

Memorandum

*Flex your power!
Be energy efficient!*

To: ENVIRONMENTAL DISTRICT DEPUTY DIRECTORS
DIVISION ENVIRONMENTAL BRANCH/OFFICE CHIEFS

Date: October 1, 2012

File: NEPA Assignment

From: JAY NORVELL
Chief
Division of Environmental Analysis

Subject: **Review Procedures for Environmental Documents under the NEPA Assignment Program**

Background

Caltrans has made minor updates to its environmental document review procedures in response to its assumption of National Environmental Policy Act (NEPA) responsibilities under the NEPA Assignment Program pursuant to 23 USC 327, as amended by Moving Ahead for Progress in the 21st Century Act (MAP-21). The continued assignment of NEPA responsibilities took effect on October 1, 2012 with the execution of a Memorandum of Understanding (NEPA Assignment MOU) between the Federal Highway Administration (FHWA) and Caltrans. This policy memorandum describes those revised procedures.

Summary

A five-step review process is required for all Environmental Impact Statements (EIS) and complex Environmental Assessments (EA) prepared under NEPA Assignment. The submittal requirements for an individual Section 4(f) evaluation are the same as those for an EIS (Attachment 1). In the attachment, for each step of the five-step process, the purpose is described, as are protocols for documentation submittals, prescribed review times, and signature authorities.

The District/Region will complete an environmental document (ED) quality control review for each ED, as required in the Environmental Document Quality Control Program policy memorandum, dated October 1, 2012. The District/Region will also complete the Environmental Document Review Checklist (Attachment 2).

All EISs and Complex EAs will be reviewed by an HQ interdisciplinary team led by the DEA Environmental Coordinator (EC) prior to District/Region approval of the ED. All EISs will be reviewed by the appropriate Legal Office, which will complete a legal review for the Draft EIS and determine legal sufficiency for the Final EIS before the EIS may be signed. The Legal Office will review EAs at the request of the District/Region. Routine EAs may be signed in the District/Region at the completion of the District QC Review.

Applicability

Effective immediately for all State Highway System and Local Assistance projects under the NEPA Assignment Program, this memorandum supersedes the following Division of Environmental Analysis memoranda for environmental document review procedures:

Date	Subject
July 2, 2007	Review Procedures for EIS and EA under the NEPA Delegation Pilot Program
March 28, 2003	Revised EIS Review Procedures
November 29, 2001	Revised EIS Review Procedures

If you have any questions regarding this policy memorandum, please call Dale Jones, NEPA Assignment Program Manager at (916) 653-5157 or Wendy Waldron, NEPA Program Statewide Coordinator, at (805) 542-4656.

Attachments

1. Review Procedures for EIS/CEA/4(f) under NEPA Assignment Program
2. Environmental Document Review Checklist

cc: Denix Anbiah, Division Chief of Local Assistance
David McCray, Legal
Margaret Buss, Local Assistance
Design District Deputy Directors
Project Management District Deputy Directors
Planning District Deputy Directors
Dale Jones, Office Chief, NEPA Assignment and Staff Development
Gina Moran, Office Chief, Environmental Management
Anmarie Medin, Office Chief, Cultural Studies
Amy Bailey, Office Chief, Biology
Pete Conn, Office Chief, Hazardous Waste, Air, Noise & Paleontology
Joyce Brenner, Office Chief, Stormwater Program Implementation
Bhaskar Joshi, Office Chief, Stormwater Program Development
John Chisholm, District Environmental Coordinator
Jody Brown, District Environmental Coordinator
Jeremy Ketchum, District Environmental Coordinator
Bob Pavlik, District Environmental Coordinator

**Review Procedures for Environmental Impact Statements, Complex
Environmental Assessments and Individual 4(f) Evaluations under the
NEPA Assignment Program
October 2012**

These procedures are to be followed for all Environmental Impact Statements (EISs), Complex Environmental Assessments (EAs) [referred to here as Environmental Documents (ED)] and Individual 4(f) Evaluations [referred to here as 4(f)] both on and off the State Highway System for which Caltrans has been assumed responsibility under the NEPA Assignment Program. EISs, Complex EAs and Individual Section 4(f) Evaluations prepared for projects on local streets and roads shall be routed to the District Local Assistance Engineer (DLAE) prior to the quality control review and the DLAE shall receive a copy of all review comments.

Step 1: District Quality Control Review

Process Summary:

The District/Region will conduct a quality control review of each administrative ED or 4(f) in accordance with the requirements specified in the Quality Control Policy Memorandum, dated October 1, 2012.

The five reviews that constitute District/Region quality control are:

- Resource Specialist Review
- Peer Review
- Technical Editor Review
- NEPA Quality Control Review
- Environmental Branch Chief Review

The administrative ED or 4(f) will be revised as necessary, based on the District/Region Quality Control review. Comments received from all five levels of review will form the basis of revisions to the administrative ED. By signing the Quality Control Certification sheet, each reviewer will certify that the document is adequate within his or her area of expertise. The preparer of the environmental document will also complete the Environmental Document Review Checklist (Attachment 2).

Once the Senior Environmental Planner (SEP) supervising the environmental planner that prepared or oversaw preparation of the document determines that the administrative ED or 4(f) is complete and adequate, he/she will sign the Quality Control Review Certification sheet and the Environmental Document Review Checklist. The items on the checklist are to be cross-referenced with the corresponding page numbers found in the administrative ED or 4(f). For EDs or 4(f) off the State Highway System, the Local Agency is responsible for providing cross-referenced page numbers on the checklist.

