantially affected. The [*affected City or County Planning officials or office*] confirmed no local planning approvals are required and the plan's general provisions would not be substantially affected; ODOT concluded the project is compatible per OAR 731-015-0085 (3).
- (iii) The project would [*describe activity that could significantly affect land use per OAR 731-015-0035*]. The [*affected City or County Planning officials or office*] was requested to review project plans to identify whether any local land use approvals are needed and whether any of the [*acknowledged comprehensive plan*] general provisions would be substantially affected. No comments were received within 15 days of ODOT's request; ODOT concluded the project is compatible per OAR 731-015-0085 (3).
- (iv) The project is outside the UGB on rural lands and would [*describe activity that could significantly affect land use per OAR 660-012-0065*]. The [*affected City or County Planning officials or office*] was consulted regarding the need for land use permits/actions and determined that [*xx*] Goal exception(s) for Planning Goal(s) [*number(s) and title(s) of Goal(s)*] would be required and [*x*] Comprehensive Plan Amendment(s) would be required to approve the project.
- (v) The project is within the Columbia River Gorge National Scenic Area. Project actions are consistent with the types of actions allowed for transportation facilities in the Gorge.
- (vi) The project is located within the Columbia River Gorge National Scenic Area; land use adjacent to the project is designated as [*designation*]. The project was designed to be consistent with the Columbia River Gorge National Scenic Area Management

Plan and [*jurisdiction*] land use ordinances or policy. A National Scenic Area permit was issued on [*date*]. No exceptions to Statewide Planning Goals are required.

Transportation and Community Impacts

Transportation projects have the potential to influence elements of the local and regional transportation system. This could include temporary and permanent changes to traffic operations and patterns, as well as impacts on other modes of travel. Specific transportation considerations include, but are not limited to, the following (whether they are temporary or permanent):

- Changes in traffic volumes, Level of Service (LOS), delay, or queues resulting from the project;
- Detours, roadway closures, and/or diversion of traffic to parallel streets;
- Changes that affect freight movements or truck routes;
- Changes to bicycle and pedestrian facilities;
- Impacts to transit operations, headways (i.e., amount of time that passes between the arrival of public transit vehicles at a specific stop), or reliability.

Community impacts are often related to transportation impacts, as well as relocation or property acquisition, and generally relate to: community cohesion/accessibility; public services and facilities; and safety. Specific community impact considerations include, but are not limited to the following (whether they are temporary or permanent):

- Community cohesion/accessibility
 - Effects to neighborhood character or stability, including from relocations/displacement.
 - Division or disruption of an established community.
 - Changes in access or access restrictions to local goods, services, and amenities, including potential business impacts relating to detours.
- Public services and facilities
 - Impacts to emergency response travel times.
 - Displacement of key employment centers and/or public/community facilities (such as libraries, civic/events centers, museums, schools, etc.).
 - Displacement or isolation of residential housing, loss or constraint of pedestrian/bicycle movements across existing routes.

- Safety
 - Design features that reduce or increase conflict points.
 - Project features that will increase or decrease vehicular speeds in the project area.
 - Increase or decrease in pedestrian crossing distances.

Required Compliance / Status Information

Commiserate with the scope and scale of the project and the potential for impact, the PCE Validation or CE Closeout should document the project's potential impacts on transportation systems and the community.

Describe temporary and permanent transportation-related impacts, quantifying when appropriate. If a traffic study was prepared, summarize the findings. Describe the length of any required detour in terms of distance and time for all modes. Describe the timing of any closures/detours with respect to the local community and travelers on that facility and surrounding connecting state or local system highways or streets. Note whether closures/detours are scheduled to avoid school start/let out times and/or avoid and/or minimize disruptions to scheduled local events, summer recreation season, or other statewide or local community events. If necessary, describe how transportation-related impacts will be mitigated.

Describe temporary and permanent community impacts, quantifying when appropriate. Address community cohesion/accessibility, public services and facilities, and safety.

If necessary, describe how community impacts will be mitigated.

Required Documentation (for PCE/CE Set)

- No documentation for the PCE/CE set is required.

Manuals, Guidance, and Additional Information

- [ODOT Analysis Procedures Manual](#) (APM)
- [FHWA Community Impact Assessment website](#)

Example Compliance / Status Language

- (i) For PCEs and CEs: The project will: (1) Not result in temporary or permanent roadway and/or access closures; (2) Not require any detours or result in traffic delays (and will therefore avoid school and other community event disruptions); (3) Not result in impacts to community and community/neighborhood cohesion, including impacts to businesses; and (4) Not result in impacts to emergency

services.

- (ii) The project will result in *[number and type]* temporary or permanent roadway and/or access closures as follows: *[insert closure location(s) and other information about the temporary and/or permanent roadway and/or access closure(s)]*. The project will require a detour route *[describe the detour route details and include detour length (miles), or state no detour is required]* and/or will result in delays to travelers *[describe delays and changes to transit operations, or state that the project will not cause any delays]*. The project team determined that these closures and/or delays would not substantially affect the community(ies) because *[insert explanation]*.
- (iii) The project will result in impacts to businesses as follows: *[describe business impacts such as traffic detours, partial or full building displacement and/or relocation, or other temporary or permanent types of impacts (e.g., loss of 2 out of 25 parking spaces, etc.)]*. The project will result in impacts to emergency services as follows: *[describe any impacts to emergency services and how they will be mitigated]*.
- (iv) Temporary or permanent project impacts will not prohibit local access to essential services including transit, schools, jobs, grocery stores, medical care, emergency services, community centers, and recreational resources. The project will not cause temporary or permanent residential or building displacements or division/disruption of established communities.

For CEs

- (v) As noted in the ROW section, the project will result in *[# business and/or residential tenant/resident displacements and/or relocations]*. In addition to those displacements and/or relocations, *[follow Scenario (ii) guidance above]*.

CWA §404 / Wetlands / Waters & U.S. Coast Guard

Required Compliance / Status Information

Clean Water Act (CWA) Section 404

Document compliance with Clean Water Act (CWA) Section 404 as follows:

1. Summarize impacts to U.S. Army Corps of Engineers (USACE) and Oregon Department of State Lands (DSL) jurisdictional wetlands and waters.
2. State whether the action qualifies for approval under a nationwide permit or if an individual permit is required under Section 404 of the Clean Water Act or Section 10 of the Rivers and Harbors Act. If the approval has been issued, include the permit number.

3. State whether a DSL approval or removal-fill permit is required. Include the permit number if applicable. If an individual permit is required, discuss the trigger and provide the permit number if it has been issued.
4. Describe wetland/waters mitigation strategies for both the USACE and DSL. If the strategy is the same for both agencies, then state that. Summarize Project Tracked Environmental Commitments (PTEC) and list in the Environmental Commitments section of the PCE Validation or CE Closeout Document (see [Environmental Commitments](#) section for more information).

For CEs requiring an individual USACE permit:

5. Document USACE coordination that has been completed regarding the identification of the Least Environmentally Damaging, Practicable Alternative (40 CFR 230 aka 404(b)(1) Guidelines). Summarize required mitigation and list Project Tracked Environmental Commitments (PTEC) in the Environmental Commitments section of the PCE Validation or CE Closeout Document (see [Environmental Commitments](#) section for more information).

U.S. Coast Guard Approvals

For PCEs involving alteration of a bridge over a navigable waterway, document compliance with USCG U.S.C. Title 33, Section 514 (pertaining to submission and approval of general plans and specification) as follows:

1. State the type of approval needed from USCG:
 - Existing bridge permit deviation/construction plans approval for drawbridge repair impacts <180 days per U.S.C. Title 33, Section 499(d); and/or
 - Temporary rule change for drawbridge repair impacts >180 days per U.S.C. Title 33, Section 491.
2. Summarize extent (scope) and duration of bridge replacement or repair needed.
3. Summarize coordination with USCG (dates of ODOT transmittal and USCG approval letters).

4. Summarize agreed upon/or required Project Tracked Environmental Commitments (PTEC) and list in the Environmental Commitments section of PCE Validation Document (see [Environmental Commitments](#) section for more information).
5. Enter “USCG bridge alteration approval” in the “Other Federal Approvals” section of the PCE Approval.

For CEs requiring a USCG bridge permit (33 U.S.C. § 401):

6. Summarize permit needs and coordination with USCG (dates of ODOT and/or FHWA transmittal and USCG approval letters).
7. Coordinate with FHWA OR Division if USCG requires a lead federal agency designation letter.
8. Summarize agreed upon/or required Project Tracked Environmental Commitments (PTEC) and list in the Environmental Commitments section of CE Closeout Document (see [Environmental Commitments](#) section for more information).
9. Enter “USCG new bridge permit” in the “Other Federal Approvals” section of the CE Closeout.

ORS 274

If the project will occur in or over publicly owned submerged or submersible lands as defined by ORS 274.005, state whether a DSL easement will be required.

Required Documentation (for PCE/CE Set)

- For CWA Section 404 and ORS 274, no documentation for the PCE/CE set is required.
- For U.S. Coast Guard approvals, include USCG approval letter(s).

Manuals, Guidance, and Additional Information

- [ODOT Geo-Environmental Wetlands website](#)
- [U.S. Coast Guard, Office of Bridge Programs, Bridge Permits website](#)
- [Oregon Department of State Lands, Projects in Wetlands and](#)

Waters website

Example Compliance / Status Language

Clean Water Act (CWA) Section 404

- (i) There are no wetlands and/or waters in the API and no impacts to wetlands and/or waters are anticipated as a result of project activities.
- (ii) The proposed action will impact [X] jurisdictional wetlands and [X] jurisdictional waterway. These have all been determined to be jurisdictional to the USACE and the DSL. The impacts are considered minor; hence, an Individual Permit from the regulatory agencies is not required. The USACE issued [will issue] a verification letter confirming that the project is authorized under Nationwide Permit [#]. DSL deemed the project eligible for a General Authorization. The determination was signed on [date]. {Or} DSL has authorized the project under a General Permit. Permit # was issued on [date] Impacts to jurisdictional [wetlands/waters] triggered the need for compensatory mitigation. The project proposes to [purchase [#] credits from the [name of bank] mitigation bank]
- (iii) Wetland impacts from the proposed action trigger the need for an individual permit from both the USACE and DSL. Coordination and consultation efforts have been conducted with the DSL and USACE regarding wetland impacts and permits needed. Regular coordination efforts occurred by email between 11/30/2021 and 2/03/2022; and included submittal of concept plans and a site visit. A virtual meeting was held with the roadway designers on 2/3/2022. The coordination efforts and plan review provided the analysis needed by the USACE to support a LEDPA decision. Wetland mitigation will be provided by purchasing 6.5 credits from the Vernal Pool mitigation bank.

U.S. Coast Guard

- (i) The [*name of bridge if applicable*] Bridge over the [*name of navigable waterway*] is located in the [*location*] of the API. Impacts to the bridge lift and waterway navigation schedule will last less than 180 days and require USCG approval for a deviation to an existing bridge permit. See approval letter(s) included with [*PCE/CE*] documentation. Required mitigation as part of USCG approval includes [*summarize approved mitigation measures*].

- (ii) The [*name of bridge if applicable*] Bridge over the [*name of navigable waterway*] is located in the [*location*] of the API. Impacts to the bridge lift and waterway navigation schedule will last more than 180 days and require USCG approval for a temporary rule change to an existing bridge permit. See approval letter(s) included with [*PCE/CE*] documentation. Required mitigation as part of USCG approval includes [*summarize approved mitigation measures*].
- (iii) A new/relocated bridge over the [*name of navigable waterway*] will be located in the [*location*] of the API. The new/relocated bridge requires USCG approval for a new bridge permit. See approval letter(s) included with [*PCE/CE*] documentation. Required mitigation as part of USCG approval includes [*summarize approved mitigation measures*].

Floodways and Floodplains

Required Compliance / Status Information

To document compliance with floodway/floodplain regulations for both PCEs and CEs:

1. State whether the project is located within a designated Special Flood Hazard Area (SFHA). A SFHA includes the FEMA regulated areas with or without a base flood elevation (typically referred to as the 1% annual chance floodplain) and/or the regulatory floodway.

For PCEs and CEs located within an SFHA:

2. State whether the project would result in any increase to the base flood elevation. In addition, state whether a “no-rise certification” is or is not needed.
3. Per [23 CFR 650.111\(e\)](#), summarize the findings of any location hydraulic study required by [23 CFR 650.111\(c\) and \(d\)](#). As applicable, summarize the location hydraulic study discussion of:
 - Risks associated with implementation of the action,
 - Impacts on natural and beneficial flood-plain values,
 - Support of probable incompatible flood-plain development,
 - Measures to minimize flood-plain impacts associated with the action, and

- Measures to restore and preserve the natural and beneficial flood-plain values impacted by the action.
4. Contact your Region Planner and Hydraulic Engineer to determine if any floodplain development permits are necessary and list those, along with the applicable jurisdiction name(s).

Required Documentation (for PCE/CE Set)

No documentation for the PCE/CE set is required.

Manuals, Guidance, and Additional Information

- [ODOT Hydraulic Design Manual](#)
- [FEMA Flood Map Service Center](#)

Example Compliance / Status Language

For PCEs and CEs

- (i) The project is not located within a designated SFHA.
- (ii) The project involves construction activities within the SFHA of *[name of waterway/system]* and a floodplain development permit was required by the *[City/County Name Planning Department]*.
- (iii) The project will not result in a rise of the base flood elevation and a No Rise Certificate was prepared and stamped by ODOT's hydraulic engineer on *[date]*.
- (iv) The project will result in a rise of the base flood elevation. However, the local jurisdiction allows for an increase of the base flood elevation of not more than 1 foot of rise in SFHA zone *[xxx]*. The hydraulic engineer's analysis found the project base flood elevation rise to be a maximum of *[x]* ft. A floodplain development permit was issued by *[jurisdiction]* on *[date]*.

Specific project examples:

- (v) The improvements to OR 62 are not within the SFHA of the Rogue River, but the outfalls from the new water quality facilities will be constructed within the SFHA. As a result, a floodplain development permit, including a No-rise Certificate, from the City of Shady Cove

is required.

- (vi) Although there are numerous streams adjacent to the Interstate within the project limits, this project will not involve work within a FEMA SFHA. A floodplain development permit was not required for this project.

Water Quality

Required Compliance / Status Information

For both PCEs and CEs, describe the project's stormwater management compliance and strategies. Include the following as applicable:

1. The trigger for stormwater treatment and/or detention, if any; and the nexus or Regulatory Instrument(s) (FAHP, 401 cert., MS4, Local Municipal Ordinances), that directed the need for compliance.
2. A statement comparing the stormwater management goal (obligation) and proposed mitigation, including proposed best management practices (BMPs). If there is a need for offsite mitigation, identify constraints; and state whether the offsite location was included in the API/APE and cleared by the resource specialists. (An updated API Map may be needed depending on when the offsite location was added.)
3. If applicable, identify and quantify any surplus treatment generated. Conversely, state whether the treatment obligation is being satisfied using surplus credits generated by a previous project.
4. If flow control is required, state the nexus and trigger. Identify what flow control BMPs will be used. If flow control is triggered, but is not required, describe why.
5. If applicable, state that the need for coverage by the National Pollutant Discharge Elimination System (NPDES) 1200-CA Stormwater General Discharge Permit was triggered. If triggered, give a high-level overview of the compliance approach.

If applicable, describe project impacts to active water supply wells regulated by the Oregon Department of Water Resources and how impacts will be addressed or mitigated.

Manuals, Guidance, and Additional Information

- [FEDERAL-AID HIGHWAY PROGRAM \(FAHP\) Programmatic User's Guide](#)
- [Oregon Department of Environmental Quality, Water Quality Permits website](#)
- [PD-05 - Post-construction Stormwater Management for Environmental Compliance](#)

Required Documentation (for PCE/CE Set)

No documentation for the PCE/CE set is required.

Example Compliance / Status Language

- (i) This project will not increase impervious surface, change drainage patterns, or significantly modify the existing stormwater conveyance system. It is anticipated minor adjustments of existing stormwater inlets may be required at select locations. These minor adjustments will not trigger the need to address stormwater impacts.
- (ii) The project design includes no features that are stormwater management triggers. However, the design will comply with ORS 366.297 (Environmental Performance Standards) by reducing pollutants in stormwater runoff to a negligible amount by closing scuppers on the bridge and routing water to an upland area where it will be subject to natural dispersion and infiltration.
- (iii) The addition of impervious surface area proposed by this action has the potential to increase the amount of stormwater runoff generated from the roadway surface. This triggered the need for water quality mitigation based on programmatic agreements made with the National Marine Fisheries Service (NMFS). The proposed work below Ordinary High Water (OHW) triggered the need to comply with Section 401 requirements from the Department of Environmental Quality (DEQ). Biofiltration swales have been designed according to ODOT's Hydraulic Manual to treat runoff from the Contributing Impervious Area (CIA). Due to topographic constraints, not all runoff from the CIA could be captured and routed to the proposed treatment facilities within the API; hence, off-site treatment mitigation will be needed. An additional bioswale, on the same road, but outside the original API, has been designed to treat the remainder of the runoff. Due to the runoff patterns at this location, the additional facility will treat a surplus of 0.12 acres of impervious surface area. The location of this off-site facility has been surveyed and cleared for environmental resources and is included in the API map.

- (iv) The project proposes a full depth rebuild for approximately 200 ft. along US Hwy 199. According to the programmatic agreements made with the National Marine Fisheries Service (NMFS), this would be considered a trigger for water quality mitigation. In this section of roadway, the shoulders are wide and vegetated; and the soils are conducive to infiltration. Because of the natural features currently present, the project proposes to utilize natural dispersion and infiltration to treat the stormwater runoff from this section of roadway.
- (v) This project proposes adding a travel lane that will increase impervious surface area by more than 0.25 acres. According to the programmatic agreement with the National Marine Fisheries Service (NMFS), this triggers the need to treat and detain stormwater runoff from the CIA. To comply with the programmatic requirements, ODOT's Hydraulic Engineer designed a drainage system of curbs, inlets, and pipes that will route stormwater to two combined biofiltration swale / dry detention ponds that will remove pollutants, and attenuate flows to meet the treatment and detention goals.
- (vi) This project proposes reconfiguring an interchange that will increase impervious surface area by more than 0.25 acres. According to the programmatic agreement with NMFS, this triggers the need to treat and detain stormwater runoff from the contributing impervious area (CIA). However, flow control will not be required because the size of the drainage basin upstream from the project discharge is greater than 100 square miles. To fully meet the treatment obligation, ODOT's Hydraulic Engineer designed a drainage system of curbs, inlets and 7 proprietary biofiltration facilities.
- (vii) Proposed construction activities triggered the need for coverage by the NPDES 1200-CA permit. An Erosion and Sediment Control Plan (ESCP) has been submitted to DEQ. The plan includes BMPs that will control the discharge of pollutants, to protect water quality and to satisfy the appropriate water quality requirements of the Clean Water Act (CWA). These BMPs will be included in the Specifications for the contract.

Biological Resources

Required Compliance / Status Information

Summarize the Endangered Species Act (ESA) effect determinations and coordination/consultation for all Federally-listed and proposed species, and designated and proposed critical habitat, under the regulatory authority of U.S. Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS) (together known as "the Services").

Summarize the effect determinations and coordination/consultation for Essential Fish Habitat (EFH) under the Magnuson-Stevens Act (MSA) and regulatory authority of NMFS. If marine mammals could be harassed (typically the result of pile driving in marine or estuarine environments), describe the permit application pathway pursued to address take under the Marine Mammal Protection Act (MMPA).

Describe any activities potentially resulting in direct take of migratory birds, including bridge demolition, tree removal, and ground disturbance in active nesting habitat during the nesting season. Describe any mitigation necessary to prevent injury to and death of migratory birds.

If potential impacts to bat species are identified, especially roosting habitat and habitat for maternal colonies that could be affected during demolition and construction of bridges, describe construction timing and/or exclusion techniques used to minimize harm to individuals and colonies.

Describe any potential biological resource impacts resulting in the need for wildlife avoidance, mitigation or passage features.

For migratory bird, bat, and other biological resource mitigation, summarize Project Tracked Environmental Commitments (PTEC) and list in the Environmental Commitments section of the PCE Validation or CE Closeout Document (see [Environmental Commitments](#) section for more information).

Required Documentation (for PCE/CE Set)

Include the following completed documentation as applicable. ESA compliance with both Services must be referenced. More than one document may need to be included.

- ESA Determination of No Effect;
- FHWA-approved or Services-approved Federal-Aid Highway Program (FAHP) ESA- MSA Programmatic Biological Opinion (BO) Notification(s) and required attachments/supplements;
- Not Likely to Adversely Affect Concurrence Letter from the Services;
- Likely to Adversely Affect Biological Opinion from the Services; and/or,
- Incidental Harassment Authorization or Letter of Authorization MMPA application and permit (if finalized).

Manuals, Guidance, and Additional Information

- [FEDERAL-AID HIGHWAY PROGRAM \(FAHP\) Programmatic User's Guide](#)
- [ODOT Geo-Environmental Biology website](#)

Example Compliance / Status Language

For PCEs and CEs

ESA Determination of No Effect:

- (i) This project has been reviewed by ODOT qualified biologist [*name*]. Based on the known and potential impacts associated with the proposed activities, the biologist has made a No Effect determination for ESA listed species. A No Effect determination memo (NEM) was completed for the project on [*date*].

FAHP ESA-MSA Programmatic BO Notification(s):

- (ii) ODOT qualified biologist [*name*] determined that project activities may affect Federal ESA-listed species and/or associated critical habitat and/or EFH as documented on the FAHP ESA-MSA Programmatic BO Notification. [*ESA Section 7 and/or MSA*] consultation was required and completed under the FAHP Programmatic BO issued by [*NMFS in January 2021 (or correct date) and/or USFWS July 2021 (or correct date)*]. The FAHP ESA-MSA Programmatic BO Notification was approved by FHWA on [*date*], by USFWS on [*date*] and by NMFS on [*date*] or the project was Notification Only for [*USFWS and/or NMFS*].

