

427 Managing Documentation

As required by Technical Services Directive TSB 16-01(D), STIP project data containing design content, including Categorical Exclusion (CE), Programmatic Categorical Exclusion (PCE), and No Ground Disturbance (NGD) documents, are retained in the ODOT ProjectWise data management system. CE, PCE, and NGD documents are managed within ProjectWise by creating document “sets” that allow particular environmental documents meeting specific PCE Agreement criteria to be accessed by ODOT and FHWA OR Division program staff. A document set simply groups user-selected documents together within ProjectWise without changing the actual document locations.

NOTE: To create a document “set” at least one document needs to be selected.

This section includes instructions to RECs/Qualified ODOT Preparers for storing CE, PCE, and NGD documents within ProjectWise and for creating and populating sets with CE, PCE, or NGD project data and supporting documents. When creating sets, a fillable-form interface is displayed that the user will populate according to the PCE/CE Procedures (Chapter for PCE Agreement reporting purposes).

Storing and Naming Documents in ProjectWise

CE, PCE, and NGD documents, along with other environmental and supporting documents, are stored in project folders in the PW_ODOT_PROD folder within Project Wise. The following instructions detail how to upload documents to project folders:

1. Open Project Wise Explorer.
2. Navigate to the project folder by clicking and expanding the following folders:
 - o Project Wise Explorer Data sources;
 - o PW_ODOT_PROD;
 - o Documents;
 - o [STIP Projects](#);
 - o Key Number folder.
3. Within the project folder, navigate to the Environmental folder by clicking and expanding the following folders:
 - o ODOT;
 - o 1_Design;
 - o Environmental;
4. Drag and drop the appropriate documents from any folder into the Document List view area to add to Project Wise.

5. Use the Project Wise Document Naming Tool¹ 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.
 - 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, 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 update 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.

¹ 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](#).

Creating a CE, PCE, or NGD Set

Sets link the appropriate CE, PCE, or NGD and supporting documents together for ODOT/FHWA reference without the need to navigate to different projects or folders. Each project should have **only one** CE_PCE_NGD_Project set. The following instructions detail how to create a set. Completing the below process records and “submits” the CE, PCE, or NGD for access and reporting by the ODOT NEPA program per the PCE Agreement. All appropriate CE/PCE/NGD document sets and the user-populated fillable-forms in ProjectWise contain all the metadata (i.e., the REC’s completion of the fillable form) and documents necessary (i.e., via the “set” that the REC creates for each project) for regular QA reviews, as well as for occasional necessary access by either ODOT NEPA Program or FHWA OR Division staff for data-capture and reporting purposes. It is therefore critical that the REC/Qualified ODOT Preparer ensure that each document is uploaded into ProjectWise and selected (as per PCE Agreement requirements) for its set as soon as each appropriate CE/PCE/NGD or supporting document is finalized/approved/signed/complete.

1. Open Project Wise Explorer.
2. Navigate to the [CE PCE NGD Projects](#) folder by clicking and expanding the following folders:
 - o Project Wise Explorer Data sources;
 - o PW_ODOT_PROD;
 - o Documents;
 - o [Geo Environmental](#);
 - o [CE PCE NGD Projects](#).
3. Scroll to the bottom of the folder and right-mouse click in the Document List view area (white space). Select “Set” then “New” from the list to create a new set. Alternatively, 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 Project Wise project folder where the appropriate CE, PCE, or NGD and supporting documents are stored (see Steps 2 and 3 under Uploading/Storing CE, PCE, and NGD Documents in Project Wise). You can create a set with one or more documents.
7. Drag-n-drop the appropriate CE, PCE, or NGD and supporting 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 CE_PCE_NGD_Projects folder, denoted by an icon.
9. Return to the CE_PCE_NGD_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 CE, PCE, or NGD project data. Detailed instructions for completing the attributes form can be found in **Table 427-1, CE, PCE, or NGD Attributes Form Instructions**, below.
13. Select 'Close'.

Adding Documents to a CE, PCE, or NGD Set

The following instructions detail how to add documents to a previously created set:

1. Open Project Wise Explorer.
2. Navigate to the [CE PCE NGD Projects](#) folder by clicking and expanding the following folders:
 - o Project Wise Explorer Data sources;
 - o PW_ODOT_PROD;
 - o Documents;
 - o [Geo Environmental](#);
 - o [CE PCE NGD 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 CE, PCE, or NGD and supporting documents are stored (see Steps 2 and 3 under Uploading/Storing CE, PCE, and NGD Documents in Project Wise).
6. Drag-n-drop the appropriate CE, PCE, or NGD and supporting documents from the project folder into the document set window opened in Step 5.
7. When the all documents have been added, close the document set window.
8. Return to the [CE PCE NGD 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 CE, PCE, or NGD project data. Make any necessary changes to the previously completed fields. Detailed

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instructions for completing the attributes form can be found in **Table 427-1, CE, PCE, or NGD Attributes Form Instructions**, below.

12. Select 'Close'.

Table: 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 previously assigned or otherwise related Key Numbers, such as Key Numbers for projects combined into the current project/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 incorrect, click on the dropdown to select the appropriate name from the list.
CE, PCE or NGD *	Select CE, PCE or NGD 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 CE category from 23 CFR 771.117 (c) and (d) that most closely aligns with the majority of the project. This CE category will match the CE category selected in the first box of the PCE Determination Form and PCE Approval Document (for a PCE) or the first box of the CE Closeout Document (for a CE).
2nd Type and 3rd Type (if applicable)	When project components encompass more than one category of listed CE, select additional FHWA CE category (ies) from 23 CFR 771.117 (c) and (d) from the dropdown list to cover all proposed project components. These CE category (ies) match those selected in the second and third boxes of the PCE Determination Form and PCE Approval Document (for a PCE) or the second and third boxes of the CE Closeout Document (for a CE).
Start Date*	Enter the date (in Month/Day/Year format) of Project Kickoff 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

Entry Field	Instructions
	to Proceed, or another suitable date, as the start date. For PCEs, the start date should not be after the date the PCE Determination Form was signed. Make a note regarding the use of an alternate date in the Comments field.
PCE Determination Date	For PCEs, enter the date (in Month/Day/Year format) the PCE Determination Form was signed by the ODOT Approver. For CEs and NGDs, leave this field blank.
Approval Date	Enter the date (in Month/Day/Year format) that the PCE or NGD Approval Document was signed by the ODOT Approver or that the CE Closeout Document was signed by the FHWA Official.
ROW Required?	If the project requires ROW authorization, check the box.
ROW Authorization Date	This field is for NEPA Program staff use. Leave this field blank.
Cost to Complete PCE/CE	This field is for NEPA Program staff use. Leave this field blank.
Consultant?	If there are consultants working on the project, 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

Table: Asked Questions & Troubleshooting

Question	Answer
When attempting to create a set, Project Wise indicates that the key number is not unique.	If you receive this notification while attempting to enter the key number of the project in the "Name" and "Description" fields, a set with that key number has already been created. Project Wise will not allow more than one set in the CE PCE NGD Projects folder to have the same key number.
Can I create a set before I have any documents to add to it?	No! You must have at least one document to create a set.