Review Period

As determined by District/Region

Step 2: Division of Environmental Analysis and Legal Reviews

District Submittal Package

One week in advance of submitting the EIS, Complex EA or Individual 4(f) Evaluation for review, the District/Region will notify the appropriate Headquarters Division of Environmental Analysis (DEA) Environmental Coordinator (HQ EC) and Legal Office when the document is expected to arrive for review.

To initiate DEA review, the District/Region will submit the following:

- Transmittal Memo signed by the District/Region Senior Environmental Planner (SEP) requesting review

- 5 paper copies of the administrative ED or 4(f)
- 5 electronic copies of the administrative ED or 4(f)
- 1 paper copy of each technical study
- 1 electronic copy of each technical study

- 1 copy of the completed Environmental Document Checklist
- Completed and signed Quality Control Certification sheet

Division of Environmental Analysis reviews will commence the first business day after receipt of the completed package during regular business hours.

To initiate Legal Division review, the District/Region will submit the following:

- Transmittal Memo signed by the District/Region SEP requesting legal review in the case of a draft EIS or draft Individual 4(f) Evaluation, or legal sufficiency review, in the case of a final EIS or final Individual 4(f) Evaluation
- 1 paper copy of the administrative ED or 4(f)
- 1 copy of the administrative ED or 4(f)
- 1 electronic copy of the administrative ED or 4(f)
- 1 electronic copy of each technical study
- 1 copy of the completed Environmental Document Checklist
- Completed and signed Quality Control Certification sheet

Legal Division reviews will commence the first business day after receipt of the completed package during regular business hours.

Process Summary

During Step 2, DEA will perform a quality assurance review of the ED or 4(f). The Legal Office will conduct a legal review of the draft EIS or draft Individual 4(f) Evaluation, or a legal sufficiency review of the Final EIS or final Individual 4(f) Evaluation.

The HQ EC will perform a preliminary review to determine if the administrative ED or 4(f) is substantively complete and ready for interdisciplinary quality assurance review. In making this determination, the HQ EC will confirm that the administrative ED or 4(f) follows the annotated outline and includes the following:

- Correct Title Page
- All chapters and necessary resource topics are present and complete
- All appendices are present and complete
- All required correspondence relative to procedural and regulatory requirements is present and complete
- Complete, clear, legible and logical exhibits and figures

If the HQ EC finds that the administrative ED or 4(f) is not complete, DEA will not review the document, and the Legal Office will be instructed to suspend review until the HQ EC determines that the project documentation is complete.

The HQ EC will lead an interdisciplinary team of HQ resource specialists to review the document. Resource specialists will review pertinent portions of the document for accuracy and to ensure that regulatory requirements are appropriately addressed. The project technical studies will be used in support of the review. The HQ EC will review the entire ED or 4(f) and perform a NEPA Quality Assurance review.

Concurrently, and independent of DEA, the Legal Office will perform its required review.

Once the interdisciplinary team has completed its review, the HQ EC will consolidate the comments to assist the District/Region in making necessary revisions to the administrative ED.

The Legal Office will provide its legal review or legal sufficiency comments to the District/Region with a

copy to DEA; comments from the Legal Office are independent from the DEA comments.

In the event that the HQ EC and the Legal Office have no comments on the administrative ED or 4(f), the HQ EC will recommend to the District/Region that the ED is ready for signature. For a final EIS or final Individual 4(f) Evaluation, where legal sufficiency is involved, the Legal Office will provide a legal sufficiency finding.

Review Period

22 business days

Comments to District

DEA will transmit its comments on the ED or 4(f) to the District/Region and DLAE if applicable, with a copy to the responsible Legal Office. Legal will transmit its legal review comments or legal sufficiency review comments to the District/Region and DLAE if applicable, with a copy to the HQ EC.

Step 3: District/Region Final Revision and Review

Process Summary

During Step 3, the District/Region will revise the administrative ED or 4(f) in response to all comments that were received from DEA and, when applicable, the Legal Office. The District/Region is encouraged to communicate with the HQ EC if further clarification is needed regarding comments. The HQ EC will work with the District/Region to resolve issues identified in the comments and to ensure the document has been revised accordingly. A meeting or workshop may be convened by the HQ EC or the District/Region/DLAE to facilitate this process.

Once the ED or 4(f) has been revised in response to comments, the SEP will then review the revised ED or 4(f) and the revised Quality Review Certification Sheet to ensure that all comments have been appropriately addressed.

Review Period

As determined by District/Region

Step 4: HQ Pre-Approval Review

The District/Region will submit the following materials to HQ DEA:

Transmittal Memo signed by the District/Region Senior Environmental Planner stating that the document has been revised pursuant to HQ EC comments and requesting pre-approval review

1 copy of the revised ED or 4(f)

1 copy of revised ED or 4(f) with tracked changes

1 copy of the HQ comments with a response key

1 copy of the completed Environmental Document Review Checklist, as revised

1 copy of any updated Quality Review Certification Sheets

The District/Region will submit the following to the Legal Office:

Transmittal Memo signed by the District/Region Senior Environmental Planner (SEP) stating that the document has been revised pursuant to the legal review or legal sufficiency review and requesting pre-approval review or legal sufficiency finding.