NLAA Concurrence Letter

- (iii) ODOT qualified biologist [*name*] determined that project activities are Not Likely to Adversely Affect (NLAA) Federal ESA-listed species and/or associated critical habitat. [*USFWS and/or NMFS*] concurred with this determination on [*date*].

Incidental Harassment Authorization (IHA) or Letter of Authorization (LOA) MMPA application and permit (if finalized):

- (iv) An IHA or LOA application was submitted to NMFS Office of Protected Resources on [*date*] to address the anticipated take of marine mammals under the MMPA. NMFS issued the LOA or IHA permit on [*date*] or the LOA or IHA permit is expected by [*date*].

For CEs

Likely to Adversely Affect Biological Opinion for CEs

Formal ESA Section 7 consultation was initiated with the [*USFWS and/or NMFS*] concerning potential [*type of impacts*] to [*impacted species*]. [*USFWS and/or NMFS*] issued their Biological Opinion on project effects to those species on [*date*].

Summarize any Project Tracked Environmental Commitments (PTEC) resulting from formal consultation and list in the Environmental Commitments section of the PCE Validation or CE Closeout Document (see [Environmental Commitments](#) section for more information).

National Historic Preservation Act (NHPA) Section 106

Required Compliance / Status Information

Section 106 requires a Federal agency, such as FHWA, to 1) take into account the effects of its actions on properties listed in or eligible for listing in the National Register of Historic Places (defined in the Section 106 regulations as “Historic Properties”), and 2) provide the Advisory Council on Historic Preservation (ACHP) an opportunity to comment on the agency’s actions. These two requirements are met by following the Section 106 review process, which includes four key steps:

1. Initiating the Section 106 review process
2. Identifying eligible historic properties within an APE
3. Assessing the level of effect an undertaking would have on eligible Historic Properties
4. If there is an adverse effect, identify and implement measures to resolve the adverse effect through consultation with consulting parties and the issuance of a project MOA or PA.

Historic Properties include both above-ground buildings, districts, objects, sites, and structures, as well as archeological sites.

In this section, summarize Section 106 compliance. Describe the Section 106 findings, including the SHPO's concurrence (if required) and how any adverse effects were resolved.

Required Documentation (for PCE/CE Set)

Document completion of Section 106 by including the following information in the PCE/CE set:

- For a Section 106 Finding of No Historic Properties Affected, there are two possible ways to document compliance:
 - For projects eligible for “spreadsheet clearance” documentation under the Section 106 Programmatic Agreement (PA), no documentation for the PCE/CE set is required. See example (i) below regarding language for the final PCE or CE document.
 - For projects requiring a Stipulation 4C or 5B memo under the PA, include the memo. See example (ii) below regarding language for the final PCE or CE document.
- For a Section 106 Finding of No Historic Properties Adversely Affected, include the SHPO or THPO signed project-level finding (Joint FOE). See example (iii) regarding language for the final PCE or CE document.
- For CEs that have a Section 106 Finding of Adverse Affect, include the SHPO or THPO signed project-level finding (Joint FOE) and the executed Section 106 Memorandum of Agreement or project-level programmatic agreement. See example (iv) below regarding language for the final CE Closeout document.

Manuals, Guidance, and Additional Information

- [ODOT Geo-Environmental Cultural Resources website](#)
- [Oregon Federal Highway Administration Section 106 Programmatic Agreement \(PA\)](#)
- [Historic Resources Procedural Manual](#)

Example Compliance / Status Language

- (i) The Section 106 finding for this project is No Historic Properties Affected. The finding is documented via spreadsheet clearance using Stipulation [xxx] by [name] for historic on [date] and using Stipulation [xxx] by [name] for archaeological resources on [date].
- (ii) The Section 106 finding for this project is No Historic Properties Affected. The clearance is documented via PA Memo using Stipulation

4C *[or Stipulation]* by *[name]* for historic on *[date]* and by Stipulation 4C *[or Stipulation]* by *[name]* for archaeological resources on *[date]*.

- (iii) The Section 106 finding for this project is No Historic Properties Adversely Affected. SHPO *[and/or]* THPO concurred on *[date]* with the Joint FOE finding that no adverse effect would occur to historic properties.

For CEs

- (iv) The Section 106 finding for this project is Historic Properties Adversely Affected. SHPO and/or THPO concurred on *[date]* with the Joint FOE finding that adverse effects would occur to *[historic and/or archaeological properties]*. The mitigation was codified in a *[Memorandum of Agreement or project-level programmatic agreement]* among *[signatories]* executed on *[date]*.

Visual Resources

A project may require some level of Visual Impact Assessment (VIA) if the project will result in noticeable visible changes to visual resources, viewers, or visual quality. Impacts to the following designated resources are considered potential triggers for a VIA:

- FEDERAL: Wild & Scenic Rivers, National Scenic Byways, Coastal Zone Management, National Scenic Areas, National Parks & Monuments, some USFS and BLM Lands
- STATE: [Scenic Bikeways](#), [Scenic Waterways](#) and [Scenic and Recreational Trails](#), [Oregon Scenic Byways](#), Oregon Historic Highways, places designated by the [Oregon Heritage Program](#) (e.g., historic waysides, heritage trees, historic cemeteries), areas subject to the [Oregon Forest Practices Act](#)
- LOCAL: Comprehensive Plans - Goal 5 Resources; city and county codes; public/stakeholder concern over adverse visual impacts

Required Compliance / Status Information

General guidelines for documenting potential impacts to visual resources for PCE and CE projects include, but are not limited to:

1. Projects resulting in no apparent change to the visual qualities of the API, such as roadway resurfacing, rehabilitation of highway shoulders, or

restriping, etc., do not require a VIA. See example i below for sample language to use in PCE Validation Documents and CE Closeout Documents in this circumstance. Many PCE and CE projects will fall into this category.

2. For projects resulting in noticeable visible changes to visual resources, viewers, or visual quality, complete the VIA scoping questionnaire (Appendix C of FHWA's [*Guidelines for the Visual Impact Assessment of Highway Projects*](#) [January, 2015]) to assist in assessing visual impacts and determining the appropriate level of VIA (if any). It is important that the VIA scoping questionnaire be used as a preliminary guide only – it is not definitive.
3. Contact the jurisdictional authority (ies), as appropriate, to discuss the project and any potential requirements concerning visual resources. Identify and coordinate with advocates/interested parties for the potentially impacted visual resource(s), as appropriate, to determine their issues and concerns.
4. When the project will result in noticeable visible changes to visual resources, viewers, or visual quality but a VIA is not prepared, summarize the primary coordination efforts and provide a brief explanation. Cite visual impact regulations and requirements of jurisdictional authorities. See examples (ii) and (iii), below.
5. A “VIA Memo” would be the highest level of FHWA VIA documentation expected for a PCE, while an “Abbreviated VIA” would be the highest level of FHWA VIA documentation expected for a CE. For projects where there would be severe visual resources impacts to a sensitive resource, the FHWA NEPA class of action would likely be an EA or EIS and the VIA would be equivalent to a technical report.
6. When a VIA Memo or Abbreviated VIA is prepared, summarize the visual issues, coordination efforts, findings, and any proposed mitigation (e.g., the project design and/or construction materials will be modified to avoid or reduce visual impacts to the satisfaction of the jurisdictional authority [ies] and/or interested parties). See example iv, below.

Required Documentation (for PCE/CE Set)

If no VIA was completed for the project, no documentation for the PCE/CE set is required.

If a VIA was completed for the project, include the VIA Memorandum or Abbreviated VIA.

Manuals, Guidance, and Additional Information

- [FHWA's Guidelines for the Visual Impact Assessment of Highway Projects](#)

Example Compliance / Status Language

- (i) The project would not result in any apparent change to the visual qualities of the API. Therefore, preparation of a VIA is not required. No visual resources would be adversely affected by the project.
- (ii) This safety project would install rumble strips, safety reflectors, new road striping, and replacement signage and guardrail between MPs 20 and 35 of Oregon Highway 6, which is part of the Trees to Sea Scenic Byway. This section of byway is also through the Tillamook State Forest. The FHWA VIA scoping questionnaire score was nine, which is indicative of a low-impact project that does not require a formal VIA. Following a review of the Trees to Sea Corridor Management Plan, coordination with the ODOT Scenic Byway Coordinator, and coordination with Tillamook State Forest staff, it was determined that the project would not create adverse visual impacts to the Trees to Sea Scenic Byway or the Tillamook State Forest. The Tillamook State Forest requested that no construction occur during April and May because of planned logging operations within the project limits. No additional mitigation is recommended or required.
- (iii) Signs proposed for placement on OR 260 between approximately MP 12.6 and MP 17.7 are within the Rogue River State Scenic Waterway and National Wild and Scenic River corridors. The Rogue River State Scenic Waterway is administered by the Oregon Parks and Recreation Department (OPRD); the Rogue River Wild and Scenic River is administered by the Bureau of Land Management (BLM). Of the approximately 21 curve warning signs (plus chevrons) that will be constructed in this corridor, only 5 signs are visible from the Rogue River, due to the presence of visual obstructions (vegetation, buildings, topographic features) between the river and the highway.
- (iv) The FHWA VIA scoping questionnaire score was eight, which is indicative of a low- impact project that does not require a formal VIA. Based on coordination with both agencies, the OPRD will not require a Notification of Intent for this project and because the project does not involve instream work, the BLM concluded that a Section 7(a) Determination was not

required. To mitigate the visual impact of the signs within these scenic waterway corridors, ODOT will paint the backs of the signs brown, so that they visually blend in with the surrounding area. Both OPRD and BLM have provided written concurrence (by email) with the color chosen for the signs. No additional visual resource mitigation was required.

- (v) As described in the VIA Memo, the Fossil Heritage Trail Project includes construction of new and replacement sidewalks and paths in key locations that will improve pedestrian access and circulation to local business, schools, residential areas, and recreational and fitness trails throughout the city of Fossil. The project would also construct improvements to the intersection of OR 19, OR 218, and Washington Street. OR 218 (Shaniko-Fossil Highway) is a state-designated scenic byway - the Journey Through Time Scenic Byway. An existing interpretive kiosk for the scenic byway would be temporarily impacted by construction activities in Fossil but would remain open during construction. Coordination with the Fossil public works director and Condon Chamber of Commerce (who also represents Fossil) did not indicate concerns with the project's visual impacts to the scenic byway or conflicts with the scenic byway's goals or objectives. To help meet the scenic byway's enhancement and marketing strategies, local stakeholders requested that a representative fossil "motif" be incorporated into the project design.

The VIA Memo concluded that only minor visual changes are anticipated – most of them being beneficial. The construction of new and replacement sidewalks and paths would not introduce incompatible visual elements – travelers would likely perceive project elements as visually consistent with the theme of the scenic byway. Changes visible to travelers would not alter the visual character or key views within the project area, including views from the Journey Through Time Scenic Byway. The project will not create long-term adverse impacts on visual quality or adverse changes to viewer exposure or awareness. ODOT and the city of Fossil have signed an IGA regarding incorporation of representative fossil features into the project design. No additional mitigation is proposed.

Section 4(f) of the USDOT Act

Required Compliance / Status Information

To document compliance with Section 4(f) of the U.S. Department of Transportation

Act:

1. State whether any properties [protected by Section 4\(f\)](#) are present within or adjacent to the project API.
2. State whether the project will affect Section 4(f) properties that are present.
3. State if any of the exceptions to Section 4(f) approval listed under [23 CFR 774.13](#) apply. If exceptions do apply to any or all project actions, those specific actions no longer require Section 4(f) approval. Note that some of the listed exceptions require consultation or written concurrence from the Section 4(f) official with jurisdiction over the Section 4(f) property. Specifically, the regulations require a finding that the official(s) with jurisdiction have been consulted and “have not objected” when applying the following exceptions:
 - 774.13(a) – restoration, rehabilitation, or maintenance of historic transportation facilities; or
 - 774.13(b) – archeological sites of minimal value for preservation in place.

When applying exceptions per 23 CFR 774.13(a) and (b), FHWA OR Division utilizes the SHPO concurrence with the project specific Finding of Effect (FOE) as the official with jurisdiction’s lack of objection.

The regulations require written concurrence of the official(s) with jurisdiction when applying the following exceptions:

- 774.13(d) – temporary occupancy; or
- 774.13(g) – transportation enhancement activities and mitigation activities.

When applying [774.13\(d\)](#) for temporary occupancy, include documentation that all of the conditions listed in 23 CFR 774.13(d) are satisfied.

4. If Section 4(f) properties are present and subject to a use (including temporary occupancies that do not satisfy the conditions in 23 CFR 774.13(d)):

Summarize the Section 4(f) determination (i.e., *de minimis* and/or nationwide programmatic) for **all** Section 4(f) properties (i.e., publicly owned public parks, recreation areas, wildlife or waterfowl refuges, or publicly or privately owned historic sites listed or eligible for listing in the

National Register of Historic Places). Note that a *de minimis* impact determination requires agency coordination and public involvement as specified in 23 CFR 774.5(b). Summarize outreach efforts.

For CEs requiring an individual 4(f) evaluation, contact ODOT NEPA Program staff to determine specific language and required documentation for the CE.

Manuals, Guidance, and Additional Information

- [23 CFR PART 774—PARKS, RECREATION AREAS, WILDLIFE AND WATERFOWL REFUGES, AND HISTORIC SITES \(SECTION 4\(f\)\)](#)
- [FHWA Section 4\(f\) Policy Paper](#)
- [FHWA Section 4\(f\) Tutorial](#)

Required Documentation (for PCE/CE Set)

If there are no properties protected by Section 4(f) within or adjacent to the project API, or if Section 4(f) property (ies) are present but the project would not affect them:

- No documentation for the PCE/CE set is required.

If Section 4(f) properties are present and Section 4(f) does apply, include the following for each impacted Section 4(f) property or resource, as applicable:

- Documentation of the exception(s) applied per [23 CFR 774.13](#), including approved Temporary occupancy documentation, as applicable;
- Approved Section 4(f) *de minimis* documentation; or
- Approved Nationwide programmatic evaluation document.

Example Compliance / Status Language

- (i) There are no publicly owned public parks, recreation areas, wildlife or waterfowl refuges, or publicly or privately owned historic sites listed or eligible for listing in the National Register of Historic Places within the project API. Therefore, Section 4(f) does not apply.
- (ii) The [4(f) *property name*] is within the project API [location]. The [4(f) *property name*] is considered a Section 4(f) property [*explain linkage – as a historic site, public park, recreation area, or refuge*]. This project will not involve any work within the [*historic site/public park/recreation area/refuge*] or acquisition of [*historic site/public park/recreation area/refuge*] property. Therefore, no Section 4(f) use or temporary

occupancy will occur.

- (iii) The **[4(f) property name]** is located within (or adjacent to and/or partially within) the project API, is administered by the **[official with jurisdiction]**, and is considered a Section 4(f) property. The project would **[description of project activities]**. These project activities do not require Section 4(f) approval, and would not result in a use, because they qualify under **[cite the applicable 23 CFR 774.13 exception(s)]**. (Optional additional statement as applicable): The **[official with jurisdiction over the Section 4(f) resource]** has provided written concurrence or agreement with the applicable 23 CFR 774.13 exception(s) cited above on **[date]**. Consequently, this action/these actions will not result in a use of Section 4(f) properties or resources.
- (iv) A prospective construction staging area **[location]** is within the boundary of **[4(f) property name]**, which is administered by the **[official with jurisdiction]** and is considered a Section 4(f) property. Construction staging at this location of **[4(f) property name]** meets the criteria for temporary occupancy, and the official with jurisdiction over **[4(f) property name]** provided written concurrence on **[date]** that the conditions of temporary occupancy will be met. No property acquisition will occur. Consequently, this project will not result in a use of Section 4(f) properties or resources.
- (v) The **[bridge name]** is located within the project API and the project would **[description of project activities]**. FHWA OR Division approved a Nationwide Programmatic Section 4(f) Evaluation for Projects That Necessitate the Use of Historic Bridges for the **[bridge name]** on **[date]**. There are no other publicly owned public parks, recreation areas, wildlife or waterfowl refuges, or publicly or privately owned historic sites listed or eligible for listing on the National Register of Historic Places within the API.
- (vi) There **[is/are]** NRHP-eligible resources within the project API: **[resource name(s)]**. As historic resources, the **[resource name(s) is/are]** subject to protection under Section 4(f); for historic properties, a *de minimis* impact is one that results in a Section 106 determination of “no adverse effect” or “no historic properties affected”. SHPO concurred that the project would have No Adverse Effect to the **[resource name(s)]** on **[date]**. Subsequently, FHWA approved a Section 4(f) *de minimis* finding for the **[resource**

name(s)] on [*date*].

- (vii) The [*4(f) property name*] is located within the project API, is administered by the [*official with jurisdiction*], and is considered a Section 4(f) property. The project would [*description of project activities*]. These project activities would not adversely affect the activities, features, or attributes qualifying [*4(f) property name*] for protection under Section 4(f). FHWA approved a Section 4(f) *de minimis* finding for the [*resource name(s)*] on [*date*].

LWCF Act

The Land and Water Conservation Fund (LWCF) is a Federally funded grant program administered by the Oregon Parks and Recreation Department (OPRD). Any site that has been acquired, developed, or improved, no matter how small the improvement, with funds from the LWCF grant program must be open to the public and maintained in perpetuity for public outdoor recreation. Any conversion of LWCF property to a use other than public outdoor recreation uses requires the approval of the National Park Service (NPS) and must follow specific conversion requirements outlined in regulation (36 CFR 59.3). Situations that trigger a conversion include:

- a. Property interests are conveyed for private use or non-public outdoor recreation uses.
- b. Non-outdoor recreation uses (public or private) are made of the project area or a portion thereof, including those occurring on pre-existing rights-of-way and easements, or by a lessor.
- c. Unallowable indoor facilities are developed within the project area without NPS concurrence, such as unauthorized public facilities and sheltering of an outdoor facility.
- d. Public outdoor recreation use of property acquired or developed with LWCF assistance is terminated.

[Appendix B](#) includes a summary of the steps and Core Requirements in the LWCF Conversion Process.

Required Compliance / Status Information

If a project will affect property that has been acquired, developed, or improved with funds from the LWCF program, coordinate with OPRD LWCF Program staff

and the LWCF local sponsor (i.e., recipient of LWCF grant) to determine the LWCF boundary and whether the project involves temporary non-conforming use or conversion of the LWCF property. Prepare documentation in consultation with the LWCF local sponsor, OPRD, and NPS to describe the LWCF impact (i.e., conversions and/or temporary non-conforming uses).

To document compliance with LWCF:

1. State whether any properties that received LWCF funds are within or adjacent to the API.

If there are LWCF properties within or adjacent to the API:

2. Determine the boundaries of the LWCF property with input from OPRD and LWCF local sponsor.
3. Discuss potential project impacts to LWCF property with ODOT NEPA Program, OPRD, NPS, and the LWCF local sponsor. State whether the project has the potential to cause a temporary non-conforming use and/or a conversion of use.

If the project could result in a conversion or a temporary non-conforming use:

4. Summarize consultation efforts with the LWCF local sponsor, OPRD, and NPS. The summary should include the determination made by OPRD and/or NPS regarding whether the project will require temporary non-conforming use or permanent conversion. If the impact is determined to be a temporary non-conforming use, provide OPRD approval document. If impact will be a permanent conversion, describe status of the conversion process.
5. Describe in general terms the possible mitigation that might be needed, if known at this time (i.e., replacement property, payment in lieu, property enhancements, etc.). Summarize Project Tracked Environmental Commitments (PTEC) and list in the Environmental Commitments section of the PCE Validation or CE Closeout Document (see [Environmental Commitments](#) section for more information).

Required Documentation (for PCE/CE Set)

If there are no properties that received LWCF grants within or adjacent to the API, no documentation for the PCE/CE set is required.

If LWCF properties are determined to be present within or adjacent to the API but

the project would not require temporary non-conforming use or conversion, include documentation of coordination with OPRD and LWCF local sponsor, including OPRD's determination (email or letter), that temporary non-conforming use or conversion is not required.

If LWCF properties are determined to be present within or adjacent to the API and the project would require temporary non-conforming use or conversion, include documentation of consultation with LWCF local sponsor, OPRD, and NPS, and OPRD approval of a temporary non-conforming use or status of conversion of the LWCF property.

Manuals, Guidance, and Additional Information

- [Oregon Land and Water Conservation Fund Grant Program Manual](#)
- [National Park Service LWCF Manual v2026](#)

Example Compliance / Status Language

- (i) There are no properties that received LWCF funds within or adjacent to the project API.
- (ii) The [*name of property adjacent to/within the project study area*] received LWCF funds. No temporary or permanent easements or acquisitions of the [*property name*] are required for the project. Therefore, the project would not result in a temporary non-conforming use or a permanent conversion of use.
- (iii) The [*property name*] received LWCF funds. The project would temporarily use approximately [*xx.x acres*] from [*property name*]. Following consultation with LWCF local sponsor, OPRD, and NPS, OPRD approved the temporary non-conforming use. [*As applicable, commitments in the Environmental Commitments section of the PCE Validation Document or CE Closeout Document*].
 - a. A temporary non-conforming use(s) would not result in a significant impact on public outdoor recreation activity at [*property name*]. Accesses to and within [*property name*] will [*remain open during construction* (or) *will be rerouted – describe the reroute or detour*].
 - b. A permanent conversion of use(s) would not result in a significant impact on public outdoor recreation activity at [*property name*].

Accesses to and within [*property name*] will [*remain open during construction* (or) *will be rerouted – describe the reroute or detour*]. ODOT will continue to consult with LWCF local sponsor, OPRD, and NPS to take the required future actions needed to resolve the impacts and complete the process for permanent conversion of the LWCF property.

Air Quality

Required Compliance / Status Information

Projects in nonattainment or maintenance areas must be coordinated with an ODOT Air Quality Specialist.

An air quality narrative for regional conformity, project-level conformity and Mobile Source Air Toxic (MSAT) is necessary for each project. Standard language examples are given below.

Required Documentation (for PCE/CE Set)

If prepared for the project, include the **CO Quantitative Analysis** and/or MSAT qualitative analysis in the PCE/CE set. No other documentation is needed for the PCE/CE set.

