###### WisDOT Environmental Document Review Matrix

###### Required for all ER and EA submittals

*Document preparer completes the top portion and submits with the document transmittal to the project manager for review.*

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| **Project ID:**Local Program [ ]  Hwy       Termini      | **Document Preparer’s Name, Title & Organization:**      |
| **Environmental Document Type:** **[ ]**  ER-State Funds Only [ ]  ER-Federal Funds [ ]  EA-State Funds Only [ ]  EA-Federal Funds  Section 4(f) document, if applicable: [ ]  De minimis [ ]  Programmatic [ ]  Individual Evaluation  |
|  |
| **Document reviewer or preparer & affiliation₁** | DateReceived | Date Comments Transmitted   | Main Areas of Concern2Indicate with an “X” adjacent to all areas of concern that apply | Comments Addressing/Discussing Areas of Main Concern Minor or more detailed comments can be included in the document or in a separate dated memo and referenced or attached. Any preparer’s response to comments should also be dated and attached. Explain reasons for preparer or reviewer delays. |
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***Insert additional lines as needed***

Final date all comments are resolved

After final document signatures, submit an electronic copy of the Matrix and attachments to **DOTEnvironmentalDocumentReview@dot.wi.gov****.** The email subject line should contain the project ID and highway.

₁ A line is completed every time a review or comments are made (one per date). Indicate who is making the comments: Project Manager or Local Roads Program Manager (WisDOT); WisDOT Regional Environmental Coordinator or Local Roads MC; WisDOT Environmental Process and Documentation Section Liaison; FHWA Liaison.

2 **Basic Concepts**: Purpose and need, segmentation, logical termini, alternatives analysis, project description, public, agency and tribal Involvement (Basic Sheets 1-7 and associated attachments or appendices)

**Factor Analysis**: Discussion and supporting documentation of environmental impacts or analyses such as: Section 106, wetlands, air or noise quality, environmental justice, indirect analysis and cumulative analysis, threatened and endangered species, burial sites, 4(f) or 6(f), hazardous materials, commitments, etc (Basic Sheet 8, all Factor Sheets and associated attachments or appendices)

**Doc. Adequacy:** appropriate version, consistency of data and style, grammar/spelling/format, clarity, readability, organization, definition of terminology, etc.

Document preparer is responsible for addressing all comments.

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Revised 10/14