1 copy of the revised ED or 4(f)

1 copy of revised ED or 4(f) with tracked changes (not read-only) showing additions and deletions

1 copy of previous legal comments with a response key

1 copy of the completed Environmental Document Review Checklist, as revised

1 copy of any updated Quality Review Certification sheets, as required.

Process Summary

The HQ EC and the Legal Office will review the revised ED or 4(f) to ensure that all comments have been adequately addressed and that the ED or 4(f) is ready for signature. Both the HQ EC and the Legal Office must concur that its comments have been addressed. At this point, the HQ EC will take one of the following actions:

- 1) Find that minor changes are needed and coordinate directly with the document preparer to make the changes;
- 2) Determine that substantive issues remain and inform the District/Region in writing of the deficiencies and instruct them to resubmit the document upon subsequent revision; or
- 3) Conclude that the document is adequate and ready for circulation.

No approval action may be taken until both HQ EC quality assurance and legal review or legal sufficiency are satisfied.

Review Period

10 business days

Comments to District

No formal comment package is required at this step; however, in the event that substantive changes are required to the document, the HQ EC will prepare a memorandum for the District/Region detailing the deficiencies requiring correction.

Transmittal or Signature Authority

Upon completion of HQ DEA review and completing legal review or achieving legal sufficiency, the HQ EC will recommend in writing to the District/Region that the ED is ready for signature. The ED may not be signed until the ready-for-signature recommendation is received.

Step 5: District Approval

Process Summary

Following the recommendation of the HQ EC that the ED is ready for signature, the District/Region will sign the ED, consistent with the signature authorities below, and begin public circulation.

Review Period

Not applicable

Submittal Package

The completed draft or final ED.

Signature Authority

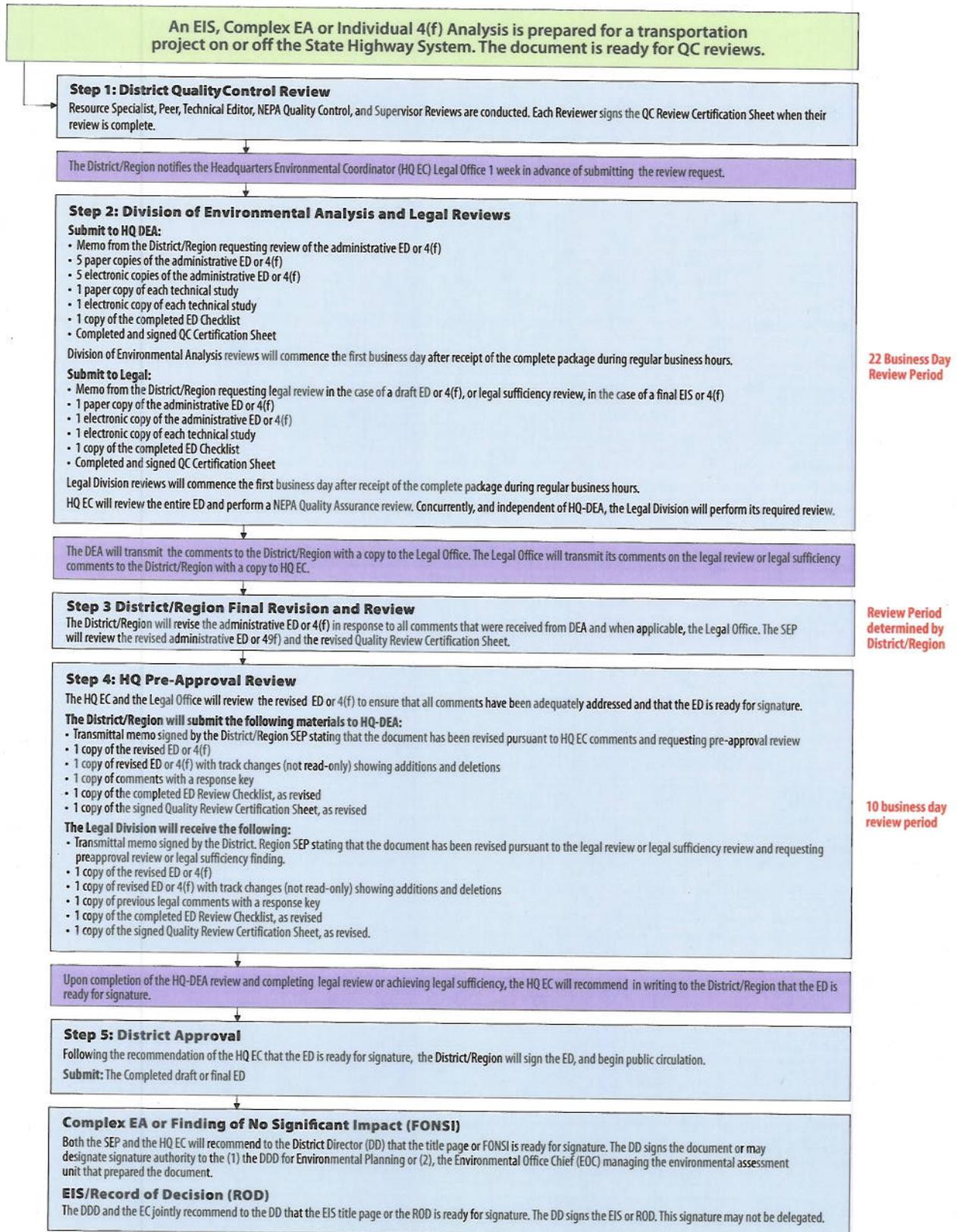
Complex EA or Finding of No Significant Impact (FONSI)

Both the SEP and the HQ EC will recommend to the District Director (DD) that the title page or FONSI is ready for signature. The DD signs the document or may designate signature authority to the (1) the Deputy District Director (DDD) for Environmental Planning or (2), the Environmental Office Chief (EOC) managing the environmental assessment unit that prepared the document.