Manuals, Guidance, and Additional Information

- [ODOT Air Quality Manual, Project Level](#)

Example Compliance / Status Language

Regional Conformity

ATTAINMENT – NO ANALYSIS

For projects that are within attainment areas provide a reference to the project as listed in the Statewide Transportation Improvement Program (STIP) and provide a statement similar to:

- (i) The [**project name**] is listed in the [**20## - 20##**] STIP and is not in an air quality nonattainment or maintenance area. Conformity does not apply.

MPO MAINTENANCE PLAN COMPLETED 20 YEARS – NO ANALYSIS

For projects in a MPO maintenance area where the area has completed 20 years under a maintenance plan and received a letter from EPA documenting the end of transportation conformity requirements under Clean Air Act Amendments

(CAAA) section 176(c), provide a reference to the project as listed in the Statewide Transportation Improvement Program (STIP) and provide a statement similar to:

- (i) The **[project name]** is listed in the **[20## - 20##]** STIP and is in an air quality maintenance area that has completed 20 years of transportation conformity requirements. Conformity does not apply.

MPO MAINTENANCE or NONATTAINMENT

For projects in an MPO nonattainment or maintenance area, provide a reference to the project as listed in the current conforming Transportation Improvement Program (TIP) (project #s) with a statement similar to:

- (ii) The **[project name]** as described in this **[PCE/CE]** is the same in design concept and scope as the project that is listed in the conforming **[20##]** MTIP **[project number]**.

- (iii) EXEMPT RURAL MAINTENANCE and NONATTAINMENT

For projects in rural (outside of MPOs) nonattainment or maintenance areas that are exempt from regional conformity because the project type is listed in [40 CFR 93.126](#), [40 CFR 93.127](#) or [40 CFR 93.128](#), provide a reference to the project as listed in the current STIP by ODOT Key Number with a statement similar to:

- (iv) The **[project name]** as described in this **[PCE/CE]** is the same in design concept and scope as the project that is listed in the **[20## - 20##]** STIP **[ODOT Key Number]** and is exempt from the requirement to demonstrate conformity as listed in **[choose 40 CFR 93.126, 40 CFR 93.127 or 40 CFR 93.128]**.

NON-EXEMPT RURAL MAINTENANCE and NONATTAINMENT

For projects in rural nonattainment or maintenance areas that are not exempt from regional conformity (listed in either 40 CFR 93.126, 40 CFR 93.127 or 40 CFR 93.128), contact the ODOT Air Quality Specialist as soon as possible to conduct rural regional conformity analyses. Rural regional conformity requires an extensive level of effort and coordination with multiple Federal and State agencies.

Project-level Conformity

ATTAINMENT

For projects that are within attainment areas, provide a statement similar to:

- (v) *This project is in an attainment area and conformity does not apply. No air quality*

analysis is needed.

MAINTENANCE AREA COMPLETED 20 YEARS OF CONFORMITY– NO ANALYSIS

For projects in an MPO maintenance area where the area has completed 20 years under a maintenance plan and received a letter from EPA documenting the end of transportation conformity requirements under Clean Air Act Amendments (CAAA) section 176(c), provide a reference to the project as listed in the Statewide Transportation Improvement Program (STIP) and provide a statement similar to:

- (i) *This project is in a maintenance area where transportation conformity no longer applies. No air quality analysis is needed.*

EXEMPT

For exempt projects, define the exemption from [40 CFR 93.126](#) (i.e. Table 2 Exempt Projects) or [40 CFR 93.128](#) and provide a statement similar to:

- (ii) *The [project name] project, which will [list action from Table 2] is exempt from project-level conformity and no air quality analysis is needed.*

NON-EXEMPT

For Table 3 projects ([40 CFR 93.127](#)) and other non-exempt projects, contact an ODOT Air Quality Specialist regarding coordination of project-level hot spot analysis. Provide the conclusions from hot spot analysis provided by the ODOT Air Quality Specialist.

Example of PM₁₀ or PM_{2.5} Qualitative Analysis (AADT less than 125K and less than 8% trucks)

The Build AADT volumes for Opening Year [20##] of [XX] and Build Year [20##] of [XX] vehicles are below the EPA guidance threshold of 125,000 AADT and 8% trucks. Therefore, this project is not a project of local air quality concern. Since this project is not a project of local air quality concern then the requirements of the CAAA and 40 CFR

93.116 are met without requiring a hot-spot analysis. The project will not cause or contribute to any new violations of any standard, increase the frequency or severity of any existing violation or any standard or delay timely attainment of the NAAQS or any transportation control measures.

Example of CO Qualitative Analysis (LOS A, B, C)

- (iii) The project involves *[describe project]*, therefore the project falls under the

40 CFR 93.127 Table 3 project list. Affected intersections are LOS C or better in opening year [20##] and build year [20##] and no CO impacts are likely to occur and therefore a quantitative analysis was not required. The project will not cause or contribute to any new violations of any standard, increase the frequency or severity of any existing violation or standard or delay timely attainment of any standards or the transportation control measures.

Example for CO Quantitative Analysis (LOS D, E, or F)

- (iv) The project involves *[describe project]*, therefore the project falls under the 40 CFR 93.127 Table 3 project list or project is non-exempt. The intersection has a LOS *[D, E of F]* in [20##] (build year) and therefore a hot spot analysis was conducted which predicted 8-hour CO concentrations of [X.X] parts per million (ppm) in [20##] (opening year) and [X.X] ppm in [20##] (build year) which are well below the CO National Air Quality Standards of 9 ppm. These concentrations include background. The 1-hour CO concentrations predicted for [20##] (opening year) and [20##] (build year) will be [X.X] ppm and [X.X] ppm respectively, which are also well below the 1-hour CO National Ambient Air Quality Standard of 35 ppm. The project will not cause or contribute to any new violations of any standard, increase the frequency or severity of any existing violation or standard or delay timely attainment of any standards or the transportation control measures.

Mobile Source Air Toxics (MSAT) Considerations

EXEMPT

For projects that are listed in [23 CFR 771.117](#) include this language:

- (v) For MSAT considerations, this project falls in the category of 'Exempt or a Project with No Meaningful Potential MSAT Effects because it qualifies as a categorical exclusion under 23 CFR 771.117 (c) **[specify CE]**. No analysis or discussion of MSAT is necessary.

For projects that are listed in [40 CFR 93.126](#), or projects that have no meaningful impacts on traffic volumes or vehicle mix - except auxiliary lanes or if Annual Average Daily traffic (AADT) is greater than 140,000 include this language:

- (vi) For MSAT considerations, this project is exempt under the CAAA conformity rule under 40 CFR 93.126, or this project is exempt because it has no meaningful impact on traffic volumes or vehicle mix. No analysis

or discussion of MSAT is necessary.

LOW POTENTIAL for MSAT EFFECT

For projects that are listed in 40 CFR 93.127 - except auxiliary lanes or if AADT is greater than 140,000¹² include this language:

For MSAT considerations, this project has a low potential for MSAT. Include summary of MSAT qualitative analysis from an air quality report or language provided by an ODOT Air Quality Specialist.

Noise

Required Compliance / Status Information

State whether the project is a Type I project and why it does or does not meet the definition of Type I.

If the project is not a Type I project, noise studies are not required. If a noise study is performed, summarize estimated noise impacts from the study and state if noise abatement will be considered during final design. If abatement will not be considered, provide the basis for not including abatement, referencing the [ODOT Noise Policy feasible and reasonable criteria](#). If abatement is to be further considered, there must be a “Statement of Likelihood” as described in the Noise Manual. Section (iii) of the examples below contains an example of a statement of likelihood.

Consult an ODOT Region Planner to assist in including a summary of applicable local noise ordinances that would apply to the project during construction.

Required Documentation (for PCE/CE Set)

- If a noise study was not required (project is not Type I), or if a noise study was performed, but noise abatement was not recommended, no documentation for the PCE/CE set is required.
- If a project is Type I and the study indicates that noise abatement is recommended for further consideration, include the figure(s) from the noise study that depict the location of the noise barriers recommended to be constructed.

¹² If the project is an auxiliary lane project that is longer than one mile or extends beyond two interchanges or if AADT is greater than 140,000, contact the ODOT Air Quality Specialist regarding MSAT requirements.

Manuals, Guidance, and Additional Information

- [ODOT Noise Manual](#)

Example Compliance / Status Language

To describe the project status, include one of the following statements, similar to:

- (i) A noise study was not required [*reasoning*]. No noise abatement will be further considered or constructed.
- (ii) A noise study was required [*reasoning*] and completed on [*date*]. It was found that [*number and type of impacted land uses*] would be impacted by traffic noise. The noise study found that no abatement considered meets ODOT's reasonable and feasible criteria [*describe how abatement did not meet feasible or reasonable criteria*]. The study has been reviewed and approved by an ODOT Noise Specialist. Unless there is a change in project scope, or the ODOT Noise Policy, abatement will not be considered further.
- (iii) A noise study was required [*reasoning*] and completed on [*date*]. The noise study found that [*number and type of impacted land uses*] would be impacted by traffic noise. The noise study also found that [#] noise walls meet ODOT's feasibility, design goal, and cost effectiveness criteria. Based on the study, ODOT intends to incorporate noise abatement in the form of [*# of barrier(s) and/or # of berm(s)*] at: [*noise barrier/berm location and/or "name" (from study, e.g. barrier 1A)*], with respective lengths of [*xx feet*] and average heights of [*xx feet*]. Calculations based on preliminary design data indicate that the [*(name of) barrier(s) or (name of) berm(s)*] will reduce noise levels by five to [*xx*] dBA for [*xx*] residences at a cost of [*\$ amount*]/benefitted receptor. If, during final design, conditions have substantially changed, noise abatement may not be necessary. The final decision of the noise abatement will be made upon: (1) completion of the project final design and, (2) completion of the public involvement processes as outlined in [ODOT's Noise Manual](#).
- (iv) If applicable include: There were also [*number and type of impacted land uses*] identified as noise impacted [*location*] where noise abatement was not found to [*describe how abatement did not meet feasible or reasonable criteria*]. Noise abatement is not recommended for these locations.

Hazardous Materials

Required Compliance / Status Information

To document compliance with hazardous material regulations for both PCE and CE projects:

1. State whether a hazardous material assessment was required.
2. If a hazardous material assessment was required:
 - a. Summarize environmental conditions identified in the hazardous materials assessment; and
 - b. Summarize special provisions, conclusions and recommendations, and proposed mitigation (when applicable).

4-Required Documentation (for PCE/CE Set)

No documentation for the PCE/CE set is required.

Manuals, Guidance, and Additional Information

- [ODOT HazMat Program Manual](#)

Example Compliance / Status Language

- (i) The project does not involve right-of-way acquisition or excavation below the existing roadway prism. Therefore, no hazardous material assessment was required.
- (ii) [Title][name] with [ODOT Region #or consultant company] completed a Hazardous Materials Assessment on [date]. The assessment concluded that there are no hazardous material sites that will likely impact the construction of this project. Excavated shoulder material from the project limits can be managed as clean fill in accordance with ODOT's directive for the management of surface soils. No additional hazmat evaluation was recommended.
- (iii) [Title][name] with [ODOT Region # or consultant company] completed a Hazardous Materials Assessment on [date]. [Brief list of recognized environmental conditions] were identified in the API. Contract special provision specifications are required that instruct the contractor on requirements for handling and disposal of hazardous materials

encountered during construction.

- (iv) [Title][name] with [ODOT Region # or consultant company] completed a Hazardous Building Materials Survey on [date]. The survey included sampling of [bridge elements/culverts/other] for [lead/asbestos/other] analysis. [Lead paint/asbestos/other was/was not] detected. Special provision(s) have been prepared to instruct the contractor on requirements for handling and disposal of the hazardous materials.
- (v) An additional test of shoulder material within the API was conducted to determine if the shoulder material contained hazardous materials (report dated [date]). This evaluation concluded that shoulder material meets the ODOT shoulder material standard and is considered clean fill. No additional hazmat evaluations are required.

Preliminary Investigation (PI) Activities

Required Compliance / Status Information

Describe the preliminary investigation work for the project. Describe any environmental clearances, approvals, or permits required for the preliminary investigations.

Required Documentation (for PCE/CE Set)

- Include any environmental clearances, approvals, or permits obtained for preliminary investigations for the project.

Manuals, Guidance, and Additional Information

- [Section 4.7](#) of this manual.

Example Compliance / Status Language

- (i) No environmental clearances, approvals, or permits were required for preliminary investigations for the project.
- (ii) The following approvals and/or permits were required for preliminary investigation activities for the project:
 - [List each approval and/or permit with date. Note coordination with ODOT staff resource specialist, as applicable.]

Tribal Coordination

Required Compliance / Status Information

Federally recognized Tribal Governments have a Government-to-Government relationship with the federal government as well as the state of Oregon (see EO 13175, ORS 182.162). The ODOT Archaeologist/Tribal Liaison for each project provides a PABST database summary of Tribal coordination efforts with federally recognized Tribes. The summary includes any concerns that were expressed during Tribal coordination and how those concerns were addressed. In addition to cultural resource interests, projects may require Tribal coordination for fish, wildlife, water, and plant resources of interest to Tribes and those coordination efforts are also included in the summary.

Summarize Tribal coordination efforts in the PCE Validation or CE Closeout and include the PABST database summary provided by the ODOT archaeologist in the PCE/CE set.

Required Documentation (for PCE/CE Set)

- Include the PABST database Tribal Coordination Summary provided by ODOT Archaeologist.

Manuals, Guidance, and Additional Information

- Coordinate with ODOT archaeologist/tribal liaison

Compliance / Status Language

- (i) ODOT archaeologist/tribal liaison *[name]* reviewed the proposed Project and the Oregon Archaeological Remote Access (OARRA) database and provided a Project Notification letter to the Confederated Tribes of the Grand Ronde Community of Oregon, the Confederated Tribes of the Siletz Indians, and the Confederated Tribes of the Warm Springs Reservation of Oregon on *[date]*. No responses or comments were received from our tribal partners.
- (ii) *[name]*, ODOT Archaeologist/Tribal Liaison, provided a Project notification with maps and location shapefiles to tribal organizations on *[date]*. *[name]* responded: "Please be sure you have the standard post-review discovery plans in place. We support any concerns forwarded by local tribes or the State Historic Preservation Office." No other responses to the notification

have been received from our tribal partners. [Name] sent the same tribes an email update on the added APE (“Add-on” Project locations) on [date]. No responses to the update email have been received from our tribal partners.

Documentation of Public and Agency Involvement

Required Compliance / Status Information

ODOT guidance for public involvement and agency coordination is provided in [Section 8](#). For both PCEs and CEs, provide a summary of public and agency involvement activities, input received and ODOT responses, including whether and/or how input was incorporated into the project.

If scoping identified known concerns from interested parties, describe engagement with those parties and how concerns were resolved or addressed. For CEs where the analysis considered public and/or agency input to potential impacts, describe engagement efforts with those potentially affected.

Public notices and public comments on proposed Section 4(f) *de minimis* impact findings, as well as coordination with the Official with Jurisdiction, should be described in the Section 4(f) section.

Tribal coordination efforts with federally recognized Tribes should be described in the Tribal Coordination section.

Required Documentation (for PCE/CE Set)

- For PCEs with no controversy on environmental grounds, no documentation for the PCE/CE set is required.
- For PCEs and CEs resulting in concerns expressed by the public or interested parties about the environmental impacts of the project, include a summary of comments received.
- For CEs with previous facility or corridor planning efforts, include a summary of public and agency involvement that occurred during planning, in addition to the engagement done for the project in the current PE phase of development. Include public engagement plans, public meeting summaries, and a summary of comments received, as applicable.

Relevant documentation regarding public involvement and agency coordination (e.g., public and agency meeting documentation pertaining to environmental decisions), as well as summaries of any planning efforts referenced in the PCE or CE should be included in the environmental project file.

Manuals, Guidance, and Additional Information

- [Section 8](#) of this manual.

Example Compliance / Status Language

- (i) Notifications and surveys were distributed to appropriate neighborhood associations, community groups, and other interested parties to learn their views and concerns about the project. [xx] comments were received. An open house/public meeting was held on [date]. Prior to construction, a follow-up with the affected public and interested parties will be provided to present the final construction schedule, project expectations and traffic control plan information.
- (ii) A public open house/meeting was advertised in the [publication]. In addition, direct newsletter mailings were sent to residents and businesses within the impacted area(s) of the project. The open house/meeting was held on [date].
- (iii) A project information paper, website and communication plan identifying interested parties and their contact information are in place. The project was added to the ODOT mailing list for projects in [location]. There are currently [xx] subscribers to the mailing list. In [date], a letter was sent to [xx] property owners in the vicinity of the project regarding the improvements, particularly emphasizing [insert description]. Additional communications will take place with nearby residents and communities prior to construction. The website will also be updated with traffic impacts and periodic news releases will be sent.

Other Requirements and Federal Agency Permits/Approvals /Clearances

Required Compliance / Status Information

Other Federal Agency NEPA Approvals

State if other Federal agency NEPA approvals (i.e., separate from FHWA's NEPA approval) are required for the project. If another Federal agency NEPA approval is required, list the agency, the type of approval, and the date of approval. If another Federal agency's NEPA approval is pending, provide an expected timeframe for completion.

Other Federal Agency Permits/Approvals/Clearances

Federal agency permits and other types of environmental approvals and clearances described in other sections of the PCE Validation Document or CE Closeout Document, such as a Clean Water Act Section 404 permit, an Endangered Species Act Biological Opinion, a U.S. Coast Guard bridge permit, approvals from U.S. Forest Service or BLM, LWCF conversion or temporary non-conforming use approvals, etc. should also be listed in this section.

In addition to other Federal agency permits, approvals, and clearances, describe how any other Federal agency requirements were met, including but not limited to the following:

Farmland Protection Policy Act

If soils within the project limits are classified as prime farmland, unique farmland, or land of statewide or local importance by Natural Resources Conservation Service (NRCS), state whether the project is subject to the Farmland Policy Protection Act (FPPA). If the project is subject to the FPPA, describe any conversion of lands with soils designated as prime farmland, unique farmland, or land of statewide or local importance and note when a Farmland Conversion Impact Rating form was submitted to the NRCS to document this conversion of farmland soils.

RESERVED

Required Documentation (for PCE/CE Set)

- If applicable, include a copy of the Farmland Conversion Impact Rating form submitted to NRCS for compliance with the FPPA
- As applicable and available, include documentation of the permits, approvals and/or clearances described in the relevant sections above. Note that many environmental permits are obtained after completion of the PCE Validation or CE Closeout. In this case, documentation should not be added to the PCE/CE set after completion of the PCE/CE process but rather included in the environmental project file in Project Wise. See [Section 4.10](#) for more information about the environmental project file.

Manuals, Guidance, and Additional Information

- [USDA, NRCS Farmland Policy Protection Act website](#)

Example Compliance / Status Language

- (i) The following Federal agency NEPA approvals are required for the project:
 - a. U.S. Forest Service – Approval Letter and NEPA Decision Memo for Permanent Easement (dated or anticipated by *xx/xx/xxxx*).
- (ii) The following Federal agency permits, approvals, and/or clearances are required for the project:
 - a. USACE – Section 404 Fill/Removal Permit (dated or anticipated by *xx/xx/xxxx*).
 - b. U.S. Coast Guard – Bridge Permit/Deviation/Temporary Rule Change Approval(s) (dated or anticipated by *xx/xx/xxxx*).
 - c. National Park Service –Form 10-904A, Compliance & Stewardship Form (dated or anticipated by *xx/xx/xxxx*).
- (iii) Soils within the project limits are classified as [*prime farmland, unique farmland, or land of statewide or local importance*] by NRCS.
 - a. However, because all of the area within the project limits has been identified as Urbanized Area (UA) on the US Census Bureau Map, this project is not subject to the Farmland Protection Policy Act and a Farmland Conversion Impact Rating was not required.
 - b. This project will irreversibly convert farmland soils to nonagricultural use. A Farmland Conversion Impact Rating form was submitted to the Natural Resources Conservation Service to document this conversion of farmland soils on [*date*].
- (iv) *RESERVED*

Environmental Commitments

Required Compliance / Status Information

Environmental commitments are agreed-upon actions documented in the environmental review to mitigate (restore, enhance, avoid, minimize, and/or replace) impacts or adverse effects. ODOT Delivery and Operations Directive DOD-002-2026 (effective 2026) further clarifies what is considered a standard

environmental commitment versus a project tracked environmental commitment:

- **Standard Environmental Commitments (SEC):** Environmental commitments that have been integrated into Standard Specifications and Boilerplate Special Provisions to streamline compliance with federal and state regulations.
- **Project Tracked Environmental Commitments (PTEC):** Environmental commitments, identified in the [PTEC List](#) that are considered high risk due to the complexity of the commitment, unique circumstances, or past compliance issues and warrant additional tracking and reporting measures.

Directive DOD-002-2026 includes a [list of PTEC](#) that FHWA and ODOT staff have agreed to track throughout the project delivery lifecycle. Include a copy of the project's PTEC Form from iCERT¹³ in the PCE/CE set, listing all PTEC applicable to the project.

Required Documentation (for PCE/CE Set)

- PTEC Form, if applicable.

Manuals, Guidance, and Additional Information

- ODOT Delivery and Operations Directive DOD-002-2026 (effective 2026)
- iCert Commitment Tracking Guidance

Example Compliance / Status Language

- (i) See PTEC List.
- (ii) This project has incorporated the following Project Tracked Environmental Commitments:
 - *[List all commitments applicable to the project and included in the [PTEC list](#)]*

¹³ The iCERT database is a specialized system developed for ODOT to manage and document environmental processes across the state.

4.6 No Ground Disturbance PCEs (NGDs)

PCE projects with no direct or indirect ground disturbance are documented with the “No Ground Disturbance Project PCE Documentation” form (NGD PCE)(ODOT Form # 734-5445). Use of the NGD PCE is only appropriate when no component of the project will disturb native soil. Projects with minimal disturbance to imported soils (e.g., signposts), can use the NGD PCE.