EIS/Record of Decision (ROD)

The DDD and the EC jointly recommend to the DD that the EIS title page or the ROD is ready for signature. The DD signs the EIS or ROD. This signature may not be delegated

Review Procedures for Environmental Impact Statements, Complex Environmental Assessments and Individual 4(f) Analysis under the NEPA Assignment Program (October 2012)



Environmental Document Review Checklist

Project Name: _____ Local Assistance SHS
Federal-Aid No.: _____ **EA:** _____
DIST-CO-RTE-PM: _____
Document Type: Routine EA Complex EA EIS IS EIR Draft Final
Lead Agency CEQA: _____ **NEPA:** Caltrans
Name of Document Preparer or Oversight Coordinator: _____
 Consultant-Prepared **Consultant:** _____ **Name:** _____

Page No. in ED	Check if content is:		Major Required Content Per Annotated Outline
	Included	Not applicable	
	<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet
	<input type="checkbox"/>	<input type="checkbox"/>	Follows annotated outline format
	<input type="checkbox"/>	<input type="checkbox"/>	Includes 23 U.S.C. 327 assignment language
	<input type="checkbox"/>	<input type="checkbox"/>	General Information About This Document (not required for Final ED)
	<input type="checkbox"/>	<input type="checkbox"/>	Title Sheet
	<input type="checkbox"/>	<input type="checkbox"/>	Title including cooperating agencies
	<input type="checkbox"/>	<input type="checkbox"/>	Legal citations, including 49 USC 303 for Section 4(f), if applicable
	<input type="checkbox"/>	<input type="checkbox"/>	Signature blocks and contacts
	<input type="checkbox"/>	<input type="checkbox"/>	Abstract (only required for EIS)
	<input type="checkbox"/>	<input type="checkbox"/>	Due date for comments
	<input type="checkbox"/>	<input type="checkbox"/>	FONSI (for Final ED and only if applicable)
	<input type="checkbox"/>	<input type="checkbox"/>	[Proposed (insert for Draft ED)] Mitigated Negative Declaration or Negative Declaration (as applicable)
	<input type="checkbox"/>	<input type="checkbox"/>	Summary (optional for IS and EA, but required for EIR and EIS)
	<input type="checkbox"/>	<input type="checkbox"/>	Include 23 U.S.C. 327 assignment language
	<input type="checkbox"/>	<input type="checkbox"/>	Identify lead agency under CEQA and NEPA
	<input type="checkbox"/>	<input type="checkbox"/>	Summary table
	<input type="checkbox"/>	<input type="checkbox"/>	Table of Contents
	<input type="checkbox"/>	<input type="checkbox"/>	List of tables and figures
	<input type="checkbox"/>	<input type="checkbox"/>	Proposed Project
	<input type="checkbox"/>	<input type="checkbox"/>	Introduction
	<input type="checkbox"/>	<input type="checkbox"/>	Brief introduction including appropriate figures
	<input type="checkbox"/>	<input type="checkbox"/>	Purpose and Need
	<input type="checkbox"/>	<input type="checkbox"/>	Purpose statements (recommend bulleted list)
	<input type="checkbox"/>	<input type="checkbox"/>	Need statements using categories provided in annotated outline
	<input type="checkbox"/>	<input type="checkbox"/>	Project has independent utility and logical termini?
	<input type="checkbox"/>	<input type="checkbox"/>	Project Description
	<input type="checkbox"/>	<input type="checkbox"/>	Brief restatement of purpose and need
	<input type="checkbox"/>	<input type="checkbox"/>	Alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	Discussion of build alternatives (Note: For IS/ EA, one or more are required. For EIR/EIS, a reasonable range is required.)
	<input type="checkbox"/>	<input type="checkbox"/>	Common design features of build alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	Unique features of build alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	TSM and TDM alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	Estimated cost information
	<input type="checkbox"/>	<input type="checkbox"/>	No-build alternative
	<input type="checkbox"/>	<input type="checkbox"/>	Alternatives comparison matrix (recommended but not required)
	<input type="checkbox"/>	<input type="checkbox"/>	Identification of preferred alternative (required for Final ED)
	<input type="checkbox"/>	<input type="checkbox"/>	Locally preferred alternative, if one has been identified
	<input type="checkbox"/>	<input type="checkbox"/>	Summary of final decision making process
	<input type="checkbox"/>	<input type="checkbox"/>	Alternatives Considered But Eliminated From Further Discussion. For Final ED, Alternatives Considered but Eliminated from Further Discussion Prior to Draft Environmental Document
	<input type="checkbox"/>	<input type="checkbox"/>	Permits and Approvals Needed
	<input type="checkbox"/>	<input type="checkbox"/>	Affected Environment, Environmental Consequences, and Avoidance, Minimization and/or Mitigation Measures
	<input type="checkbox"/>	<input type="checkbox"/>	List of environmental topic areas considered but determined to not be relevant
	<input type="checkbox"/>	<input type="checkbox"/>	List of environmental issues with no potential for adverse impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Human Environment

Page No. in ED	Check if content is:		Major Required Content Per Annotated Outline
	Included	Not applicable	
	<input type="checkbox"/>	<input type="checkbox"/>	Land Use
	<input type="checkbox"/>	<input type="checkbox"/>	Existing and future land uses
	<input type="checkbox"/>	<input type="checkbox"/>	Development trends in project vicinity
	<input type="checkbox"/>	<input type="checkbox"/>	Map of existing and planned land uses
	<input type="checkbox"/>	<input type="checkbox"/>	Describe existing and planned land uses (Note: cross check with the cumulative impacts section)
	<input type="checkbox"/>	<input type="checkbox"/>	Describe avoidance, minimization and mitigation measures for each alternative
	<input type="checkbox"/>	<input type="checkbox"/>	Consistency with Relevant State, Regional, and Local Plans and Programs
	<input type="checkbox"/>	<input type="checkbox"/>	Transportation plans and programs
	<input type="checkbox"/>	<input type="checkbox"/>	Regional growth plans
	<input type="checkbox"/>	<input type="checkbox"/>	Habitat conservation plans/Natural Community Conservation plans
	<input type="checkbox"/>	<input type="checkbox"/>	General and community plans
	<input type="checkbox"/>	<input type="checkbox"/>	Specific development proposals
	<input type="checkbox"/>	<input type="checkbox"/>	Coastal zone management programs
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Location of project within coastal zone
	<input type="checkbox"/>	<input type="checkbox"/>	Impacts within coastal zone and measures to avoid, minimize, and/or mitigate
	<input type="checkbox"/>	<input type="checkbox"/>	Wild and Scenic River designation
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe river and impacts to river
	<input type="checkbox"/>	<input type="checkbox"/>	Coordination efforts to date
	<input type="checkbox"/>	<input type="checkbox"/>	Parks and Recreational Facilities
	<input type="checkbox"/>	<input type="checkbox"/>	Describe parks/recreational facilities in project vicinity; include maps
	<input type="checkbox"/>	<input type="checkbox"/>	Describe impacts related to parks and recreational facilities
	<input type="checkbox"/>	<input type="checkbox"/>	Summarize "use" of Section 4(f) properties and refer to Appendix B
	<input type="checkbox"/>	<input type="checkbox"/>	Section 4(f) de minimis use finding, if applicable
	<input type="checkbox"/>	<input type="checkbox"/>	Describe use; why the use is de minimis; public notice process; any avoidance, mitigation and enhancement measures needed to make de minimis finding; include written concurrence from official with jurisdiction
	<input type="checkbox"/>	<input type="checkbox"/>	Growth
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Document steps and results of "first cut screening"
	<input type="checkbox"/>	<input type="checkbox"/>	If further analysis needed, document "right-sizing" and growth-related effects of each alternative, including the no-build, on resources of concern
	<input type="checkbox"/>	<input type="checkbox"/>	Describe avoidance, minimization and mitigation measures for each alternative
	<input type="checkbox"/>	<input type="checkbox"/>	Farmlands/Timberlands
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe farmlands/timberlands in area; include Williamson Act properties
	<input type="checkbox"/>	<input type="checkbox"/>	Map of farmlands and timberlands
	<input type="checkbox"/>	<input type="checkbox"/>	Describe impacts of each alternative on farmland/timberland; include the farmland conversion impact rating from AD-1006; include form in appendix
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts related to Williamson Act contract lands and/or Timber Production Zones under the California Timberland Productivity Act
	<input type="checkbox"/>	<input type="checkbox"/>	Describe avoidance, minimization and/or mitigation measures
	<input type="checkbox"/>	<input type="checkbox"/>	Community Impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Community Character and Cohesion
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe the community profile: setting, demographics, neighborhoods, activity centers, economy
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss indicators related to community cohesion
	<input type="checkbox"/>	<input type="checkbox"/>	Describe impacts to community character and cohesiveness
	<input type="checkbox"/>	<input type="checkbox"/>	Describe avoidance, minimization and/or mitigation measures
	<input type="checkbox"/>	<input type="checkbox"/>	Relocations
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe study area with a particular focus on areas with right-of-way acquisitions
	<input type="checkbox"/>	<input type="checkbox"/>	List proposed partial and full residential and business acquisitions; include table
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss availability of safe and sanitary replacement housing and/or comparable lease or land for impacted businesses
	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Justice
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Identify minority or low-income populations (if any) and means used to identify them