The NGD PCE can only be used for projects that:

- Will result in an Endangered Species Act (ESA) finding of No Effect;
- Will result in a National Historic Preservation Act (NHPA) Section 106 finding(s) of No Potential to Cause Effects or No Historic Properties Affected;
- Do not require air quality or noise analysis (based on scope and/or location); and
- Do not include prospective or mandatory designated staging areas, material sources, borrow pits, and/or disposal sites.

[Table 4.6-1](#) explains how to fill out each of the fields on the NGD PCE. Signing the NGD PCE classifies the project as a CE per [23 CFR 771.113\(a\)\(1\)](#). Consistent with 23 CFR 771.113, the NGD PCE must be signed prior to requesting FHWA authorization of funds for any phase that includes final design activities, property acquisition, purchase of construction materials or rolling stock, or project construction.

Environmental scoping and completion of the EP is not required for a project that can be documented with an NGD PCE. An API or other location map is required for the NGD PCE if appropriate (e.g. a vehicle purchase would not require an API map). See the [Section 4.4.2](#) for more information about API maps.

The NGD PCE set must include the NGD PCE and API map, as applicable. Resource consultation and/or findings documentation for other environmental laws must be saved in the official environmental project file in ProjectWise. See [Section 4.10](#) for more information about PCE sets and the PCE environmental project file.

The NGD PCE does not require formally documented QC. The REM/Qualified Approver should review and confirm the accuracy and completeness of the NGD PCE before signing it.

Table 4.6-1: NGD PCE Guidance

Form Field	Instructions
<u>Project Name</u>	Enter the ODOT project name. The PCE project name should match the name of the project in the STIP. For phased projects or where a project name otherwise differs from the STIP project name, provide a brief explanation in the <u>Notes</u> field.

<u>Form Field</u>	Instructions
<u>ODOT Key Number</u>	Enter the current ODOT Key Number. In the <u>Notes</u> field, list any previously assigned or related Key Numbers, as well as any Key Numbers that have been combined into the current Key Number.
<u>Federal-Aid Number</u>	Enter the FHWA Federal-Aid number. The Federal-Aid number is assigned by the ODOT Federal Funding Unit. The Project Manager or the Region's Federal-Aid Programmer can provide the Federal-Aid number.
<u>Region</u>	Select the appropriate ODOT Region number from the drop-down list.
<u>City/County</u>	Enter the city and/or county where the project is located.
<u>Project Sponsor</u>	Enter the project sponsor (i.e., the governmental entity receiving the FHWA funding or grant) – generally either ODOT or a local public agency (LPA). For LPAs, enter the name of the city, county, or other agency. If the project provides FHWA funding to a private entity, explain in the <u>Notes</u> field.
<u>Project Description</u>	See Section 4.4.1, PCE/CE Project Description for more information. Includes highway/street names and beginning and ending milepoints, as applicable. The Project Description should include enough information to be able to confirm that no native soil ground-disturbing activities will occur.
<u>Evidence of Consultation with Resource Staff</u>	Check the boxes to confirm ESA and NHPA Section 106 findings, which must be made by, or in consultation with, ODOT staff resource specialists. Supporting documentation must be saved in the environmental project file in ProjectWise.
<u>Tribal Consultation</u>	Summarize Tribal consultation efforts. The PABST database summary provided by the ODOT archaeologist must be saved in the environmental project file in ProjectWise.
<u>Identification of the Specific Categorical Exclusion Category(ies)</u>	From the drop-down list, select the FHWA categorical exclusion category from 23 CFR 771.117 (c) that applies to the proposed project. The proposed work must be specifically listed in the

<u>Form Field</u>	<u>Instructions</u>
	categorical exclusion category drop-down list to use the NGD PCE. The categorical exclusion categories on the NGD PCE are listed directly from 23 CFR 771.117 (c) and, while these categorical exclusions could also apply to projects with native soil ground-disturbing activities, the NGD PCE applies <u>only</u> to projects with no native soil ground disturbance. If needed, include multiple categories to cover the entirety of the project. Multiple categories should not be selected unless necessary to cover all project components.
<u>ODOT Preparer Signature</u>	The NGD PCE must be signed electronically by a REC/Qualified ODOT Preparer with the date and time stamp visible. By signing the NGD PCE, the REC/Qualified ODOT Preparer confirms that the NGD PCE documentation is accurate and complete.
<u>ODOT Approver Signature</u>	The NGD PCE must be signed electronically by a REM/Qualified Approver with the date and time stamp visible. By signing the NGD PCE, the REM/Qualified Approver confirms that they have reviewed and confirmed the accuracy and completeness of the NGD PCE documentation.

4.7 Advanced Investigation PCEs (AI PCEs) and NEPA for Preliminary Investigations

ODOT often conducts geotechnical and other environmental investigations prior to or early in a project's design phase to provide timely and appropriate information to inform design decisions. When these investigations involve FHWA funding or are conducted for a project that involves FHWA funding or other FHWA nexus, the REC or EPM must consider how to apply the procedural requirements of NEPA and related laws and authorities, including the need for relevant environmental clearances, approvals, permits and/or regulatory coordination. This section details ODOT's standardized process for documenting such considerations.

4.7.1 Applicability

These procedures are applicable to studies, testing, and/or investigations that involve FHWA funding or are conducted for a project that involves FHWA funding or other FHWA nexus. This guidance does not apply to studies, testing, and/or investigations conducted to inform early design decisions without the use of Federal funds.

4.7.2 Complying with NEPA and Related Laws and Authorities

Early investigations often involve ground-disturbing activities, including but not limited to:

- Geotechnical drilling, subsurface boring, and/or other geological/geotechnical explorations;
- Placing piezometers in the ground to measure soil movement, soil moisture changes, water levels, etc.;
- Investigations to determine unstable slopes or liquefiable/compressible soils;
- Investigations for hazardous materials sites¹⁴; and/or
- Advanced wetlands investigations and/or delineations.

For early investigations, ODOT's process for determining and documenting the requirements of NEPA and related laws and authorities depends on whether the investigation work is a "stand-alone" project occurring well in advance of project development, or part of a larger project that

¹⁴ Note Section 5.3 of the [HazMat Program Manual](#) (July 2025) addresses Advanced Investigations and uses the term "HazMat Advanced Investigations" to describe Hazardous Materials Surveys, Phase I or Phase II Site Assessments or PSIs, advanced soil or groundwater investigations, waste management evaluations, etc. The activities described as advanced investigations in this guidance may include these types of HazMat Advanced Investigations, but the two documents use the term "advanced investigation" in different ways.

is already in project development. ODOT uses the terms “advanced investigations” and “preliminary investigations” to distinguish between these two categories of early investigations and provide clarity on meeting and documenting the requirements of NEPA and related laws and authorities. Each category is discussed in more detail below.

4.7.3 Advanced Investigations

ODOT Technical Services Branch Bulletin [TSB18-01\(B\)](#) (11/01/2018) defines the advanced investigation process as a collection of a range of detailed data, investigation, studies, testing, detailed scope verification or negotiation/agreements prior to project kickoff or during very early stages of project development, prior to Design Acceptance Package (DAP).

Advance investigations occur well in advance of a future project’s development and are considered discrete projects with independent utility and logical termini. As such, advanced investigation projects with a FHWA nexus must prepare NEPA documentation.

FHWA has a categorical exclusion category - 23 CFR § 771.117(c)(24) - intended to be used for geotechnical studies and early investigations involving ground disturbance:

[23 CFR 771.117\(c\)\(24\)](#) *Localized geotechnical and other investigation to provide information for preliminary design and for environmental analyses and permitting purposes, such as drilling test bores for soil sampling; archeological investigations for archeology resources assessment or similar survey; and wetland surveys.*

When an advanced investigation project with a FHWA nexus consists of the actions described in 23 CFR 771.117(c)(24) and does not exceed the impact thresholds (i.e., kickouts) identified in [Section IV.A.2.b of the PCE Agreement](#), the “ODOT-FHWA Advanced Investigations (AI) PCE Documentation” (AI PCE Form) (ODOT Form # 734-5445) is used to document NEPA classification, determination, and approval, as well as document that other relevant environmental requirements have been addressed (e.g., Section 106, ESA, etc).

In rare instances, an advanced investigation project with a FHWA nexus could exceed the PCE Agreement kickouts. For those projects, the AI PCE Form should not be used and ODOT’s standard process and documentation for a CE would apply, as appropriate.

If an advanced investigation project does not have a FHWA nexus (e.g., is using state funds), the AI PCE Form is not required; however, other Federal, state, and local environmental requirements could still apply. Please contact ODOT NEPA Program staff with questions regarding the applicability of NEPA and other environmental requirements.

AI PCE Form

The AI PCE Form can only be used to process PCE projects that are described in 23 CFR 771.117(c)(24) and that are discrete actions with independent utility and logical termini. This typically occurs when investigations will be used to inform the design, scope, or location of a future project that is not yet in a Preliminary Engineering (PE) phase or planned for construction. To assist in determining whether a project is an advanced investigation project that can use the AI PCE Form, refer to the “Advanced or Preliminary Investigation Screening Tool” in [Appendix C](#) and/or contact ODOT NEPA Program staff.

[Table 4.7.3-1](#) explains how to fill out each of the fields on the AI PCE. Signing the AI PCE classifies the advanced investigation project as a categorical exclusion per 23 CFR 771.113(a)(1). Consistent with [23 CFR 771.113](#), the AI PCE must be signed prior to requesting FHWA authorization of funds for advanced investigation project activities.

Environmental scoping and completion of the EP is not required for an AI PCE project. An API or other location map is required for the AI PCE Document (see [Section 4.4.2](#)). For AI projects, the API map should illustrate each hole/sample location and access and staging locations.

The AI PCE set must include:

- AI PCE Document;
- API Map; and
- Applicable consultation and/or findings documentation for other environmental laws and tribal consultation.

See [Section 4.10](#) for more information about PCE sets and the PCE environmental project file.

The AI PCE Document does not require formally documented QC. The REM/Qualified Approver should review and confirm the accuracy and completeness of the AI PCE before signing it.

Table 4.7.3-1 AI PCE Form Guidance

Form Field	Instructions
Section 1: Project Info	
<u>AI Project Name</u>	Enter the AI project name. The AI project name should match the name of the project in the STIP.
<u>ODOT Key Number</u>	Enter the current ODOT Key Number. In the <u>Notes</u> field, list any previously assigned or related Key Numbers, as well as any Key Numbers that have been combined into the current Key Number.

Form Field	Instructions
<u>Federal-Aid Number</u>	Enter the FHWA Federal-Aid number. The Federal-Aid number is assigned by the ODOT Federal Funding Unit. The Project Manager or the Region's Federal-Aid Programmer can provide the Federal-Aid number.
<u>City/County</u>	Enter the city and/or county where the project is located.
<u>Region</u>	Select the appropriate ODOT Region number from the drop-down list.
<u>General Project Location (Hwy, MP, T/R/S, etc.)</u>	Describe the location of the AI activities. Include highway/street names and beginning and ending mile points, as applicable.
<u>Project Description</u>	See Section 4.4.1, PCE/CE Project Description for more information.
Section 2: Advanced Investigations Supporting Environmental Compliance	
<u>Sections A, B, and C</u>	Select the appropriate project-level finding for each section. ESA and NHPA Section 106 findings for each AI project must be made by, or in consultation with, ODOT staff resource specialists. Any applicable resource consultation and/or findings documentation for ESA and NHPA Section 106, etc. must be included in the AI PCE set.
<u>Tribal Consultation</u>	Summarize Tribal coordination efforts and include the PABST database summary provided by the ODOT archaeologist in the AI PCE set.
Section 3:	
<u>ODOT Preparer Signature –</u>	The AI PCE must be signed electronically by a REC/Qualified ODOT Preparer with the date and time stamp visible. By signing the AI PCE, the REC/Qualified ODOT Preparer confirms that the documentation is accurate and complete.
<u>ODOT Approver Signature –</u>	The AI PCE must be signed electronically by a REM/Qualified Approver with the date and time stamp visible. By signing the AI PCE, the REM/Qualified Approver confirms that they have reviewed and confirmed the accuracy and completeness of the documentation.

4.7.4 NEPA for Preliminary Investigations

In the context of determining and documenting the requirements of NEPA and related laws and authorities, ODOT uses the term “preliminary investigations” to refer to investigation activities occurring as part of the PE phase for a Federal-aid project that is already in project development. To assist in determining whether investigation activities should be considered preliminary investigations, refer to the “Advanced or Preliminary Investigation Screening Tool” in [Appendix C](#) and/or contact ODOT NEPA Program staff.

Preliminary investigations are part of preliminary design needed to define the general project location, design concepts, and/or other parameters for final design for a project and preliminary design activities may be conducted prior to a NEPA decision per [FHWA Order 6640.1A \(10/1/2010\)](#). Therefore, the NEPA documentation/decision for the project covers preliminary investigation work and separate NEPA documentation is not required.

However, when preliminary investigations for a project involve ground-disturbing activities, the relevant environmental clearances, approvals, permits and/or regulatory coordination must be considered and, if necessary, obtained before the ground disturbance and prior to the project’s NEPA approval.

When preliminary investigations involving ground disturbance are anticipated in advance of the overall project NEPA approval, the REC or EPM should complete the “Preliminary Investigations” section of the project’s Environmental Prospectus to document the potential environmental clearances, approvals, permits and/or regulatory coordination. Guidance for completing the Preliminary Investigations section of the Environmental Prospectus is included in the “Guidance for the ODOT Environmental Prospectus”, available online and linked in the Environmental Prospectus form itself.

When environmental clearances, approvals, permits and/or regulatory coordination are required for preliminary investigations on PCE and CE projects, the preliminary investigation work should be described in the Preliminary Investigations section of the discipline narrative table in *PCE Validation Document* or *CE Closeout Document*. In addition, the discipline narrative table should describe the environmental clearances, approvals, or permits required for the preliminary investigations (see [Section 4.5](#)).

When environmental clearances, approvals, permits and/or regulatory coordination are required for preliminary investigations on projects that require preparation of an Environmental Assessment or Environmental Impact Statement, they should be documented in the draft and/or final NEPA document. The ODOT EPM should work with ODOT NEPA Program staff and FHWA OR Division to confirm the appropriate approach to documenting

these clearances for each project.

When considering and documenting the relevant environmental clearances, approvals, permits and/or regulatory coordination for preliminary investigations, any information pertaining to, or findings for, other environmental laws must be provided by or in consultation with the applicable ODOT resource specialists.

4.8 Emergency Repair PCEs (ER PCEs)

The Emergency Relief (ER) Program provides funding for the repair or reconstruction of Federal-aid highways and roads on Federal lands that have suffered serious damage because of natural disasters or catastrophic failures from an external cause resulting in an emergency declaration by the Governor of the State or by the President. All repair projects under the ER Program must comply with NEPA and related laws and authorities. This section details ODOT's standardized environmental review process and documentation for ER Program repair projects.

The procedures and guidance in this section are applicable to both emergency and permanent repairs funded by the ER Program and are [23 CFR 771.117\(c\)\(9\)](#) PCEs. If a repair project does not meet the criteria in 23 CFR 771.117(c)(9) or could exceed the PCE Agreement kickouts, these procedures are not applicable and ODOT's standard process and documentation for a PCE or CE would apply, as appropriate.

If a repair project does not have a FHWA nexus (e.g., is using state funds), these procedures do not apply but other Federal, state, and local environmental requirements could still apply. Please contact ODOT NEPA Program staff with questions regarding the applicability of NEPA and other environmental requirements.

4.8.1 NEPA for ER Program Repair Projects

Funds from the ER Program can be used for two categories of projects: emergency repairs and permanent repairs. Emergency repairs are undertaken during or immediately after a disaster to restore essential traffic, to minimize the extent of the damage, or to protect the remaining facilities ([23 CFR 668.103](#)). Permanent repairs are undertaken after a disaster to restore the highway to its pre-disaster conditions. If emergency situations involve immediate threats to public health or safety, or immediate threats to property, including natural resources, emergency repairs can start as soon as possible with NEPA documentation occurring afterward. All other repairs require the completion of NEPA prior to the start of repair work. **Note:** *Other environmental laws, such as the ESA, NHPA, Clean Water Act, etc., may have requirements that must be met prior to the start of emergency repair work. See [Section 4.8.2](#) for more information and always coordinate with the environmental discipline specialist for the applicable environmental law.*

FHWA has a categorical exclusion category - 23 CFR § 771.117(c)(9) – for repairs to transportation facilities damaged in emergencies or disasters:

[23 CFR 771.117\(c\)\(9\)](#)

The following actions for transportation facilities damaged by an incident resulting in an emergency declared by the Governor of the State and concurred in by the Secretary, or a disaster or emergency

declared by the President pursuant to the Robert T. Stafford Act ([42 U.S.C. 5121](#)):

- (i) *Emergency repairs under [23 U.S.C. 125](#); and*
- (ii) *The repair, reconstruction, restoration, retrofitting, or replacement of any road highway, bridge, tunnel, or transit facility (such as a ferry dock or bus transfer station), including ancillary transportation facilities (such as pedestrian/bicycle paths and bike lanes), that is in operation or under construction when damaged and the action:*
 - (A) *Occurs within the existing right-of-way and in a manner that substantially conforms to the preexisting design, function, and location as the original (which may include upgrades to meet existing codes and standards as well as upgrades warranted to address conditions that have changed since the original construction); and*
 - (B) *Is commenced within a 2-year period beginning on the date of the declaration.*

An emergency repair project to restore essential traffic, minimize the extent of damage, or protect remaining facilities is normally classified as a CE under 23 CFR 771.117(c)(9)(i).

Permanent repair projects qualify as a CE under 23 CFR 771.117(c)(9)(ii) if the work meets the criteria in (A) and (B)¹⁵. When a repair project under the ER Program consists of the actions described in 23 CFR 771.117(c)(9)(i) or (ii) and does not exceed the PCE Agreement kickouts, the “ODOT and FHWA Oregon Division ER PCE Form” (Form # 734-5461) (ER PCE) is used to document NEPA classification, determination, and approval, as well as document that the requirements of other environmental laws have been addressed.

ER PCE Form

The ER PCE Form consists of two separate sections – Section 1: Emergency Repair and Section 2: Permanent Repair - to address NEPA compliance for both emergency and permanent repair work associated with the same emergency or disaster event. The ER PCE Form is informed by the Detailed Damage Inspection Report (DDIR), a FHWA form providing information about the damage, cost estimates, and other details to help distinguish between repairs meeting the criteria for emergency repairs and permanent repairs.

¹⁵ Temporary construction easements outside of the existing right-of-way do not automatically preclude application of this categorical exclusion category. Reach out to ODOT NEPA Program and FHWA OR Division Office staff with questions.

Sections 1 and 2 of the ER PCE Form are intended to be completed and used separately in most cases. Emergency repairs are often temporary in nature and performed right away to address immediate threats to public health, safety or property. In these situations, the PCE determination, classification, and approval for the emergency repair is documented in Section 1 of the ER PCE Form. Section 1 of the ER PCE Form is often completed after the start of the repair work. At a later point in time, if a permanent repair is planned to restore the transportation facility to its original condition, the PCE determination, classification, and approval is documented in Section 2 of the ER PCE Form. Section 2 must be completed before permanent repair work can go to bid.

Depending upon the nature of the event, damage to a facility, and transportation system needs, there may be scenarios where emergency repairs are all that is needed to repair the damage and no further repairs are necessary. When finalizing the project as an emergency repair, Section 2 of the ER PCE Form may be left blank and the PCE determination, classification, and approval for the emergency repair is documented in Section 1. For these repairs, the EP and an API map is not required and creation of a ProjectWise “set” is not necessary; however, the REC should notify the ODOT NEPA Program Lead via email for reporting purposes.

[Table 4.8.1-1](#) explains how to fill out each of the fields on the ER PCE Form.

The ER PCE Form is processed and approved by ODOT with no project-level FHWA review or approval required. Environmental scoping and completion of the EP is not required for an ER PCE project. An API or other location map must be prepared for the ER PCE Document if applicable (see [Section 4.4.2](#)). When complete, the REC should save the ER PCE in a ProjectWise “set” in the [Cat Ex Projects](#) folder within ProjectWise. The ER PCE set must include:

- ER PCE Document; and
- Map from the DDIR or an API map, as applicable
- Applicable consultation and/or findings documentation for other environmental laws and tribal consultation.

See [Section 4.10](#) for more information about PCE sets and the PCE environmental project file.

The ER PCE Document does not require formally documented QC. The REM/Qualified Approver should review and confirm the accuracy and completeness of the ER PCE before signing it.

The ER PCE Form is processed and approved by ODOT with no project-level FHWA review or approval required.

4.8.2 Compliance with Other Environmental Laws

Other environmental laws, executive orders and regulations may also apply, such as the ESA, NHPA, Clean Water Act, and others. Emergency and permanent repair projects must comply with these and other applicable authorities, which have their own emergency exemptions and expedited procedures for compliance.

If impacts to regulated resources are unavoidable, the REC should coordinate with the environmental discipline specialist for that resource. Throughout the emergency repair, the REC should continue to coordinate with the emergency response team to document their efforts as they relate to environmental resources and to convey accurate information to the environmental discipline specialist and/or regulatory agencies. The REC and/or discipline specialist should notify regulatory agencies and obtain verbal approval and after-the-fact documentation and/or permits as required by the situation.