Page No. in ED	Check if content is:		Major Required Content Per Annotated Outline
	Included	Not applicable	
	<input type="checkbox"/>	<input type="checkbox"/>	If none, insert boilerplate conclusion: project not subject to E.O. 12898
	<input type="checkbox"/>	<input type="checkbox"/>	If yes, describe impacts to EJ populations with focus on disproportionately high and adverse impacts
	<input type="checkbox"/>	<input type="checkbox"/>	If no disproportionately high and adverse impacts, insert boilerplate conclusion per outline
	<input type="checkbox"/>	<input type="checkbox"/>	If there are disproportionately high and adverse impacts, discuss all measures to avoid, minimize and/or mitigate
	<input type="checkbox"/>	<input type="checkbox"/>	Utilities/Emergency Services
	<input type="checkbox"/>	<input type="checkbox"/>	Describe utility systems (water, gas, sewer, electric power and telecommunication) that could be affected by project
	<input type="checkbox"/>	<input type="checkbox"/>	Describe law enforcement, fire and other emergency services that could be affected
	<input type="checkbox"/>	<input type="checkbox"/>	Describe both short-term and long-term impacts to utilities and emergency services
	<input type="checkbox"/>	<input type="checkbox"/>	If utility relocations are proposed, describe impacts related to those relocations either in this section or other applicable sections
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss measures to avoid, minimize and/or mitigate impacts to utilities and emergency services
	<input type="checkbox"/>	<input type="checkbox"/>	Traffic and Transportation/Pedestrian and Bicycle Facilities
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe existing traffic circulation
	<input type="checkbox"/>	<input type="checkbox"/>	Describe design-year (at least 20 years out) traffic circulation for each alternative, including the no-build
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss measures to avoid, minimize and/or mitigate traffic impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Describe pedestrian and bicycle facilities in project area
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss project compliance with ADA
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss construction-related impacts to traffic and pedestrian/bicycle facilities, including the Traffic Management Plan
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss measures to avoid, minimize and/or mitigate impacts to pedestrian and bike facilities
	<input type="checkbox"/>	<input type="checkbox"/>	Visual/Aesthetics
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe sensitive visual resources in project area and whether project has the potential to affect an officially designated scenic highway
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss viewer groups and sensitivity
	<input type="checkbox"/>	<input type="checkbox"/>	Include before and after visual simulations
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss impacts to visual resources and viewer response for each alternative
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss proposed context-sensitive solutions
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss measures to avoid, minimize and/or mitigate impacts to visual resources (Note: cross check with water quality and biology-invasive species, plants, natural communities, etc, section)
	<input type="checkbox"/>	<input type="checkbox"/>	Cultural Resources
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe the area of potential effects (APE)
	<input type="checkbox"/>	<input type="checkbox"/>	Describe studies conducted and methodologies
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss cultural resources found within the APE, but do not disclose locations
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss significance (NRHP eligibility) of each evaluated cultural resource and coordination with SHPO, as applicable
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss avoidance, minimization, and/or mitigation measures and coordination with SHPO, as applicable
	<input type="checkbox"/>	<input type="checkbox"/>	For Final ED, discuss and include MOA if project would result in finding of adverse effect
	<input type="checkbox"/>	<input type="checkbox"/>	Include boilerplate on discovery of cultural materials/human remains during construction
	<input type="checkbox"/>	<input type="checkbox"/>	Summarize "use" of Section 4(f) historic properties and refer to Appendix B
	<input type="checkbox"/>	<input type="checkbox"/>	Section 4(f) de minimis use finding, if applicable
	<input type="checkbox"/>	<input type="checkbox"/>	Describe use; why the use is de minimis; any avoidance, mitigation and enhancement measures needed to make de minimis finding; and Section 106 PA documentation sent to SHPO
	<input type="checkbox"/>	<input type="checkbox"/>	Physical Environment
	<input type="checkbox"/>	<input type="checkbox"/>	Hydrology and Floodplain
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe floodplains in project area, including natural and beneficial values
	<input type="checkbox"/>	<input type="checkbox"/>	Map of base 100-year floodplain, if available
	<input type="checkbox"/>	<input type="checkbox"/>	Describe how each alternative would impact floodplain, including whether the alternative would have a significant encroachment
	<input type="checkbox"/>	<input type="checkbox"/>	If there is a significant encroachment, discuss coordination with/concurrence from FHWA TE
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss coordination with water resources and floodplain management agencies
	<input type="checkbox"/>	<input type="checkbox"/>	For Final ED, include the only practicable alternative finding, if required
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss measures to avoid, minimize and/or mitigate hydrology/floodplain impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Water Quality and Storm Water Runoff
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting

Page No. in ED	Check if content is:		Major Required Content Per Annotated Outline
	Included	Not applicable	
	<input type="checkbox"/>	<input type="checkbox"/>	Describe watersheds and receiving waters potentially affected
	<input type="checkbox"/>	<input type="checkbox"/>	Describe impacts related to water quality
	<input type="checkbox"/>	<input type="checkbox"/>	Refer to applicable BMPs from Storm Water Management Plan and Statewide Permit
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss measures to avoid, minimize and/or mitigate water quality/storm water impacts (Note: cross check with water quality and biology-invasive species, plants, natural communities, etc, section)
	<input type="checkbox"/>	<input type="checkbox"/>	Geology/Soils/Seismic/Topography
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe site geology and subsurface conditions
	<input type="checkbox"/>	<input type="checkbox"/>	Describe impacts to geologic landforms as well as effects of geology and seismic hazards on the project design/structures
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss avoidance, minimization and/or mitigation measures for geology
	<input type="checkbox"/>	<input type="checkbox"/>	Paleontology
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss potential for occurrence of paleontological resources (do not disclose exact location)
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss impacts related to potential for unearthing or disturbing paleontological resources
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss avoidance, minimization and/or mitigation measures
	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Waste/Materials
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Summarize findings of Initial Site Assessment for each alternative and, if applicable, the Preliminary Site Investigation
	<input type="checkbox"/>	<input type="checkbox"/>	Summarize coordination with regulatory agencies
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss avoidance, minimization and/or mitigation measures, including the costs
	<input type="checkbox"/>	<input type="checkbox"/>	Justify avoiding or not avoiding hazardous materials; justify postponing or dispensing of further investigations
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss required provisions to handle hazardous materials during project implementation
	<input type="checkbox"/>	<input type="checkbox"/>	Air Quality
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe existing climatic and meteorological conditions
	<input type="checkbox"/>	<input type="checkbox"/>	Include map of receptor sites and monitoring stations
	<input type="checkbox"/>	<input type="checkbox"/>	Regional conformity: Include applicable boilerplate conformity statement per regional conformity flowchart (design, cost , and scope consistent with RTP and TIP)
	<input type="checkbox"/>	<input type="checkbox"/>	Project-level conformity
	<input type="checkbox"/>	<input type="checkbox"/>	Provide attainment status for each criteria pollutant
	<input type="checkbox"/>	<input type="checkbox"/>	If project area is in non-attainment or maintenance for CO, discuss hot-spot analysis for CO
	<input type="checkbox"/>	<input type="checkbox"/>	If project area is in non-attainment or maintenance for PM2.5 or PM10, summarize the qualitative analysis for particulate matter
	<input type="checkbox"/>	<input type="checkbox"/>	For PM2.5 and PM10 analyses, document results of Interagency Consultation and Public Involvement
	<input type="checkbox"/>	<input type="checkbox"/>	Include FHWA air quality conformity determination; place letter in appendix
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss construction-related impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss potential for naturally occurring asbestos and structural asbestos
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss potential for mobile source air toxics (MSATs) and provide analysis in accordance with FHWA Interim Guidance on Addressing MSATs (September 30, 2009)
	<input type="checkbox"/>	<input type="checkbox"/>	Noise (and vibration if applicable)
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	23 CFR 772 analysis, for each alternative:
	<input type="checkbox"/>	<input type="checkbox"/>	Describe land uses and sensitive receptors, include map with locations
	<input type="checkbox"/>	<input type="checkbox"/>	Provide existing and future noise levels, including tables
	<input type="checkbox"/>	<input type="checkbox"/>	For each receptor, state whether there is a noise impact that requires consideration of abatement [substantial increase (12 dBA or greater) or approach or exceed NAC]
	<input type="checkbox"/>	<input type="checkbox"/>	Describe consideration of noise abatement, if required, and show on map
	<input type="checkbox"/>	<input type="checkbox"/>	For proposed abatement, discuss whether noise abatement reasonable and feasible
	<input type="checkbox"/>	<input type="checkbox"/>	Include boilerplate statement regarding abatement and final design
	<input type="checkbox"/>	<input type="checkbox"/>	CEQA noise analysis (place here for IS/EA; for EIR/EIS, include in CEQA-only chapter)
	<input type="checkbox"/>	<input type="checkbox"/>	Energy (mandatory for EIRs and EISs)
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss project's potential impacts on energy consumption and for energy conservation
	<input type="checkbox"/>	<input type="checkbox"/>	Biological Environment
	<input type="checkbox"/>	<input type="checkbox"/>	Natural Communities
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate introductory language
	<input type="checkbox"/>	<input type="checkbox"/>	Describe impacts related to each community/habitat type (non-FESA/non-wetland), including habitat fragmentation, fish passage , and wildlife corridors