Table 4.8.1-1 ER PCE Form Guidance

Form Field	Instructions
FHWA Disaster Number	Enter the Federal Disaster Identification Number (or Disaster Number) from the Detailed Damage Inspections Report (DDIR). The Disaster Number is assigned by the FHWA Oregon Division Office and provided to the ODOT and/or LPA crew working on the emergency work (e.g., OR2017-01).
Agency Site Number(s)	Enter the Agency Site Number(s).
Counties or ODOT District or Region	Enter the county, district, or region where the project repair project is located.
Repair Location	Describe the repair project location and termini. A copy of the map from the DDIR or an API map is required as supporting documentation.
Section 1: Emergency Repair	
Description of Work	Using information from the Maintenance District Office, DDIR, and/or Local Agency as appropriate, complete Section 1 of the ER PCE Form by describing all emergency repair work conducted for the purpose of: minimizing the extent of the damage; protecting remaining facilities; or restoring essential traffic. This includes, but is not limited to:

Form Field	Instructions
	• installation/removal of barricades and detour signs • flagging and pilot cars • temporary substitute highway traffic service • temporary detour roadway connection or bridges • removal of debris or slides • removal of drift piling on bridges • placing riprap to relieve or prevent scour • replacement of washed-out embankments and approach fills • regrading or roadway surfaces, fills, and embankments. To document compliance with other environmental laws and regulations, the “Description of work” should also summarize any emergency consultation processes with other federal/state agencies and any other federal/state approvals required. Any applicable consultation evidence (i.e., email, correspondence and/or findings documentation) is required as supporting documentation and must be included with the ER PCE Form set in ProjectWise.
ODOT Region Environmental Coordinator Signature	Section 1 of the ER PCE Form must be signed electronically by a REC/Qualified Preparer with the date and time stamp visible.
Section 2: Permanent Repair	
Description of Work	When the permanent repair is planned to restore the transportation facility to its original condition, complete Section 2 of the same ER PCE Form. See Section 1 above. As part of preparing Section 2 of the ER PCE Form, the REC will consult with ODOT staff resource specialists, as applicable and appropriate. Any applicable resource consultation documents (i.e., email, correspondence and/or findings documentation) are required as supporting documentation and must be included with the ER PCE Form set in ProjectWise.

Form Field	Instructions
	Describe all permanent repair work planned to restore the damaged site to its pre-disaster condition, including upgrades to meet existing codes and standards or to address conditions that have changed.
A. Section 106 Compliance via ODOT's Programmatic Agreement	For both Historic and Archaeology (as applicable), and in coordination with the appropriate ODOT staff resource specialists, check the box(es) to select the appropriate project level finding(s) and enter the date(s). Any applicable consultation evidence (i.e., email, correspondence and/or findings documentation) is required as supporting documentation and must be included with the ER PCE Form set in ProjectWise.
B. Tribal Coordination	Using information provided by an ODOT Archaeologist, summarize any tribal consultation efforts with federally recognized tribes. Note any concerns that were expressed during Tribal consultation and how those concerns were addressed.
C. Endangered Species Act via ODOT's Programmatic Agreement	Check the box(es) to select the appropriate ESA effects determination(s) in coordination with the appropriate ODOT staff resource specialists. Any applicable consultation evidence (i.e., email, correspondence and/or findings documentation) is required as supporting documentation and must be included with the ER PCE Form set in ProjectWise.
D. Other Relevant Coordination, Clearances, Approvals, or Permits (check all that apply)	Check the box(es) to select all resource/discipline areas potentially affected by the permanent repair or that require clearances, approvals, permits, regulatory coordination, and/or consultation. See Section 426 of the NEPA Manual for more information. For each check box, a new field will drop down. In the drop-down field(s), include applicable compliance information and describe all relevant clearances, approvals, permits, regulatory coordination, and/or consultation. Coordinate with the ODOT staff resource specialists as applicable. Any applicable resource consultation evidence (i.e.,

<u>Form Field</u>	Instructions
	email, correspondence and/or findings documentation) is required as supporting documentation and must be included with the ER PCE Form set in ProjectWise.
<u>ODOT Preparer Signature</u>	The ER PCE must be signed electronically by a REC/Qualified ODOT Preparer with the date and time stamp visible. By signing the ER PCE, the REC/Qualified ODOT Preparer confirms that the documentation is accurate and complete.
<u>ODOT Approver Signature</u>	The ER PCE must be signed electronically by a REM/Qualified Approver with the date and time stamp visible. By signing the ER PCE, the REM/Qualified Approver confirms that they have reviewed and confirmed the accuracy and completeness of the documentation.

4.9 ROW Surplus and Early Acquisition PCEs

[THIS SECTION IS IN PROGRESS AND WILL BE PUBLISHED WINTER 2026/27]

4.10 Managing PCE/CE Documentation in ProjectWise

4.10.1 PCE/CE Environmental Project Files

PCE/CE documentation is managed within the ODOT ProjectWise data management system. The Projectwise “Environmental_NEPA” folder is considered the official environmental project file. The environmental project file must include:

- All documentation supporting the categorical exclusion determination
- Quality control documentation (e.g., QC checklists, e-STR), and
- Documentation supporting compliance with applicable federal environmental requirements.

[Appendix D, Environmental Project File List](#), lists potential documents required to be included in an environmental project file. Not all documents listed in **Appendix D** will apply to every project; however, if the project has a document listed in **Appendix D**, that document must be saved in the official environmental project file in ProjectWise. The environmental project file should include documentation completed as part of the NEPA process, as well as permit, monitoring, or other documentation completed after conclusion of the NEPA process.

***Note:** Some documentation supporting the categorical exclusion documentation, such as hydraulic analyses or hazardous materials assessments, are saved in the ProjectWise project folder in the appropriate discipline or milestone folders per that discipline’s filing protocols. These documents are still considered part of the environmental project file but do not need to be duplicated in the “Environmental_NEPA” folder.*

4.10.2 PCE/CE Sets

In addition to the official environmental project file, PCEs/CEs and their supporting documentation are managed within ProjectWise by creating “PCE or CE sets”. PCE and CE sets are created for PCE Agreement reporting purposes and to clearly delineate the final version of PCE and CE documents to the ODOT NEPA Program and FHWA OR Division.

Each PCE or CE must create a separate set in the [Cat Ex Projects](#) folder within ProjectWise and each project should have only one set. PCE/CE sets do not need to include all documents from the environmental project file; [Table 4.10-1](#) details required documents that must be included in each type of PCE or CE set.

Table 4.10-1: Required Documents for PCE/CE Sets

Set Type	Required Documentation
PCE (standard)	• Environmental Prospectus • PCE Determination and Approval Form • PCE Validation • API Map or Revised API Map (if project scope changes between PCED/A and PCEV) • All required documentation for compliance with applicable environmental laws and Executive Orders, per Section 4.5
CE	• Environmental Prospectus • CE Closeout Document • API Map or Revised API Map (if project scope changes between PCED/A and PCEV) • All required documentation for compliance with applicable environmental laws and Executive Orders, per Section 4.5
NGD PCE	• NGD Document • API Map, as appropriate
AI PCE	• AI PCE Form • API Map • Applicable consultation and/or findings documentation for other environmental laws and tribal consultation.
ER PCEs	• ER PCE Form • Map from the DDIR or an API map, as applicable • Applicable consultation and/or findings documentation for other environmental laws and tribal consultation.

4.10.3 ProjectWise Technical Instructions

This section provides detailed instructions for adding documents to a folder and creating a set using ProjectWise Explorer.

Uploading Documents to Project Folders

1. Open ProjectWise Explorer.
2. Navigate to the project folder by clicking and expanding the following folders:
 - Project Wise Explorer Datasources
 - PW_ODOT_PROD
 - Documents
 - STIP_Projects or Maintenance Projects (it depends on project type)
 - Key Number or M Number folder
3. Within the project folder, navigate to the Environmental folder by clicking and expanding the following folders:
 - ODOT
 - 1_Design
 - Environmental_NEPA
 - Air_Quality
 - Biology
 - Cultural_Archaeology_Historic
 - Wetlands_Permits
4. Drag and drop the appropriate documents into the Document List view area to add to Project Wise.
5. Use the ProjectWise Document Naming Tool¹⁶ to generate the correct document name and description for each document as follows:
 - a. The Wizard selection screen will appear; select Advanced Wizard and click OK.

¹⁶ If consultants or other external preparers are using the ProjectWise Document Wizard for preparation of draft (only) NEPA documents, or for a refresher online training for ODOT staff, refer to this training (titled "ODOT ProjectWise Document Naming Tool Training") in iLearn.

- b. When the Advanced Document Creation Wizard opens, click the Next button.
 - c. When the Select Target Folder screen opens, select the folder where the document should be saved (if it is not already highlighted) and click the Next button.
 - d. When the Select a Template screen opens, select Use external file as a template. The existing document that is being added to Project Wise should be in the file browser. If it is not, use the Browse button to add it. Click the Next button.
 - e. On the Define Document Attributes screen, select the applicable Classification, Discipline, Sub Discipline, and Document Description from the dropdown lists (e.g., Environmental, Environmental, NEPA, Categorical Exclusion).
 - f. In the Document Naming Tool, select the down arrow to choose the Classification, Discipline and Sub-Discipline. Click the Document Description down arrow and select the correct document description. Click into the Document Name field and the Document Naming Tool will generate a name for your document. The document naming convention consists of the origin ID, the project ID, Name, and if checked, the date and/or sequence number. The Tips field provides information on where it is appropriate to edit the Document Description and/or Document Name. The Tips field provides a guide to select the correct folder, instructions to not delete key words, information on how to confirm no errors and where to send document suggestions.
 - g. On the Document Properties screen, the template will be updated once the document is created and there is no action required. Select Next.
6. To close the Wizard, click Finish. After completing the Advanced Wizard, navigate back to the correct ProjectWise folder. The document will be accessible, and the document name will be visible.

Creating a PCE/CE Set

1. Open Project Wise Explorer.
2. Navigate to the [Cat Ex Projects](#) folder by clicking and expanding the

following folders:

- Project Wise Explorer Datasources
- PW_ODOT_PROD
- Documents
- Disciplines
- Environmental
- [Cat Ex Projects](#)

3. Select 'Document -> Set -> New,' from the main menu.
4. In both the "Name" and "Description" fields, enter 'K'+ the key number of the project (e.g. K21296). Click the OK button.
5. An empty document set window will open and will stay visible until you close it.
6. Navigate to the ProjectWise Project folder where the appropriate PCE/CE and supporting documents are stored (see Steps 2 and 3 above). You can create a set with one or more documents.
7. Drag-n-drop the appropriate documents from the project folder into the document set window opened in Step 5. Note: using drag-n-drop will only create links to the documents in the Project Wise project folder; the actual file location of the documents will not move/change.
8. When all documents have been added, close the document set window. A document set will be in the [Cat Ex Projects](#) folder, denoted by an icon.
9. Return to the [Cat Ex Projects](#) folder and locate the document set created in Steps 1-8 (Note that the Key # field will be blank).
10. Right-mouse click on the document set line item and select 'Properties' from the list. The properties window with tabs will open.
11. Select the 'Attributes' tab.
12. Fill in the fields on the attributes form with the appropriate project data. Detailed instructions for completing the attributes form can be found in [Table 4.10-3-1](#) below.
13. Select 'Close'.

Adding Documents to an Existing PCE/CE Set

1. Open ProjectWise Explorer.
2. Navigate to the [Cat Ex Projects](#) folder by clicking and expanding the following folders:
 - ProjectWise Explorer Data sources
 - PW_ODOT_PROD
 - Documents
 - Disciplines
 - Environmental
 - [Cat Ex Projects](#).
3. Locate the document set. Double-mouse click on the document set line item.
4. The document set window will open and will stay visible until you close it.
5. Navigate to the Project Wise project folder where the appropriate PCE/CE and supporting documents are stored (see Steps 2 and 3 above).
6. Drag-n-drop the appropriate documents from the project folder into the document set window opened in Step 5.
7. When all documents have been added, close the document set window.
8. Return to the [Cat Ex Projects](#) folder and locate the document set created in Steps 1-7.
9. Right-mouse click on the document set line item and select 'Properties' from the list. The Properties window with tabs will open.
10. Select the 'Attributes' tab.
11. Fill in the remaining fields on the attributes form with the appropriate project data. Make any necessary changes to the previously completed fields. Detailed instructions for completing the attributes form can be found in [Table 4.10-3-1](#) below.
12. Select 'Close'.

Table 4.10.3-1: ProjectWise Attributes Form Instructions

Entry Field	Instructions
ODOT Key Number	Enter the ODOT Key number. The Region, Federal Aid #, Project Sponsor, and Project Name fields will be automatically filled in after clicking Enter. The Key Number must be unique (i.e., if a set has already been created using the Key Number, you will get an error message).
Related ODOT Key Number Related, previously assigned, and/or changed key numbers.	List any previously assigned or related Key Numbers, as well as any Key Numbers that have been combined into the current Key Number. This field is intended for the numerical Key number only. Any requisite explanations or details should be provided in the Comments field.
Region	The Region field will be automatically filled in after entering the Key Number and clicking Enter.
Federal Aid #	The Federal Aid # field will be automatically filled in after entering the Key Number and clicking Enter.
REC	The REC field will automatically be populated with the name of the person filling out the form. If it's incorrect, click on the dropdown to select the appropriate name from the list.
Categorical Exclusion Type *	Select the categorical exclusion type from the drop-down list.
Project Sponsor	From the dropdown list, select the project sponsor.
Project Status	Select Active, Cancelled, On-Hold, or De-federalized from the drop-down list to indicate the status of the project.
Project Name	The Project Name field will be automatically filled in after entering the Key Number and clicking Enter.
Primary Type*	From the dropdown list, select the FHWA categorical exclusion category(ies) from 23 CFR 771.117 (c) and (d) that applies to the proposed project. This will match the categorical exclusion category on the PCE/CE documentation for the project.
2nd Type and 3rd Type (if applicable)	If needed, include multiple categories to cover the entirety of the project. Multiple categories should not be selected unless necessary to cover all project components. This will match any additional categorical exclusion categories on the PCE/CE documentation for the project.

<u>Entry Field</u>	<u>Instructions</u>
Start Date*	Enter the date (in Month/Day/Year format) of Project Kickoff or Initiation meeting. For those projects that do not have a formal Project Kickoff meeting or do not fit the typical ODOT project schedule template, use the date of Notice to Proceed, or another suitable date, as the start date.
PCE Determination and Approval Date	For standard PCEs, enter the date (in Month/Day/Year format) the PCE Determination and Approval Form was signed by the ODOT Approver. For CEs and other types of PCEs, leave this field blank.
Completion Date	Enter the date (in Month/Day/Year format) that the PCE Validation, NGD PCE, AI PCE, ER PCE, or ROW PCE was signed by the ODOT Approver or that the CE Closeout Document was signed by FHWA.
ROW Required?	If the project requires ROW authorization, check the box.
Comments Additional Comments	Use these fields to provide brief explanations, clarifications, or other relevant information relating to submitting and/or recording the project. For example, explain ODOT Key number changes, use of an alternate PCE/CE start date, or the reason(s) for revised documents.

* Required fields

Section 5 RESERVED

Section 6 RESERVED

Section 7 Re-Evaluations and Supplemental NEPA Documents

7.1 Understanding NEPA Re-evaluations

A re-evaluation is a review conducted by ODOT and FHWA to determine whether an approved NEPA document or decision remains valid for decision-making.

FHWA's NEPA implementing regulations at [23 CFR 771.129](#) set forth re-evaluation requirements, including requirements for:

- Written evaluations of Environmental Impact Statements (EISs) (23 CFR 771.129 (a-b));
- Consultation procedures for Categorical Exclusions (CEs), Findings of No Significant Impacts (FONSI), and Records of Decision (ROD) (23 CFR 771.129(c)); and
- Consultation procedures for tiered Environmental Assessments (EA)s or EISs (23 CFR 771.129(d)).

A re-evaluation is a continuation of the project development process that does not automatically re-open the NEPA decision but instead comprises ODOT and FHWA's review of any changes and new information regarding the project to determine whether the NEPA document or decision remains valid for decision-making.

The determination of a re-evaluation is that the NEPA decision or document and project findings for related laws and authorities are still valid or that additional analysis is required. A re-evaluation provides evidence for the FHWA to determine whether the preparation of an additional or supplemental NEPA document is necessary to advance the project to the next stage but does not serve as a supplemental analysis and NEPA document required pursuant to [23 CFR 771.130](#).

7.2 Re-evaluation Roles and Responsibilities

FHWA is responsible for determining whether the conditions for re-evaluation have been met or there is a need for new or supplemental documentation (23 CFR 771.129 and 23 CFR 771.130). FHWA also determines the information and level of documentation needed for the re-evaluation in coordination with ODOT. ODOT is responsible for providing FHWA with accurate and relevant information regarding project changes or new circumstances that could affect the validity of the NEPA document or decision. FHWA OR Division approves

written re-evaluation documentation for CEs, EAs, FONSI, EISs, and RODs.

FHWA OR Division delegates responsibilities for the re-evaluation of PCEs (see [Section 4.2](#)) to ODOT. For re-evaluations of PCEs, ODOT determines the information and level of documentation needed and approves the written re-evaluation documentation.

7.3 Re-evaluation Timing and Triggers

A re-evaluation can occur at any point after approval of a project's NEPA document (e.g., draft or final EIS) or decision (e.g., ROD, combined final EIS/ROD, FONSI, or categorical exclusion classification), but only to the extent there are remaining Federal approvals for the project. There are five triggers resulting in the need to conduct a re-evaluation:

1. Three years or more have passed since circulation of a Draft EIS and a Final EIS has not been submitted to FHWA (23 CFR 771.129 (a));
2. Three years or more have passed since approval of the Final EIS (or other major FHWA approval) and major steps to advance the action have not occurred (23 CFR 771.129 (b));
3. Project is proceeding to the next major federal approval¹⁷ (23 CFR 771.129 (c));
4. The second tier of a tiered EA or EIS is progressing and five or more years have passed since the first tier (23 CFR 771.129 (d));
5. Project changes.

Three-year timeline for an EIS

In accordance with 23 CFR 771.129(a-b) and [FHWA Technical Advisory 6640.8A](#), a written evaluation of a draft EIS is required if the final EIS has not been submitted to FHWA within three years of the circulation of the draft EIS. A written evaluation of a final EIS is required when there is a request for further FHWA approvals and major steps to advance the project (e.g., authority to acquire a significant portion of right-of-way or to undertake final design) have not occurred within three years of the approval of the final EIS, final EIS supplement, or the last major FHWA approval.

Project Proceeding to Next Federal Approval

In accordance with 23 CFR 771.129(c), after a NEPA decision has been rendered (that is, a final EIS/ROD, ROD, FONSI or CE designation), ODOT must consult with FHWA prior to requesting any major approvals or grants to determine if the decision remains valid for the

¹⁷ "Major federal approvals" include those associated with the release of federal funds for a specific phase of the project and/or FHWA approval of Contract Change Orders.

action. This type of re-evaluation is referred to as a re-evaluation consultation, and it is not required to be documented in writing unless directed to do so by FHWA. FHWA OR Division and ODOT have agreed to protocols for documenting re-evaluation consultations, see [Section 7.4](#).

Five-year timeline for Tiered EAs and EISs

In accordance with 23 CFR 771.129(d), the analysis and underlying assumptions in the first tier of a tiered EA or EIS must be re-evaluated if the second tier occurs 5 or more years after the first tier document. The re-evaluation should consider whether reliance on the analysis and assumptions in the first tier document remain valid for use in the second tier document.

Project Changes

23 CFR 771.129, states that FHWA must conduct re-evaluations as described in 23 CFR 771.129 (a-c) before amending any previously approved aspect of an action. Addressing project changes proactively can avoid project delivery delays. For the purposes of this guidance, the term “project change” includes, but is not limited to:

- Changes to the project’s design, scope, or area of potential impact (API);
- Changes to the affected environment, including land use changes or changes that have affected resource boundaries (i.e., changes in listed species, or historic properties becoming eligible since the original analysis of impacts);
- ;
- Changes to nature or severity of anticipated impacts;
- Changes in applicable environmental laws and regulations;
- New information relating to the NEPA document or decision;
- Modifications to construction methods; and/or
- Changes in mitigation or environmental commitments.

When a re-evaluation is being prepared after approval of a NEPA document to address project changes, the re-evaluation should ideally be timed to address all project changes ahead of the next federal decision to help reduce the number of re-evaluations. This may not be possible in every case, and ODOT’s Region environmental staff should coordinate with the ODOT NEPA Program to determine appropriate timing and approach based on project-specific circumstances.

7.4 Re-evaluation Documentation

FHWA regulation and [guidance regarding re-evaluations](#) focuses on when and why re-evaluations should be considered and prepared, with limited detail about the content or format of the re-evaluation documentation. This allows for flexibility in the process to determine what should be considered and documented, while avoiding superfluous or extraneous details.

Although the regulations address the need for written re-evaluation for EISs in specific instances, this does not mean that other re-evaluations should not be documented. The analysis and documentation in a re-evaluation should focus on and be commensurate with the situation resulting in the need for a re-evaluation. For example, if a re-evaluation is required and no substantial changes to the affected environment or anticipated impacts have occurred since approval of the NEPA document or decision, then the analysis and documentation should be minimal. For more complex changes or controversial projects, additional analysis may be warranted to determine if the original NEPA document or decision remains valid. Field reviews, additional environmental studies (as necessary), and coordination with other agencies should be undertaken as appropriate to analyze any new impacts or issues and to address outdated information. In these situations, the results could be included in a technical memorandum complete with attachments. In either situation, the re-evaluation should be concise and focused on determining and documenting whether the original NEPA document or decision remains valid.

ODOT's documentation for re-evaluations is based on the type of NEPA document or decision being re-evaluated:

- ***FHWA and Oregon DOT PCE / CE Re-evaluation Documentation form*** ("PCE/CE Re-evaluation Form", ODOT Form # 734-4552) is used to document re-evaluations of PCEs and CEs; and
- ***FHWA and Oregon DOT EA/FONSI or EIS/ROD Re-evaluation Documentation form*** ("EA/FONSI/EIS/ROD Re-evaluation Form", ODOT Form # 734-5443) is used to document re-evaluations of an Environmental Assessment (EA)/FONSI, EIS, or ROD.

These forms have been designed to clearly document the reason for the re-evaluation, any project changes and changes to environmental impacts or mitigation (as applicable), and the conclusion, or determination, of the re-evaluation (i.e., whether the original NEPA document or decision remains valid). The appropriate form should be completed for each re-evaluation as discussed below.