Page No. in ED	Check if content is:		Major Required Content Per Annotated Outline
	Included	Not applicable	
	<input type="checkbox"/>	<input type="checkbox"/>	Describe any regional conservation plans, such as HCPs or MSCPs
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss avoidance, minimization and/or mitigation measures for natural communities
	<input type="checkbox"/>	<input type="checkbox"/>	Wetlands and Other Waters
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe federal/state waters/wetlands in the project area, including functions and values
	<input type="checkbox"/>	<input type="checkbox"/>	Include quantification of impacts to federal/state waters/wetlands under each alternative, including table
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss impacts on function and value of federal/state waters/wetlands
	<input type="checkbox"/>	<input type="checkbox"/>	Map of federal/state waters/wetlands to be impacted by each alternative
	<input type="checkbox"/>	<input type="checkbox"/>	Summarize, in a table, impacts on federal/state wetlands and waters by drainage and impact type
	<input type="checkbox"/>	<input type="checkbox"/>	Document consideration of federal wetland avoidance alternative
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss all practicable measures to minimize harm to waters/wetlands
	<input type="checkbox"/>	<input type="checkbox"/>	Document agency coordination, including the NEPA/404 integration process (include copies of correspondence)
	<input type="checkbox"/>	<input type="checkbox"/>	For Final ED, include under a separate subheading an "Only Practicable Finding", which references E.O. 11990; explain why there are no practicable avoidance alternatives; discuss inclusion of all practicable measures to minimize harm; and include boilerplate language for conclusion
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss the Least Environmentally Damaging Practicable Alternative and rationale for its identification
	<input type="checkbox"/>	<input type="checkbox"/>	Plant Species
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe impacts related to special-status plant species (non-T&E species)
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss avoidance, minimization and/or mitigation measures
	<input type="checkbox"/>	<input type="checkbox"/>	Animal Species
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Identify special-status species (non-T&E species) and impacts to those species, including MMPA and coordination
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss avoidance, minimization and/or mitigation measures
	<input type="checkbox"/>	<input type="checkbox"/>	Threatened and Endangered Species
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe threatened and endangered species and critical habitat in project area
	<input type="checkbox"/>	<input type="checkbox"/>	Include current (less than <u>180 days old</u>) <u>species list</u> from USFWS and, as applicable, <u>NOAA Fisheries</u>
	<input type="checkbox"/>	<input type="checkbox"/>	Summarize Section 7 consultation to date (include copies of correspondence, concurrence letters and biological opinion/Essential Fish Habitat); for Final ED, specify Section 7 effect outcome for each species (Note: For Final ED, BO or equivalent must be issued prior to approval of ED.)
	<input type="checkbox"/>	<input type="checkbox"/>	<u>Summarize incidental take permit under California Fish and Game Code</u>
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss avoidance, minimization and/or mitigation measures
	<input type="checkbox"/>	<input type="checkbox"/>	Invasive Species
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Describe impacts related to invasive species in project area
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss avoidance, minimization and/or mitigation measures (Note: cross check with visual, landscape and water quality sections)
	<input type="checkbox"/>	<input type="checkbox"/>	Relationship Between Local Short-Term Uses of the Human Environment and the Maintenance and Enhancement of Long-Term Productivity (for EISs only)
	<input type="checkbox"/>	<input type="checkbox"/>	Irreversible and Irrecoverable Commitment of Resources (for EISs only)
	<input type="checkbox"/>	<input type="checkbox"/>	Construction Impacts (Optional Placement)
	<input type="checkbox"/>	<input type="checkbox"/>	Cumulative Impacts (Optional Placement)
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Identify resources to consider and the resource study area for each resource
	<input type="checkbox"/>	<input type="checkbox"/>	Describe current health and historical context of each resource
	<input type="checkbox"/>	<input type="checkbox"/>	Reference project-related direct and indirect impacts on each resource
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss other current and reasonably foreseeable future actions and their impacts for each resource (Note: cross check with the land use section)
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss avoidance, minimization and/or mitigation for cumulative impacts within CT/FHWA control; consider recommending measures for actions by others
	<input type="checkbox"/>	<input type="checkbox"/>	California Environmental Quality Act (CEQA) Evaluation
	<input type="checkbox"/>	<input type="checkbox"/>	Include boilerplate on determining significance under CEQA
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss Significance of Impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Include subheadings for and discussion of effects that are 1) less than significant, 2) significant, and 3) significant and unavoidable. Include a discussion of CEQA noise analysis under appropriate significance heading.
	<input type="checkbox"/>	<input type="checkbox"/>	Climate Change
	<input type="checkbox"/>	<input type="checkbox"/>	Include boilerplate language and applicable analysis

Page No. in ED	Check if content is:		Major Required Content Per Annotated Outline
	Included	Not applicable	
	<input type="checkbox"/>	<input type="checkbox"/>	Comments and Coordination
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate introduction
	<input type="checkbox"/>	<input type="checkbox"/>	As applicable, discuss Section 6002 review process coordination, involvement and collaboration
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss the scoping process including notices and meetings
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss consultation and coordination with public agencies
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss public participation, including meetings, hearings, and workshops
	<input type="checkbox"/>	<input type="checkbox"/>	Include responses to substantive comments received on Draft ED and at public hearings
	<input type="checkbox"/>	<input type="checkbox"/>	For Major Projects (over \$500 M), Draft Project Management Plan submitted to FHWA (Note: must be submitted prior to approval of Final ED)
	<input type="checkbox"/>	<input type="checkbox"/>	List of Preparers
	<input type="checkbox"/>	<input type="checkbox"/>	Distribution List
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix A: CEQA Checklist
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix B: Section 4(f) Evaluation
	<input type="checkbox"/>	<input type="checkbox"/>	Include 23 U.S.C. 327 assignment language
	<input type="checkbox"/>	<input type="checkbox"/>	Introduction
	<input type="checkbox"/>	<input type="checkbox"/>	Describe proposed project and alternatives; cross-reference discussion in ED
	<input type="checkbox"/>	<input type="checkbox"/>	Describe Section 4(f) properties
	<input type="checkbox"/>	<input type="checkbox"/>	Use and applicability sections of appropriate programmatic 4(f) discussed; conclusions supported
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss impacts to 4(f) properties and nature of "use"
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss avoidance alternatives, including details on whether they are prudent and feasible
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss inclusion of all measures to minimize harm
	<input type="checkbox"/>	<input type="checkbox"/>	Document coordination with agencies with jurisdiction of 4(f) resources
	<input type="checkbox"/>	<input type="checkbox"/>	Include least harm analysis and appropriate boilerplate concluding statements
	<input type="checkbox"/>	<input type="checkbox"/>	Discuss other park, recreational facilities, wildlife refuges, and historic properties evaluated relative to Section 4(f)
	<input type="checkbox"/>	<input type="checkbox"/>	Include copies of correspondence/concurrence (for programmatic) with agencies with jurisdiction over 4(f) resources
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix C: Title VI Policy Statement
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix D: Summary of Relocation Benefits (if applicable)
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix E: Glossary of Technical Terms (optional)
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix F: Minimization and/or Mitigation Summary (Note: ECR must be prepared prior to approval of Final ED)
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix G: List of Acronyms (optional)

 Items not mandated for Draft ED but required for approval of Final ED.
 CEQA requirement.

Completed by:

Name _____
 Environmental Document Preparer

Title _____

Signature _____

Date _____