Re-evaluations of PCEs and CEs

ODOT documents re-evaluations of PCEs and CEs using the PCE/CE Re-evaluation Form. However, not every PCE and CE re-evaluation must complete the form. When ODOT approves PCEs and FHWA approves CEs very close in time to the project going to PS&E, there are often few (if any) project changes between the approval of a PCE or CE and request for FHWA construction authorization. Therefore, completion of the PCE/CE Re-evaluation Form is only required when:

1. Substantive project changes require a re-evaluation; and/or
2. Project is proceeding to the next major federal approval and more than one year has passed since ODOT approval of the PCE or FHWA approval of the CE.

In the context of this guidance, “substantive project changes” means changes that could result in impacts not discussed in the original PCE or CE documentation. For example, changes to the project’s API, changes in listed species, or historic properties becoming eligible since the original evaluation would be considered substantive and require completion of the PCE/CE Re-evaluation Form.

When the re-evaluation is required due to project changes, ODOT Region environmental staff should coordinate with the ODOT NEPA Program to determine information and level of analysis needed for the re-evaluation, including whether some form of public involvement is appropriate and/or additional consultation with Federal or State resource agencies is warranted. The focus of the re-evaluation should be on confirming that the conditions for the CE or PCE are still met and that significant impacts and/or unusual circumstances still will not occur. Where there are changes in compliance status, the re-evaluation should also demonstrate compliance with applicable environmental laws and regulations. Evaluation of the effects of project changes should be conducted or approved by the appropriate ODOT resource/discipline specialist.

Re-evaluations of PCEs are processed and approved by ODOT; no FHWA review or approval is required. For re-evaluations of CEs, ODOT region and NEPA Program staff must coordinate with FHWA to discuss and confirm needed information and level of analysis. Evaluation of the effects of project changes should be conducted or approved by the appropriate ODOT resource/discipline specialist. The focus of the re-evaluation should be on confirming that the conditions for the CE or PCE are still met and that significant impacts and/or unusual circumstances still will not occur. Where there are changes in compliance status, the re-evaluation should also demonstrate compliance with applicable environmental laws and regulations.

ODOT Qualified Preparers and Approvers must review and approve PCE/CE Re-evaluation

Forms. The FHWA OR Division Environmental Program Manager also reviews and approves Re-Evaluation Forms and documentation for CEs. Re-evaluations of PCEs are processed and approved by ODOT; no FHWA review or approval is required. The ODOT NEPA Program recommends, but does not require, re-evaluations of CEs be reviewed by ODOT NEPA Program staff prior to submittal to FHWA.

The PCE/CE Re-evaluation Form and all supporting documentation should be filed in the project's environmental project file in ProjectWise. A copy of the PCE/CE Re-evaluation Form and supporting documentation should also be added to the project's existing set in the [Cat Ex Projects](#) folder. See [Section 4.10](#) for more information about PCE/CE sets and the environmental project file.

Re-evaluations of EA/FONSI and EIS/RODs

When the re-evaluation of an EA, FONSI, EIS, ROD or tiered EA or EIS is needed per 23 CFR 771.1029, ODOT will document the re-evaluation using the EA/FONSI/EIS/ROD Re-evaluation Form. Where a "written re-evaluation" is required per 23 CFR 771.129 (a-b), the EA/FONSI/EIS/ROD Re-evaluation Form will serve as the written re-evaluation unless another format is agreed to by ODOT and FHWA OR Division.

Given the varying levels of potential complexity and controversy for projects with EAs and EISs, ODOT region environmental staff should coordinate with the ODOT NEPA Program and FHWA OR Division early in the re-evaluation process to discuss the approach to any additional analysis and the need for public involvement and consultation with Federal or state resource agencies. Evaluation of the effects of project changes should be conducted or approved by the appropriate ODOT resource/discipline specialist.

Re-evaluations of EAs, FONSI, EISs, RODs, or tiered EAs/EISs must be reviewed and approved by ODOT Qualified Preparer and Approvers. Re-evaluations of EAs, FONSI, EISs, RODs, or tiered EAs/EISs also require review by the FHWA OR Division Environmental Program Manager and approval by the FHWA OR Division Administrator. Prior to being signed by an ODOT Qualified Approver and submittal to FHWA, re-evaluations of EAs, FONSI, EISs, or RODs must be reviewed by ODOT NEPA Program staff.

The EA/FONSI/EIS/ROD Re-evaluation Form should be treated as part of the project file. Although it is not required that the re-evaluation be published, it may be made available consistent with the Freedom of Information Act and/or Oregon public records law. In some cases, it may be appropriate to include the re-evaluation online on a project website or in another publicly available format. This decision will be made on a case-by-case basis in consultation with FHWA OR Division.

7.5 Re-evaluation Determination and Need for Additional or Supplemental NEPA Documentation

The determination of a re-evaluation is that the NEPA decision or documentation is valid or that additional analysis and/or a supplemental NEPA document is required. Examples of re-evaluation findings or determinations that indicate a previous NEPA decision or document is no longer valid include (but are not limited to):

- Identification of significant environmental impacts not previously evaluated;
- Identification of a significant increase in previously identified adverse environmental impacts;
- The purpose or need for the project has changed;
- A shift to an alternative that was not fully evaluated in an approved EA or final EIS;
- An environmental commitment necessary to mitigate a significant environmental impact cannot be implemented; and/or
- Conditions for a CE or PCE are no longer met.

A re-evaluation does not serve as additional or supplemental NEPA document per 23 CFR 771.130 but provides evidence for determining whether the preparation of new PCE or CE or supplemental EA or EIS is necessary.

When the re-evaluation is complete and ODOT and FHWA have determined that the NEPA document or decision is no longer valid, further coordination between the ODOT Region environmental staff, ODOT NEPA Program, and FHWA OR Division is required to determine the type of additional or supplemental NEPA document required. FHWA is the final authority for determining the need for supplemental documentation (23 CFR 771.129 and 771.130).

Section 8 NEPA Public Involvement

ODOT NEPA Public Involvement Procedures

For FHWA Oregon Division Federal-Aid Project development, to ensure that the public is involved in transportation decisions and activities, the Oregon Department of Transportation (ODOT) engages with the public and seeks their input during the Planning and NEPA phases and throughout project development and into construction. Specific public involvement activities for each project are commensurate with project, regulatory requirements, the intensity of public and agency interest, and the potential for controversy and/or adverse impacts. These procedures are consistent with [23 CFR 771.111\(h\)](#) and were approved by the Federal Highway Administration, Oregon Division office on May 17, 2017.

Public Involvement for CE and PCE Projects

The following ODOT public involvement procedures are required for all project development activities, regardless of NEPA document being prepared:

- As appropriate to the proposed action's scope, level of public interest, and potential for adverse impacts, public input will be sought periodically during the development of the project.
- Low literacy and limited English proficiency populations, senior citizens, disabled persons, low-income populations and other identified disadvantaged people will be offered alternative accommodations (e.g., translation services, transportation, child care) to participate in project development activities, as appropriate.
- As appropriate to the proposed action's scope and potential impacts, ODOT will conduct public involvement efforts targeted specifically to Environmental Justice populations. ODOT will document such outreach, any feedback received, and the disposition of that feedback.
- Public outreach, including public meetings, may be used for projects where there are several practical project alternatives and/or where the project would involve potential relocations of residences, businesses, and/or institutions.
- Public meetings will be held in Americans with Disabilities Act (ADA) accessible facilities.
- Public notices and an opportunity for public review and comment will be provided for proposed Section 4(f) *de minimis* impact findings for parks, recreation areas or

wildlife or waterfowl refuges.

- ODOT will provide advisory notices to the public for upcoming construction activities that could affect the local transportation system including: detours, public road or access restrictions, delays.

Public Involvement for Environmental Assessments

ODOT will use the following public involvement procedures for Environmental Assessment (EA) / Class III proposed actions:

- As appropriate to the proposed action's scope, level of public interest, and potential for adverse impacts, public input will be sought during the development of the project.
- Low literacy and limited English proficiency populations, senior citizens, disabled persons, low-income populations and other identified disadvantaged people will be offered alternative accommodations (e.g., translation services, transportation, child care) to participate in project development activities, as appropriate.
- As appropriate to the proposed action's scope and potential impacts, ODOT will conduct public involvement efforts targeted specifically to Environmental Justice populations. ODOT will document such outreach, any feedback received, and the disposition of that feedback.
- The public will be provided legal notice offering the opportunity to request a public meeting or hearing in association with release of the EA.
- A public hearing may be warranted when one or more of the following conditions are present:
 - A public hearing has been requested;
 - Substantial residential and/or commercial displacements will result from the project;
 - Substantial socioeconomic and/or construction impacts will result from the project;
 - Adverse Environmental Justice impacts are expected; or
 - Substantial public controversy exists.
- If ODOT, in conjunction with FHWA, determines that it is unnecessary to hold a public meeting or hearing for the EA, they will advise the public of the availability

of the EA and where information concerning the action may be obtained. The notice will invite comments from all interested parties.

- If public meetings or hearings are held in association with an EA, the EA will be made available at the public meeting or hearing and for a minimum of 15 days in advance of the public meeting or hearing. A notice will be published in local newspapers announcing each public meeting or hearing as well as information regarding how the EA may be obtained or reviewed.
- Public meetings and hearings will be held in ADA-accessible facilities.
- Public hearings will include the opportunity for formal public comment that will be recorded by a court reporter and provided to ODOT and FHWA in a court reporter signed transcript.
- ODOT representatives will clarify to the public that comments need to be submitted in writing within 30 days of the publication of the EA availability notice, unless ODOT and FHWA determine, for good cause, that a different review period is warranted.
- ODOT will provide public notice and an opportunity for public review and comment for proposed Section 4(f) *de minimis* impact findings for parks, recreation areas or wildlife or waterfowl refuges. This public notice and opportunity for comment may be concurrent with the EA notice and comment period.
- ODOT, in conjunction with FHWA, may apply some or all of the Environmental Impact Statement (EIS) (Class I) public involvement procedures (below) to the EA process, as staff determine such procedures are appropriate.
- ODOT will provide advisory notices to the public for upcoming construction activities that could affect the local transportation system (e.g., detours, public road or access restrictions, delays, etc.).

Public Involvement for Environmental Impact Statements

ODOT will use the following ODOT public involvement procedures for Environmental Impact Statement (EIS) / Class I proposed actions:

- The public shall be afforded early and continuing opportunities to be involved in the identification of social, economic, and environmental impacts.
- Low literacy and limited English proficiency populations, senior citizens, disabled

persons, low-income populations and other identified disadvantaged people shall be offered alternative accommodations (e.g., translation services, transportation, child care) to participate in project development activities, as appropriate.

- As appropriate to the proposed action's scope and potential impacts, ODOT will conduct public involvement efforts targeted specifically to Environmental Justice populations. ODOT will document such outreach, any feedback received, and the disposition of that feedback.
- The public will be afforded reasonable notice of all public meetings, public hearings, and NEPA document availability. Such notice may include, but is not limited to: legal notices, newspaper and radio ads, newsletters, door-to-door solicitation, including translated material to ensure involvement by non-English speaking stakeholders.
- Notice of public meetings and public hearings will indicate the availability of explanatory information.
- Following Notice of Intent (NOI) publication, ODOT will conduct a public and agency scoping process. The public and agency scoping process will: (1) provide the public and agencies an opportunity to offer comment on the draft Purpose and Need, and (2) seek public and agency input on potential environmental issues.
- Pursuant to [23 U.S.C. 139\(g\)\(1\)](#), a Coordination Plan shall be established within 90 days of the NOI date and made available to participating agencies and the public.
- Pursuant to [23 U.S.C. 139 \(f\)\(4\)](#), as early as practicable during the EIS process, the public and participating agencies will be afforded an opportunity to provide input on the range of alternatives considered for the proposed action.
- The draft EIS will be circulated for public comment. The draft EIS will be made available to the public and transmitted to agencies for comment no later than the time the document is filed with the Environmental Protection Agency.
- The Federal Register public availability notice will establish a period of not fewer than 45 days nor more than 60 days for the return of public comments on the draft EIS unless a different period is established in accordance with [23 U.S.C. 139\(g\)\(2\)\(A\)](#). The notice and the draft EIS transmittal letter shall identify where to send comments.
- A public hearing will be held during the draft EIS public comment period. The public hearing will be held no sooner than 15 days following release of the draft EIS.

- The public hearing will include the opportunity for formal public comment that will be recorded by a court reporter and provided to ODOT and FHWA in a court reporter signed transcript.
- Public meetings and hearings associated with the draft EIS comment period will include the following information, as appropriate:
 - Purpose and Need of the proposed action, including consistency with applicable city and county Comprehensive Plans;
 - Proposed alternatives and their major features;
 - Social, economic, environmental, and other potential impacts of the proposed alternatives;
 - The relocation assistance program and right-of-way acquisition process;
 - Draft Section 4(f) findings;
 - Proposed mitigation and/or enhancement;
 - Explanation of the process for receiving written and oral statements from the public.
- Public meetings and hearings associated with a draft EIS will also provide information required to comply with public involvement requirements of other laws, regulations, and Executive Orders as appropriate. Examples include, but are not limited to:
 - Section 106 of the National Historic Preservation Act;
 - Section 4(f) (23 USC 138);
 - Clean Water Act Section 404; and
 - Executive Order 11998 - Floodplain Management.
- Public meetings and hearings will be held in ADA-accessible facilities.
- An official, court reporter signed transcript of the public hearing for the draft EIS (i.e., oral testimony to a court reporter, public statements before an audience of concerned citizens, written public comments submitted during the comment period) will be submitted to FHWA, including evidence that a public hearing was offered, such as the legal notice in a newspaper.
- The final EIS will be transmitted to any persons, organizations, or agencies that made substantive comments on the draft EIS or requested a copy, no later than the time the document is filed with EPA. ODOT representatives will also publish a notice of availability in local newspapers and on the project website when

making the final EIS available.

- Normally, digital EIS documents will be furnished free of charge. However, with FHWA concurrence, parties requesting hard copy EIS documents may be charged a fee, which is not more than the actual cost of reproducing the copy, or may be directed to the nearest location where the EIS and supporting materials may be reviewed.

ODOT will provide advisory notices to the public for upcoming construction activities that could affect the local transportation system (e.g., detours, public road or access restrictions, delays, etc.).

Appendix A – Acronyms List

Acronym	Definition
APE	Area of potential effects (36 CFR 800.16(d))
API	Area of Potential Impact
BLM	Bureau of Land Management
BMP	Best Management Practices
CAA	Clean Air Act
CAAA	Clean Air Act Amendments
CIA	Contributing Impervious Area
CWA	Clean Water Act
CZMA	Coastal Zone Management Act
DAP	Design Acceptance Package
DEQ	Oregon Department of Environmental Quality
DSL	Oregon Department of State Lands
ESA	Endangered Species Act
EA	Environmental Assessment (23 CFR 771.115(c))
EIS	Environmental Impact Statement (23 CFR 771.115(a))
EPM	Environmental Project Manager
EP	Environmental Prospectus (ODOT Form# 734-5198)
ESCP	Erosion and Sediment Control Plan
FAHP Programmatic	Federal-Aid Highway Program (FAHP) statewide programmatic ESA Section 7 consultation and MSA consultation
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FIRM	Flood Insurance Rate Map
FONSI	Finding of No Significant Impact
MSA	Magnuson Stevens Act

Acronym	Definition
MSAT	Mobile Source Air Toxic
MTP	Metropolitan Transportation Plan
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
NGD	No Ground Disturbance
NMFS	National Marine Fisheries Services
NPDES	National Pollutant Discharge Elimination System
NRHP	National Register of Historic Places
OHW	Ordinary High Water
OWJ	Official with Jurisdiction
NPS	National Park Service
PCE Agreement	Programmatic Categorical Exclusion Agreement
PCE	Programmatic Agreement Categorical Exclusion
PCED/A	PCE Determination and Approval Form (ODOT Form #734-5466)
PCEV	PCE Validation (ODOT Form #734-5466)
PS&E	Plans, Specifications and Estimate
REC	Region Environmental Coordinator
REM	Region Environmental Manager
ROD	Record of Decision
ROW	Right of Way
SFHA	Special Flood Hazard Area
SIP	State Implementation Plan
STIP	Statewide Transportation Improvement Program
TIP	Transportation Improvement Program
USACE	U.S. Army Corps of Engineers
EPA	U.S. Environmental Protection Agency

Acronym	Definition
USFS	U.S. Forest Service
USFWS	U.S. Fish and Wildlife Service
USC	United States Code

Appendix B - LWCF Conversion Process: Summary of Steps and Core Requirements (36 CFR 59.3)

What a “Conversion” Is

A **conversion** occurs when an LWCF-assisted park or recreation property is:

- Used for a non-recreation purpose
- Sold or transferred to a non-public entity
- Significantly changed so it no longer serves outdoor recreation

Once a conversion occurs or is proposed, National Park Service approval is required.

Core Requirements for Approving a Conversion

1. Replacement Property Requirement

The Project Sponsor must provide **replacement land** that:

- Is of **equal or greater fair market value**
- Is of **reasonably equivalent usefulness and location**
- Will be dedicated **in perpetuity** to public outdoor recreation

A current appraisal (meeting USPAP standards “yellow book”) is required.

2. National Park Service (NPS) Approval

A conversion is **not valid** until NPS gives **written approval**.

NPS reviews:

- The justification for the conversion
- Environmental and public review documentation
- Replacement property quality and equivalency
- Compliance with LWCF Act requirements

3. Public Outdoor Recreation Priority

Replacement land must be suitable for **public outdoor recreation**, not indoor or private uses.

Facilities must remain open to the general public and consistent with state recreation plans.

4. Compliance With Environmental and Historic Review Laws

The proposal must comply with:

- **NEPA**
- **NHPA Section 106**
- **Endangered Species Act**
- Other relevant federal and state environmental laws

Documentation is required.

5. Public Involvement

Public involvement is required, typically through:

- Public notification
- Opportunity for comment
- Public meetings where appropriate

NPS will not approve a conversion without evidence of adequate public engagement.

6. Alternatives Analysis

Before approving a conversion, the Project Sponsor must demonstrate:

- That **all practical alternatives** to the conversion were considered
 - That the conversion is **justified** and **unavoidable**
-

7. Boundary Clarification

A clear map must show:

- The original LWCF 6(f)(3) boundary
 - The area to be converted
 - The proposed replacement property boundary
-

8. Step-by-Step Conversion Process

1. **Identify proposed non-recreation use** of LWCF-assisted land.
2. **Notify State Liaison Officer (SLO)** and begin consultation with NPS.
3. **Prepare conversion proposal**, including:
 - Description and justification
 - 6(f)(3) boundary map
 - Appraisal(s) for both lands
 - Environmental and historic review documents
 - Alternatives analysis
 - Public involvement documentation
4. **Identify and secure replacement property** meeting value and recreation equivalency requirements.
5. **Submit full conversion package to NPS** through OPRD.
6. **NPS review and requests for additional information** (iterative step).
7. **NPS issues written approval or denial.**
8. **Record the new 6(f)(3) boundary** for replacement land, ensuring perpetual protection.
9. **Implement the conversion** only after NPS approval.

Appendix C - Advanced or Preliminary Investigations Screening Tool

For the purpose of meeting and documenting the requirements of NEPA and related laws and authorities, answer the following questions to assist in determining whether early investigation activities should be considered preliminary investigations or advanced investigations. The total score in each column will indicate whether activities should be considered preliminary or advanced investigations.

	Yes	No
Are the early investigation activities planned to inform the design, scope, and location of a <i>future</i> STIP project not yet planned for PE or construction?	☐	☐
Do the early investigation activities have a separate key number?	☐	☐
Does the schedule for the early investigation activities conclude prior to the start of the PE phase for a future project?	☐	☐
Do the early investigation activities have a kickoff meeting where no additional PE-level design is included in the scope of work?	☐	☐
Do the early investigation activities utilize a separate EA funding account?	☐	☐

Total Score

- **Total Score = 5 Yes** - If the total score is five in the “Yes” column (i.e., all yes answers), it is likely that the early investigation activities should be considered advanced investigations and the “ODOT Advanced Investigations (AI) PCE Documentation” (Form # 734-5445) should be prepared.
- **Total Score = 5 No** - If the total score is five in the “No” column (i.e., all no answers), it is likely that the early investigation activities should be considered preliminary investigations. Complete the “Preliminary

Investigations” section of the project’s Environmental Prospectus and list required environmental clearances, approvals, or permits in the NEPA documentation as described in the ODOT NEPA Manual.

- **Total Score < 5 Yes or No** - If the total score is less than 5 in either column, please coordinate with ODOT NEPA Program staff to determine how to categorize the early investigation activities and apply the procedural requirements of NEPA and related laws and authorities.

Appendix D – Environmental Project File List

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Air Quality	SCD	Air_Quality_Noise	EQ_K#####_SCD_##	STIP Conformity Determination
Air Quality	SOWA	Air_Quality_Noise	EQ_K#####_SOWA_##	Statement of work
Air Quality	RD	Air_Quality_Noise	EQ_K#####_RD_##	Reference Documents
Air Quality	PrelimEst	Air_Quality_Noise	EQ_K#####_PrelimEst_##	Prelim Air Quality Estimate
Air Quality	GD	Air_Quality_Noise	EQ_K#####_GD_##	Guidance Documents
Air Quality	FinEst	Air_Quality_Noise	EQ_K#####_FinEst_##	Final Air Quality Estimate
Air Quality	EISPM10	Air_Quality_Noise	EQ_K#####_EISPM10_##	EIS PM 10 Quantitative Analysis
Air Quality	EISCO	Air_Quality_Noise	EQ_K#####_EISCO_##	EIS CO Quantitative Analysis
Air Quality	EAPM10	Air_Quality_Noise	EQ_K#####_EAPM10_##	EA PM 10 Qualitative Analysis
Air Quality	EACO	Air_Quality_Noise	EQ_K#####_EACO_##	EA CO Qualitative Analysis
Air Quality	dDAPEst	Air_Quality_Noise	EQ_K#####_dDAPEst_##	draft DAP Air Quality Estimate
Air Quality	DAPEst	Air_Quality_Noise	EQ_K#####_DAPEst_##	DAP Air Quality Estimate
Air Quality	CEPM10	Air_Quality_Noise	EQ_K#####_CEPM10_##	Catex PM 10 Qualitative Analysis
Air Quality	CECO	Air_Quality_Noise	EQ_K#####_CECO_##	Catex CO Qualitative Analysis
Air Quality	BAR	Air_Quality_Noise	EQ_K#####_BAR_##	Baseline Air Reports
Air Quality	AR	Air_Quality_Noise	EQ_K#####_AR_##	Air Report

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Air Quality	QCQAQV	Air_Quality_Noise	EQ_K#####_QCQAQV_##	Air Quality <QC, QA, or QV> Document <Form Number> <Additional Details>
Air Quality	QCAir	Air_Quality_Noise	EQ_K#####_QCAir_##	Air Quality QC Checklist Form 734-5272
Air Quality	Photo	4_Photos	EQ_K#####_Photo_Y####M##D##_##	Air Quality Photo - <Location>
Air Quality	Est	Air_Quality_Noise	EQ_K#####_Est_##	Air Quality Estimate Spreadsheet
Air Quality	AIRMOD	Air_Quality_Noise	EQ_K#####_AIRMOD_##	Air Modeling Files
Air Quality	AdvEst	Air_Quality_Noise	EQ_K#####_AdvEst_##	Advance Air Quality Estimate
Archaeology	Tribal	Cultural_Archaeology_Historic	EA_K#####_Tribal_##	Tribal Consultations Summary
Archaeology	TR	Cultural_Archaeology_Historic	EA_K#####_TR_##	Technical Report
Archaeology	TRLOC	Cultural_Archaeology_Historic	EA_K#####_TRLOC_##	Technical Report Letter of Concurrence
Archaeology	SHPO	Cultural_Archaeology_Historic	EA_K#####_SHPO_##	SHPO Archaeological Permit Application
Archaeology	PA	Cultural_Archaeology_Historic	EA_K#####_PA	Programmatic Agreement Archaeology
Archaeology	PrelimEst	Cultural_Archaeology_Historic	EA_K#####_PrelimEst_##	Prelim Archaeology Estimate

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Archaeology	NFSHPO	Cultural_Archaeology_Historic	EA_K#####_NFSHPO_##	Non-Federal SHPO letter
Archaeology	NFNE	Cultural_Archaeology_Historic	EA_K#####_NFNE_##	Non-Federal Highway Administration No Effect Letter
Archaeology	NFLOC	Cultural_Archaeology_Historic	EA_K#####_NFLOC_##	Non-Federal Highway Administration No Effect Letter - Letter of Concurrence
Archaeology	NE	Cultural_Archaeology_Historic	EA_K#####_NE_##	No Adverse Effect
Archaeology	NELOC	Cultural_Archaeology_Historic	EA_K#####_NELOC_##	No Adverse Effect Letter of Concurrence
Archaeology	MR	Cultural_Archaeology_Historic	EA_K#####_MR_##	Monitoring Report
Archaeology	MD	Cultural_Archaeology_Historic	EA_K#####_MD_##	Mini-Determination of Effect
Archaeology	MDLOC	Cultural_Archaeology_Historic	EA_K#####_MDLOC_##	Mini-Determination of Effect - Letter of Concurrence
Archaeology	LOC	Cultural_Archaeology_Historic	EA_K#####_LOC_##	Letter of Concurrence
Archaeology	IDPlan	Cultural_Archaeology_Historic	EA_K#####_IDPlan_##	Inadvertent Discovery Plan
Archaeology	FinEst	Cultural_Archaeology_Historic	EA_K#####_FinEst_##	Final Archaeology Estimate
Archaeology	dDAPEst	Cultural_Archaeology_Historic	EA_K#####_dDAPEst_##	draft DAP Archaeology Estimate
Archaeology	DOE	Cultural_Archaeology_Historic	EA_K#####_DOE_##	Determination of Eligibility
Archaeology	DRP	Cultural_Archaeology_Historic	EA_K#####_DRP_##	Data Recovery Plan

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Archaeology	DAPEst	Cultural_Archaeology_Historic	EA_K#####_DAPEst_##	DAP Archaeology Estimate
Archaeology	DAR	Cultural_Archaeology_Historic	EA_K#####_DAR_##	Damage Assessment Report
Archaeology	CSTP	Cultural_Archaeology_Historic	EA_K#####_CSTP_##	Context Statement Treatment Plan
Archaeology	BLrpt	Cultural_Archaeology_Historic	EA_K#####_BLrpt_##	Baseline Report
Archaeology	QCQAQV	Cultural_Archaeology_Historic	EA_K#####_QCQAQV_##	Archaeology <QC, QA, or QV> Document <Form Number> <Additional Details>
Archaeology	wrk	Cultural_Archaeology_Historic	EA_K#####_wrk_##.dgn	Archaeology Working (DGN)
Archaeology	Sptl_Dat	Cultural_Archaeology_Historic	EA_K#####_Sptl_Dat_##	Archaeology Spatial Data
Archaeology	photo	4_Photos	EA_K#####_photo_Y####M##D##_##	Archaeology Photo - <Location> -
Archaeology	QCInt	Cultural_Archaeology_Historic	EA_K#####_QCInt_##	Archaeology Internal QC Checklist Form 734-5462
Archaeology	Est	Cultural_Archaeology_Historic	EA_K#####_Est_##	Archaeology Estimate Spreadsheet
Archaeology	QCCons	Cultural_Archaeology_Historic	EA_K#####_QCCons_##	Archaeology Consultant QC Checklist Form 734-5271
Archaeology	APAM	Cultural_Archaeology_Historic	EA_K#####_APAM_##	Archaeology - Programmatic Agreement Memo

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Archaeology	IDRPT	Cultural_Archaeology_Historic	EA_K#####_IDRPT_##	Archaeology - Inadvertent Discovery Post- Report
Archaeology	AdvEst	Cultural_Archaeology_Historic	EA_K#####_AdvEst_##	Advance Archaeology Estimate
Biology	SLMHR	Biology	EB_K#####_SLMHR_##	SLOPES Major Hazard Response Form
Biology	SLA	Biology	EB_K#####_SLA_##	SLOPES Approval
Biology	SLN	Biology	EB_K#####_SLN_##	SLOPES Action Notification
Biology	SLCF	Biology	EB_K#####_SLCF_##	SLOPES Action Completion Form
Biology	PCHGR	Biology	EB_K#####_PCHGR_##	Project Change Request
Biology	PrelimEst	Biology	EB_K#####_PrelimEst_##	Prelim Biology Estimate
Biology	NWA_BRP	Biology	EB_K#####_NWA_BRP_Y####M# #D##_##	No-Work Areas for Botanical Res Protection
Biology	IWWV	Biology	EB_K#####_IWWV_##	In-Water Work Variance Request Form
Biology	IWWVA	Biology	EB_K#####_IWWVA_##	In-Water Work Variance Approval
Biology	FSR	Biology	EB_K#####_FSR_Y####M##D##_# #	Fish Salvage Reports
Biology	FPW	Biology	EB_K#####_FPW_##	Fish Passage Waiver
Biology	FPWA	Biology	EB_K#####_FPWA_##	Fish Passage Waiver Approval

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Biology	FPP	Biology	EB_K#####_FPP_##	Fish Passage Plan
Biology	FPPA	Biology	EB_K#####_FPPA_##	Fish Passage Plan Approval
Biology	FPMR	Biology	EB_K#####_FPMR_##	Fish Passage Monitoring Reports
Biology	FPE	Biology	EB_K#####_FPE_##	Fish Passage Exemption
Biology	FPEA	Biology	EB_K#####_FPEA_##	Fish Passage Exemption Approval
Biology	FinEst	Biology	EB_K#####_FinEst_##	Final Biology Estimate
Biology	PN	Biology	EB_K#####_PN_Y####M##D##_##	Federal Aid Highway Programmatic (FAHP) - Project Notification Photographs
Biology	INIT	Biology	EB_K#####_INIT_##	Federal Aid Highway Programmatic (FAHP) - Project Initiation Form
Biology	PCR	Biology	EB_K#####_PCR_##	Federal Aid Highway Programmatic (FAHP) - Project Completion Report
Biology	NOTIF	Biology	EB_K#####_NOTIF_##	Federal Aid Highway Programmatic (FAHP) - Endangered Species Act - Project Notification Report
Biology	CIR	Biology	EB_K#####_CIR_Y####M##D##_#	Federal Aid Highway Programmatic (FAHP) - Construction Inspection Report Photographs

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Biology	BRS	Biology	EB_K#####_BRS_##	Federal Aid Highway Programmatic (FAHP) - Bridge Supplement
Biology	ACBRS	Biology	EB_K#####_ACBRS_##	Federal Aid Highway Programmatic (FAHP) - As Constructed Bridge Supplement
Biology	SS	Biology	EB_K#####_SS_##	Federal Aid Highway Programmatic (FAHP) - Additional Stormwater Supplement
Biology	AIS	Biology	EB_K#####_AIS_##	Federal Aid Highway Programmatic (FAHP) - Additional Information Supplement
Biology	CIR	Biology	EB_K#####_CIR_Y####M##D##_#	Federal Aid Highway Program (FAHP) - Endangered Species Act Programmatic - Construction Inspection Report
Biology	QCCompl	Biology	EB_K#####_QCCompl_##	FAHP QC Checklist for FAHP Completion Report Form 734-5262
Biology	BARR	Biology	EB_K#####_BARR_##	Endangered Species Act - Biological Assessment - Reinitiation Requests
Biology	dDAPEst	Biology	EB_K#####_dDAPEst_##	draft DAP Biology Estimate
Biology	DAPEst	Biology	EB_K#####_DAPEst_##	DAP Biology Estimate

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Biology	BCR	Biology	EB_K#####_BCR_##	Botanical Clearance Report
Biology	QCQAQV	Biology	EB_K#####_QCQAQV_##	Biology <QC, QA, or QV> Document <Form Number> <Additional Details>
Biology	wrk	Biology	EB_K#####_wrk_###.dgn	Biology Working (DGN)
Biology	Photo	4_Photos	EB_K#####_Photo_Y####M##D## _##	Biology Photo - <Location> -
Biology	MR	Biology	EB_K#####_MR_Y####M##D##_# #	Biology Monitoring Report
Biology	Est	Biology	EB_K#####_Est_##	Biology Estimate Spreadsheet
Biology	QCFPW	Biology	EB_K#####_QCFPW_##	Biology - Fish Passage Waiver QC Form 734-5276
Biology	QCFPP	Biology	EB_K#####_QCFPP_##	Biology - Fish Passage Plan QC Form 734-5278
Biology	QCFPE	Biology	EB_K#####_QCFPE_##	Biology - Fish Passage Exemption QC 734-5277
Biology	QCNOTIF	Biology	EB_K#####_QCNOTIF_##	Biology - FAHP Programmatic Notification QC Form 734-5263
Biology	QCESA	Biology	EB_K#####_QCESA_##	Biology - ESA No Effect QC Checklist Form 734-5269

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Biology	BO	Biology	EB_K#####_BO_##	Biological Opinion
Biology	NE	Biology	EB_K#####_NE_##	Biological No Effect
Biology	LOC	Biology	EB_K#####_LOC_##	Biological Letter of Concurrence
Biology	BA	Biology	EB_K#####_BA_##	Biological Assessment
Biology	AdvEst	Biology	EB_K#####_AdvEst_##	Advance Biology Estimate
Cultural	PJFOE	Cultural_Archaeology_Historic	EC_K#####_PJFOE_##	Signed Joint Findings of Effect
Cultural	PPA	Cultural_Archaeology_Historic	EC_K#####_PPA_##	Project Programmatic Agreement
Cultural	PrelimEst	Cultural_Archaeology_Historic	EC_K#####_PrelimEst_##	Prelim Cultural Estimate
Cultural	MOA	Cultural_Archaeology_Historic	EC_K#####_MOA_##	Memorandum of Agreement
Cultural	JFOEQC	Cultural_Archaeology_Historic	EC_K#####_JFOEQC_##	Joint Findings of Effect QC <Form Number>
Cultural	FinEst	Cultural_Archaeology_Historic	EC_K#####_FinEst_##	Final Cultural Estimate
Cultural	dDAPEst	Cultural_Archaeology_Historic	EC_K#####_dDAPEst_##	draft DAP Cultural Estimate
Cultural	DAPEst	Cultural_Archaeology_Historic	EC_K#####_DAPEst_##	DAP Cultural Estimate
Cultural	QCQAQV	Cultural_Archaeology_Historic	EC_K#####_QCQAQV_##	Cultural <QC, QA, or QV> Document <Form Numver> <Additional Details>
Cultural	wrk	Cultural_Archaeology_Historic	EC_K#####_wrk_###.dgn	Cultural Working (DGN)

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Cultural	Photo	4_Photos	EC_K#####_Photo_Y####M##D##_##	Cultural Photo - <Location> -
Cultural	Est	Cultural_Archaeology_Historic	EC_K#####_Est_##	Cultural Estimate Spreadsheet
Cultural	AdvEst	Cultural_Archaeology_Historic	EC_K#####_AdvEst_##	Advance Cultural Estimate
Environmental	4fTOPR	Environmental_NEPA	E_K#####_4fTOPR_##	Section 4(f) Temporary Occupancy (Parks/Rec/Refuge)
Environmental	4fNUPR	Environmental_NEPA	E_K#####_4fNUPR_##	Section 4(f) no-use finding (Parks/Rec/Refuge)
Environmental	4fNBPR	Environmental_NEPA	E_K#####_4fNBPR_##	Section 4(f) Net Benefit (Parks/Rec/Refuge)
Environmental	4fIPR	Environmental_NEPA	E_K#####_4fIPR_##	Section 4(f) Individual Evaluation (Parks/Rec/Refuge)
Environmental	QC4(f)FIF	Environmental_NEPA	E_K#####_QC4(f)FIF_##	Section 4(f) Final Individual QC Form 734-5289
Environmental	4fFEPR	Environmental_NEPA	E_K#####_4fFEPR_##	Section 4(f) Final Evaluation (Parks/Rec/Refuge)
Environmental	QC4(f)DIF	Environmental_NEPA	E_K#####_QC4(f)DIF_##	Section 4(f) Draft Individual QC Form 734-5288
Environmental	4fDEPR	Environmental_NEPA	E_K#####_4fDEPR_##	Section 4(f) Draft Evaluation (Parks/Rec/Refuge)

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Environmental	QC4(f)dmD	Environmental_NEPA	E_K#####_QC4(f)dmD_##	Section 4(f) de minimis Impact Determination QC Form 734-5287
Environmental	4fDMIPR	Environmental_NEPA	E_K#####_4fDMIPR_##	Section 4(f) de minimis impact (Parks/Rec/Refuge)
Environmental	CFTO	Environmental_NEPA	E_K#####_CFTO_##	Section 4(f) Concurrence for Temporary Occupancy
Environmental	PrelimEst	Environmental_NEPA	E_K#####_PrelimEst_##	Prelim Environmental Estimate
Environmental	LUCS	Environmental_NEPA	E_K#####_LUCS_##	(Planning) Land Use Compatibility Statement
Environmental	QC4(f)TOL	Environmental_NEPA	E_K#####_QC4(f)TOL_##	Internal QC for Section 4(f) Temp Occupancy Letters Form 734-5291
Environmental	GoalE	Environmental_NEPA	E_K#####_GoalE_##	Goal Exception
Environmental	FinEst	Environmental_NEPA	E_K#####_FinEst_##	Final Environmental Estimate
Environmental	QCQAQV	Environmental_NEPA	E_K#####_QCQAQV_##	Environmental <QC, QA, or QV> Document <Form Number> <Additional Details>
Environmental	QCESTR	Environmental_NEPA	E_K#####_QCESTR_##	Environmental Statement of Technical Review (e-STR) Form 734-5227

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Environmental	E_K#####_##	7_Quality	E_K#####_##	Environmental QAQC Set <Additional Details>
Environmental	photo	4_Photos	E_K#####_photo_Y####M##D##_##	Environmental Photo - <Location> -
Environmental	Narr	Environmental_NEPA	E_K#####_Narr_##	Environmental Narrative (working)
Environmental	EX	Environmental_NEPA	E_K#####_EX_##	Environmental Exhibit - <Type>
Environmental	DAPEst	Environmental_NEPA	E_K#####_DAPEst_##	DAP Environmental Estimate
Erosion Control	PrelimEst	Erosion_Control	EE_K#####_PrelimEst_##	Prelim Erosion Control Estimate
Erosion Control	FinEst	Erosion_Control	EE_K#####_FinEst_##	Final Erosion Control Estimate
Erosion Control	ecpl	2_Plan_Sheets	EE_K#####_ecpl_##.dgn	<Sheet-No> - Erosion Control Sheets
Erosion Control	PSET	Erosion_Control	EE_K#####_PSET_##.pset	Erosion Control Print Set
Erosion Control	photo	4_Photos	EE_K#####_photo_Y####M##D##_##	Erosion Control Photo - <Location>
Erosion Control	LnkDoc_cad	3_Base_Files	EE_K#####_LnkDoc_cad_##	Erosion Control Notes/Table <Title> Linked to DGN

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Erosion Control	Est	Erosion_Control	EE_K#####_Est_##	Erosion Control Estimate Spreadsheet
Erosion Control	ecdt	2_Plan_Sheets	EE_K#####_ecdt_##.dgn	Erosion Control Detail Sheets
Erosion Control	ec_wrk	Erosion_Control	EE_K#####_ec_wrk_##.dgn	Erosion Control Design Working
Erosion Control	ec_bas	3_Base_Files	EE_K#####_ec_bas_##.dgn	Erosion Control Design Base
Erosion Control	nm_cad	3_Base_Files	EE_K#####_nm_cad_##.dgn	Erosion Control CAD Name File for Title Block Information
Erosion Control	ec_cad	3_Base_Files	EE_K#####_ec_cad_##.dgn	Erosion Control CAD Base
Erosion Control	QCQAQV	Erosion_Control	EE_K#####_QCQAQV_##	Erosion and Sediment Control <QC, QA, or QV> Document <Form Number> < Additional details>
Erosion Control	WrkSht	Erosion_Control	EE_K#####_WrkSht_##	Erosion and Sediment Control Project Evaluation Worksheet
Erosion Control	Nar	Erosion_Control	EE_K#####_Nar_##	Erosion and Sediment Control Narrative

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Erosion Control	DEQ_CS	Erosion_Control	EE_K#####_DEQ_CS_##	Erosion and Sediment Control Drawing Cover Sheet for 1200-CA Permit for DEQ Submittal
Erosion Control	dDAPEst	Erosion_Control	EE_K#####_dDAPEst_##	draft DAP Erosion Control Estimate
Erosion Control	DAPEst	Erosion_Control	EE_K#####_DAPEst_##	DAP Erosion Control Estimate
Erosion Control	AdvEst	Erosion_Control	EE_K#####_AdvEst_##	Advance Erosion Control Estimate
Historic	4fHB	Cultural_Archaeology_Historic	EH_K#####_4fHB_##	Section 4(f) Use of Historic Bridges
Historic	4fTO	Cultural_Archaeology_Historic	EH_K#####_4fTO_##	Section 4(f) Temporary Occupancy
Historic	4fNU	Cultural_Archaeology_Historic	EH_K#####_4fNU_##	Section 4(f) no-use finding
Historic	4fNB	Cultural_Archaeology_Historic	EH_K#####_4fNB_##	Section 4(f) Net Benefit
Historic	QC4(f)FIF	Cultural_Archaeology_Historic	EH_K#####_QC4(f)FIF_##	Section 4(f) Final Individual QC Form 734-5289
Historic	4fFE	Cultural_Archaeology_Historic	EH_K#####_4fFE_##	Section 4(f) Final Evaluation
Historic	QC4(f)DIF	Cultural_Archaeology_Historic	EH_K#####_QC4(f)DIF_##	Section 4(f) Draft Individual QC Form 734-5288
Historic	4fDE	Cultural_Archaeology_Historic	EH_K#####_4fDE_##	Section 4(f) Draft Evaluation

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Historic	4fDMI	Cultural_Archaeology_Historic	EH_K#####_4fDMI_##	Section 4(f) de minimis impact
Historic	QC4(f)dmD	Cultural_Archaeology_Historic	EH_K#####_QC4(f)dmD_##	Section 4(f) de minimis Impact Determination QC Form 734-5287
Historic	CFTO	Cultural_Archaeology_Historic	EH_K#####_CFTO_##	Section 4(f) Concurrence for Temporary Occupancy
Historic	FOEsgn	Cultural_Archaeology_Historic	EH_K#####_FOEsgn_##	Section 106 Finding of Effect signed by State Historic Preservation Office
Historic	FOERFC	Cultural_Archaeology_Historic	EH_K#####_FOERFC_##	Section 106 Finding of Effect Request for Concurrence
Historic	FOELOC	Cultural_Archaeology_Historic	EH_K#####_FOELOC_##	Section 106 Finding of Effect Letter of Concurrence
Historic	DOERFC	Cultural_Archaeology_Historic	EH_K#####_DOERFC_##	Section 106 Determination of Eligibility Request for Concurrence
Historic	DOELOC	Cultural_Archaeology_Historic	EH_K#####_DOELOC_##	Section 106 Determination of Eligibility Letter of Concurrence
Historic	QC4(f)Bridges	Cultural_Archaeology_Historic	EH_K#####_QC4(f)Bridges_##	QC Section 4(f) for Historic Bridges Form 734-5290
Historic	PPAH	Cultural_Archaeology_Historic	EH_K#####_PPAH_##	Project Programmatic Agreement Historic
Historic	PrelimEst	Cultural_Archaeology_Historic	EH_K#####_PrelimEst_##	Prelim Historic Estimate

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Historic	QC4(f)TOL	Cultural_Archaeology_Historic	EH_K#####_QC4(f)TOL_##	Internal QC for Section 4(f) Temp Occupancy Letters Form 734-5291
Historic	QCQAQV	Cultural_Archaeology_Historic	EH_K#####_QCQAQV_##	Historic <QC, QA, or QV> Document <Form Number> <Additional Details>
Historic	QCHisCklst	Cultural_Archaeology_Historic	EH_K#####_QCHisCklst_##	Historic QC Checklist Form 734-5281
Historic	photo	4_Photos	EH_K#####_photo_Y####M##D##_##	Historic Photo - <Location> -
Historic	Est	Cultural_Archaeology_Historic	EH_K#####_Est_##	Historic Estimate Spreadsheet
Historic	DOEsgn	Cultural_Archaeology_Historic	EH_K#####_DOEsgn_##	Historic - Section 106 Determination of Eligibility signed by State Historic Preservation Office
Historic	HPAM	Cultural_Archaeology_Historic	EH_K#####_HPAM_##	Historic - Programmatic Agreement Memo
Historic	FinEst	Cultural_Archaeology_Historic	EH_K#####_FinEst_##	Final Historic Estimate
Historic	dDAPEst	Cultural_Archaeology_Historic	EH_K#####_dDAPEst_##	draft DAP Historic Estimate
Historic	DAPEst	Cultural_Archaeology_Historic	EH_K#####_DAPEst_##	DAP Historic Estimate
Historic	BL	Cultural_Archaeology_Historic	EH_K#####_BL_##	Baseline Report
Historic	AdvEst	Cultural_Archaeology_Historic	EH_K#####_AdvEst_##	Advance Historic Estimate

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
NEPA	TCS	Environmental_NEPA	EN_K#####_TCS_##	Tribal Coordination Summary
NEPA	WSR	Environmental_NEPA	EN_K#####_WSR_##	Technical Report - Wild and Scenic Rivers
NEPA	WI	Environmental_NEPA	EN_K#####_WI_##	Technical Report - Wetland Impacts
NEPA	WQI	Environmental_NEPA	EN_K#####_WQI_##	Technical Report - Water Quality Impacts
NEPA	WBWI	Environmental_NEPA	EN_K#####_WBWI_##	Technical Report - Water Body Modification and Wildlife Impacts
NEPA	VRA	Environmental_NEPA	EN_K#####_VRA_##	Technical Report - Visual Resources Assessment
NEPA	VI	Environmental_NEPA	EN_K#####_VI_##	Technical Report - Visual Impacts
NEPA	TES	Environmental_NEPA	EN_K#####_TES_##	Technical Report - Threatened or Endangered Species
NEPA	SI	Environmental_NEPA	EN_K#####_SI_##	Technical Report - Social Impacts
NEPA	4F	Environmental_NEPA	EN_K#####_4F_##	Technical Report - Section 4(f)
NEPA	RI	Environmental_NEPA	EN_K#####_RI_##	Technical Report - Relocation Impacts

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
NEPA	UVP	Environmental_NEPA	EN_K#####_UVP_##	Technical Report - Relationship of Local Short-term Uses vs. Long-term Productivity
NEPA	PI	Environmental_NEPA	EN_K#####_PI_##	Technical Report - Public Involvement
NEPA	PMT	Environmental_NEPA	EN_K#####_PMT_##	Technical Report - Permits
NEPA	NI	Environmental_NEPA	EN_K#####_NI_##	Technical Report - Noise Impacts
NEPA	LWCF	Environmental_NEPA	EN_K#####_LWCF_##	Technical Report - LWCF
NEPA	LUI	Environmental_NEPA	EN_K#####_LUI_##	Technical Report - Land Use Impacts
NEPA	JD	Environmental_NEPA	EN_K#####_JD_##	Technical Report - Joint Development
NEPA	IICR	Environmental_NEPA	EN_K#####_IICR_##	Technical Report - Irreversible and Irretrievable Commitment of Resources
NEPA	HAP	Environmental_NEPA	EN_K#####_HAP_##	Technical Report - Historic and Archaeological Preservation
NEPA	HWS	Environmental_NEPA	EN_K#####_HWS_##	Technical Report - Hazardous Waste Sites
NEPA	Flood	Environmental_NEPA	EN_K#####_Flood_##	Technical Report - Floodplain Impacts

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
NEPA	Farm	Environmental_NEPA	EN_K#####_Farm_##	Technical Report - Farmland Impacts
NEPA	Enrg	Environmental_NEPA	EN_K#####_Enrg_##	Technical Report - Energy
NEPA	Econ	Environmental_NEPA	EN_K#####_Econ_##	Technical Report - Economic Impacts
NEPA	CI	Environmental_NEPA	EN_K#####_CI_##	Technical Report - Construction Impacts
NEPA	BKPED	Environmental_NEPA	EN_K#####_BKPED_##	Technical Report - Considerations Relating to Pedestrians and Bicyclists
NEPA	CZI	Environmental_NEPA	EN_K#####_CZI_##	Technical Report - Coastal Zone Impacts
NEPA	CB	Environmental_NEPA	EN_K#####_CB_##	Technical Report - Coastal Barriers
NEPA	AQI	Environmental_NEPA	EN_K#####_AQI_##	Technical Report - Air Quality Impacts
NEPA	SEIS	Environmental_NEPA	EN_K#####_SEIS_##	Supplemental Environmental Impact Statement
NEPA	EAREV	Environmental_NEPA	EN_K#####_EAREV_##	Revised Environmental Assessment
NEPA	REEVAL	Environmental_NEPA	EN_K#####_REEVAL_##	Re-evaluation <PCE/CE or EA/EIS>
NEPA	ROD	Environmental_NEPA	EN_K#####_ROD_##	Record of Decision
NEPA	PCER	Environmental_NEPA	EN_K#####_PCER_##	Programmatic CE Revised

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
NEPA	VICMap	Environmental_NEPA	EN_K#####_VICMap_##	Programmatic CE or CE Project Vicinity Map
NEPA	NOIA	Environmental_NEPA	EN_K#####_NOIA_##	Oregon Parks and Recreation - Notice of Intent Approval
NEPA	SWNOI	Environmental_NEPA	EN_K#####_SWNOI_##	Oregon Parks and Recreation - Notice of Intent (Scenic waterways)
NEPA	AI_PCE	Environmental_NEPA	EN_K#####_AI_PCE_##	ODOT-FHWA Advanced Investigations (AI) PCE Documentation Form 734-5445
NEPA	ER_PCE	Environmental_NEPA	EN_K#####_ER_PCE_##	ODOT and FHWA Oregon Division NEPA Documentation - ER PCE Form
NEPA	NOI	Environmental_NEPA	EN_K#####_NOI_##	Notice of Intent
NEPA	NGD	Environmental_NEPA	EN_K#####_NGD_##	No Ground Disturbance (NGD)
NEPA	QCQAQV	Environmental_NEPA	EN_K#####_QCQAQV_##	NEPA <QC, QA, or QV> Document <Form Number> <Additional Details>
NEPA	Photo	4_Photos	EN_K#####_Photo_Y####M##D##_##	NEPA Photo - <Location>

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
NEPA	QCPCE_VAL	Environmental_NEPA	EN_K#####_QCPCE_VAL_##	NEPA - PCE Validation QC Peer Review Form 734-5237
NEPA	QCEnvPros	Environmental_NEPA	EN_K#####_QCEnvPros_##	NEPA - Environmental Prospectus QC Peer Review Checklist/Comment Log Form 734-5259
NEPA	QCCE	Environmental_NEPA	EN_K#####_QCCE_##	NEPA - CE QC Peer Review Checklist/Comment Log Form 734-5247
NEPA	NCUR	Environmental_NEPA	EN_K#####_NCUR_##	National Park Service - Non-Conforming Use Request
NEPA	LWCFCorr	Environmental_NEPA	EN_K#####_LWCFCorr_##	LWCF Correspondence
NEPA	LWCFComp	Environmental_NEPA	EN_K#####_LWCFComp_##	LWCF Compliance and Stewardship Documentation
NEPA	LtrSup	Environmental_NEPA	EN_K#####_LtrSup_##	Letter of Support - <Owner/Agency>
NEPA	FONSI	Environmental_NEPA	EN_K#####_FONSI_##	Finding of no Significant Impact (FONSI)
NEPA	FEIS	Environmental_NEPA	EN_K#####_FEIS_##	Final Environmental Impact Statement

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
NEPA	PCE_VAL	Environmental_NEPA	EN_K#####_PCE_VAL_##	FHWA and Oregon DOT PCE Validation Document (Form # 734-5467)
NEPA	PCE_DA	Environmental_NEPA	EN_K#####_PCE_DA_##	FHWA and Oregon DOT PCE Determination and Approval Form (Form # 734-5466)
NEPA	EnvPros	Environmental_NEPA	EN_K#####_EnvPros_##	Environmental Prospectus
NEPA	EJCS	Environmental_NEPA	EN_K#####_EJCS_##	Environmental Justice Considerations Summary
NEPA	EA	Environmental_NEPA	EN_K#####_EA_##	Environmental Assessment
NEPA	DEIS	Environmental_NEPA	EN_K#####_DEIS_##	Draft Environmental Impact Statement
NEPA	CE	Environmental_NEPA	EN_K#####_CE_##	Categorical Exclusion
NEPA	API	Environmental_NEPA	EN_K#####_API_##	API Map
NEPA	PTEC	Environmental_NEPA	EN_K#####_PTEC_WRK	Project Tracked Environmental Commitments Form (working)
NEPA	PTECF	Environmental_NEPA	EN_K#####_PTEC_Final	Project Tracked Environmental Commitments Form (Signed Final Version)
Noise	NV	Air_Quality_Noise	EZ_K#####_NV_##	Variances

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Noise	SOWN	Air_Quality_Noise	EZ_K#####_SOWN_##	Statements of Work
Noise	NSA	Air_Quality_Noise	EZ_K#####_NSA_##	Screening Analysis
Noise	RD	Air_Quality_Noise	EZ_K#####_RD_##	Reference Documents
Noise	PrelimEst	Air_Quality_Noise	EZ_K#####_PrelimEst_##	Prelim Noise Estimate
Noise	QCQAQV	Air_Quality_Noise	EZ_K#####_QCQAQV_##	Noise <QC, QA, or QV> Document <Form Number> <Additional Details>
Noise	wrk	Air_Quality_Noise	EZ_K#####_wrk_###.dgn	Noise Working (DGN)
Noise	NVA	Air_Quality_Noise	EZ_K#####_NVA_##	Noise Variance Application
Noise	QCNR	Air_Quality_Noise	EZ_K#####_QCNR_##	Noise Technical Report QC Form 734-5279
Noise	NR	Air_Quality_Noise	EZ_K#####_NR_##	Noise Report
Noise	photo	4_Photos	EZ_K#####_photo_Y####M##D## _##	Noise Photo - <Location>
Noise	EX	Air_Quality_Noise	EZ_K#####_EX_##	Noise Exhibit - <Type>
Noise	Est	Air_Quality_Noise	EZ_K#####_Est_##	Noise Estimate Spreadsheet
Noise	CC	Air_Quality_Noise	EZ_K#####_CC_##	Noise Consultant Contract
Noise	NBDTM	Air_Quality_Noise	EZ_K#####_NBDTM_##	Noise Barrier Design Technical Memo

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Noise	QCNBDTM	Air_Quality_Noise	EZ_K#####_QCNBDTM_##	Noise Barrier Design Technical Memo QC Checklist Form 734-5280
Noise	NMOD	Air_Quality_Noise	EZ_K#####_NMOD_##	Modeling Files
Noise	MP	Air_Quality_Noise	EZ_K#####_MP_Y####M##D##_#	Measurement Photos - <each File Description will be very specific>
Noise	GD	Air_Quality_Noise	EZ_K#####_GD_##	Guidance Documents
Noise	FinEst	Air_Quality_Noise	EZ_K#####_FinEst_##	Final Noise Estimate
Noise	dDAPEst	Air_Quality_Noise	EZ_K#####_dDAPEst_##	draft DAP Noise Estimate
Noise	DAPEst	Air_Quality_Noise	EZ_K#####_DAPEst_##	DAP Noise Estimate
Noise	BNR	Air_Quality_Noise	EZ_K#####_BNR_##	Baseline Noise Reports
Noise	AdvEst	Air_Quality_Noise	EZ_K#####_AdvEst_##	Advance Noise Estimate
Permits	7460	Wetlands_Permits	EP_K#####_7460_##	US Federal Aviation Administration - Obstruction Evaluation, Airport Airspace Analysis
Permits	BP	Wetlands_Permits	EP_K#####_BP_##	US Coast Guard - Bridge Permit
Permits	APP	Wetlands_Permits	EP_K#####_APP_##	US Coast Guard - Bridge Permit Application

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Permits	NPAL	Wetlands_Permits	EP_K#####_NPAL_##	US Army Corps of Engineers - Nationwide Permit Authorization Letter
Permits	GAVL	Wetlands_Permits	EP_K#####_GAVL_##	Permits-Oregon Department of State Lands - General Authorization Verification Letter
Permits	GAN	Wetlands_Permits	EP_K#####_GAN_##	Permits-Oregon Department of State Lands - General Authorization Notification
Permits	401	Wetlands_Permits	EP_K#####_401_##	Permits-Oregon Department of Environmental Quality - Individual 401 Certification
Permits	QCQAQV	Wetlands_Permits	EP_K#####_QCQAQV_##	Permits <QC, QA, or QV> Document <Form Number> <Additional Details>
Permits	QCSWMP	Wetlands_Permits	EP_K#####_QCSWMP_##	Permits - Stormwater Management Plan QC Form 734-5283
Permits	QCJPA	Wetlands_Permits	EP_K#####_QCJPA_##	Permit - QC Joint Permit Application
Permits	GP	Wetlands_Permits	EP_K#####_GP_##	Oregon Department of State Lands - General Permit

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Permits	SWMP	Wetlands_Permits	EP_K#####_SWMP_##	Oregon Department of Environmental Quality - Stormwater Management Plan
Permits	SWMPA	Wetlands_Permits	EP_K#####_SWMPA_##	Oregon Department of Environmental Quality - Stormwater Management Plan Approval QC Form 734-5283
Permits	NPDES1200CA	Wetlands_Permits	EP_K#####_NPDES1200CA_##	NPDES 1200-CA Permit
Permits	JPA	Wetlands_Permits	EP_K#####_JPA_##	Joint Permit Application
Permits	IP	Wetlands_Permits	EP_K#####_IP_##	Individual Permit
Permits	photo	4_Photos	EP_K#####_photo_Y####M##D##_##	Environmental Permits Photo - <Location>
Roadside Development	ROMM	Roadside_Development	ER_K#####_ROMM_##	Roadside Operations and Maintenance Manual
Roadside Development	ROMM_wrk	Roadside_Development	ER_K#####_ROMM_wrk_##	Roadside Operations and Maintenance Manual Working
Roadside Development	QCQAQV	Roadside_Development	ER_K#####_QCQAQV_##	Roadside Development <QC, QA, or QV> Document <Form Number> <Additional details>

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Roadside Development	rdpl	2_Plan_Sheets	ER_K#####_rdpl_##.dgn	<Sheet-No> - Roadside Development Sheets
Roadside Development	PSET	Roadside_Development	ER_K#####_PSET_##.pset	Roadside Development Print Set
Roadside Development	photo	4_Photos	ER_K#####_photo_Y####M##D##_##	Roadside Development Photo - <Location>
Roadside Development	LnkDoc_cad	3_Base_Files	ER_K#####_LnkDoc_cad_##	Roadside Development Notes/Table <Title> Linked to DGN
Roadside Development	rdnt	2_Plan_Sheets	ER_K#####_rdnt_##.dgn	<Sheet-No> - Roadside Development Notes, Schedule Sheets
Roadside Development	Est_wrk	Roadside_Development	ER_K#####_Est_wrk_##	Roadside Development Estimate - Working
Roadside Development	rddt	2_Plan_Sheets	ER_K#####_rddt_##.dgn	<Sheet-No> - Roadside Development Detail Sheets
Roadside Development	rd_cad	3_Base_Files	ER_K#####_rd_cad_##.dgn	Roadside Development CAD Base
Roadside Development	rd_bas	3_Base_Files	ER_K#####_rd_bas_##.dgn	Roadside Development Design Base
Roadside Development	nm_cad	3_Base_Files	ER_K#####_nm_cad_##.dgn	Roadside Development CAD Name File for Title Block Information

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Roadside Development	rd_wrk	Roadside_Development	ER_K#####_rd_wrk_##.dgn	Roadside Development Design Working
Roadside Development	PrelimEst	Roadside_Development	ER_K#####_PrelimEst_##	Prelim Roadside Development Estimate
Roadside Development	FinEst	Roadside_Development	ER_K#####_FinEst_##	Final Roadside Development Estimate
Roadside Development	EX	Roadside_Development	ER_K#####_EX_##	<Title> Exhibit
Roadside Development	dDAPEst	Roadside_Development	ER_K#####_dDAPEst_##	draft DAP Roadside Development Estimate
Roadside Development	DRD	Roadside_Development	ER_K#####_DRD_##	Design Review Document within the Roadside Development Plan
Roadside Development	DAPEst	Roadside_Development	ER_K#####_DAPEst_##	DAP Roadside Development Estimate
Roadside Development	AdvEst	Roadside_Development	ER_K#####_AdvEst_##	Advance Roadside Development Estimate
Wetlands	QCQAQV	Wetlands_Permits	EW_K#####_QCQAQV_##	Wetlands <QC, QA, or QV> Document <Form Number> <Additional Details>

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Wetlands	WSR	Wetlands_Permits	EW_K#####_WSR_Y####M##D##_##	Wetland Scoping Report
Wetlands	PSET	Wetlands_Permits	EW_K#####_PSET_##.pset	Wetland Print Set
Wetlands	photo	4_Photos	EW_K#####_photo_Y####M##D##_##	Wetland Photo - <Location>
Wetlands	LnkDoc_cad	3_Base_Files	EW_K#####_LnkDoc_cad_##	Wetland Notes/Table <Title> Linked to DGN
Wetlands	wt_wrk	Wetlands_Permits	EW_K#####_wt_wrk_##.dgn	Wetland Mitigation Design
Wetlands	wtpl	2_Plan_Sheets	EW_K#####_wtpl_##.dgn	<Sheet-No> - Wetland Mitigation Sheets
Wetlands	wtdt	2_Plan_Sheets	EW_K#####_wtdt_##.dgn	<Sheet-No> - Wetland Mitigation Detail Sheets
Wetlands	wt_bas	3_Base_Files	EW_K#####_wt_bas_##.dgn	Wetland Mitigation Design Base
Wetlands	wt_cad	3_Base_Files	EW_K#####_wt_cad_##.dgn	Wetland Mitigation CAD Base
Wetlands	Est	Wetlands_Permits	EW_K#####_Est_##	Wetland Estimate Spreadsheet
Wetlands	WDCL_DSL	Wetlands_Permits	EW_K#####_WDCL_DSL_Y####M##D##_##	Wetland Delineation Conc Ltr from DSL
Wetlands	nm_cad	3_Base_Files	EW_K#####_nm_cad_##.dgn	Wetland CAD Name File for Title Block Information

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Wetlands	WB_WRK	Wetlands_Permits	EW_K#####_WB_WRK_##	Wetland Boundary Working File
Wetlands	WB_BAS	3_Base_Files	EW_K#####_WB_BAS_##	Wetland Boundary Base File
Wetlands	TWMR	Wetlands_Permits	EW_K#####_TWMR_##	Temporary Wetland Monitoring Report
Wetlands	SFAM	Wetlands_Permits	EW_K#####_SFAM_##	Stream Function Assessment Method (SFAM)
Wetlands	SRP	Wetlands_Permits	EW_K#####_SRP_##	Site Restoration, Rehabilitation Plan
Wetlands	RCPT_WMB C	Wetlands_Permits	EW_K#####_RCPT_WMBC_Y### #M##D##_##	Receipt for Wetland Mitigation Bank Credits
Wetlands	QCMPCk1st	Wetlands_Permits	EW_K#####_QCMPCk1st_##	QC Wetlands Mitigation Plan Checklist
Wetlands	QCDRCk1st	Wetlands_Permits	EW_K#####_QCDRCk1st_##	QC Wetlands Delineation Report Checklist
Wetlands	PAF	Wetlands_Permits	EW_K#####_PAF_##	Project Amendment Form
Wetlands	PCR	Wetlands_Permits	EW_K#####_PCR_##	Program Completion Report
Wetlands	PrelimEst	Wetlands_Permits	EW_K#####_PrelimEst_##	Prelim Wetland Estimate
Wetlands	PWMR	Wetlands_Permits	EW_K#####_PWMR_##	Permanent Wetland Monitoring Report

Subdiscipline	Document Name	Correct ProjectWise Folder	ProjectWise Document Name Format	Document Description
Wetlands	NWA_WP	Wetlands_Permits	EW_K#####_NWA_WP_Y#####M# #D##_##	No-Work Areas for Wetland Protection
Wetlands	MMLR	Wetlands_Permits	EW_K#####_MMLR_##	Mitigation Monitoring Letter of Release
Wetlands	MMCO	Wetlands_Permits	EW_K#####_MMCO_##	Mitigation Monitoring Close Out
Wetlands	LPI	Wetlands_Permits	EW_K#####_LPI_##	Legal Protection Instruments
Wetlands	JD	Wetlands_Permits	EW_K#####_JD_##	Jurisdictional Determination
Wetlands	FA	Wetlands_Permits	EW_K#####_FA_##	Functional Assessment
Wetlands	FinEst	Wetlands_Permits	EW_K#####_FinEst_##	Final Wetland Estimate
Wetlands	dDAPEst	Wetlands_Permits	EW_K#####_dDAPEst_##	draft DAP Wetland Estimate
Wetlands	DR	Wetlands_Permits	EW_K#####_DR_##	Delineation Report
Wetlands	DAPEst	Wetlands_Permits	EW_K#####_DAPEst_##	DAP Wetland Estimate
Wetlands	CMP	Wetlands_Permits	EW_K#####_CMP_##	Compensatory Mitigation Plan
Wetlands	BMP	Wetlands_Permits	EW_K#####_BMP_##	Bank Management Plan
Wetlands	BINST	Wetlands_Permits	EW_K#####_BINST_##	Bank Instruments
Wetlands	AB	Wetlands_Permits	EW_K#####_AB_##	As Built Report
Wetlands	AdvEst	Wetlands_Permits	EW_K#####_AdvEst_##	Advance Wetland Estimate

