



## FDM 20-10-1 Roles and Responsibilities

March 16, 2018

### 1.1 Introduction

All project staff, including consultant partners, involved in developing WisDOT projects, have a responsibility to comply with the Wisconsin Environmental Policy Act (WEPA), and for projects that will receive federal funding or approvals, the National Environmental Policy Act (NEPA).

## FDM 20-10-5 WisDOT Staff Responsibilities

March 16, 2018

### 5.1 Project Manager (PM)

The WisDOT Project Manager is the lead for the project, including overseeing the environmental process and document preparation. The PM is responsible for assuring that the project follows the NEPA/WEPA process, including compliance with other environmental laws and regulations, and maintains legal sufficiency. Project related decisions should be made within the NEPA/WEPA framework and documented to assure legal compliance with laws and regulations. The PM should rely heavily on the expertise of the environmental staff team members for assistance in fulfilling NEPA/WEPA legal requirements. The PM or other delegated WisDOT staff has lead responsibility for consultant designed projects and must ensure NEPA/WEPA compliance.

### 5.2 Region Environmental Coordinator (REC) and Local Program Management Consultant (LPMC)

WisDOT has environmental specialists in each Region (RECs) to provide leadership and guidance to WisDOT's project staff during development, implementation and documentation of environmental processes required by NEPA, WEPA and other environmental laws, regulations, and policies. Additionally, they provide a vital link and line of communication between the Region project team, WisDOT Central Office environmental staff, FHWA and agency partners. They may also provide research, analysis, consultation and coordination assistance and technical expertise on environmental laws and regulations. The RECs are qualified environmental reviewers and are required to review all state and federal level projects completed in the Region offices. The specific review and approval responsibilities for environmental documents are outlined in [FDM 20-40](#). The RECs also serve as the first point of contact under the Department of Natural Resources/WisDOT Cooperative Agreement ([FDM 5-10](#)).

The Local Roads Management Consultant (LPMC) is required to fill the REC environmental document review role for all local road projects administered through WisDOT.

### 5.3 Bureau of Technical Services (BTS), Environmental Process and Documentation (EPDS) and Environmental Services (ESS) Sections

WisDOT environmental specialists in BTS provide statewide program leadership and guidance on all environmental issues. They also develop statewide policy concerning environmental matters, develop and offer training, and serve as liaisons with FHWA on environmental policy issues.

The Environmental Process and Documents Section (BTS-EPDS) is made up primarily of NEPA/WEPA specialists who maintain a working knowledge of all the requirements for producing legally sufficient NEPA and WEPA documents for transportation projects. Each Region has an EPDS liaison assigned from this group with the RECs as the points of contact. The BTS-EPDS regional liaisons are qualified environmental reviewers and are responsible for review of environmental documents forwarded by the Regions or completed by other Central Office Divisions and Sections. The specific review and approval responsibilities are outlined in [FDM 20-40](#).

Additionally, the cultural resources team is in the BTS-EPDS. They serve as technical experts in this area and maintain master contracts to complete cultural resource environmental investigations for WisDOT designed projects.

The Environmental Services Section (BTS-ESS) consists of environmental specialists who work on policy development and serve as technical experts in the areas of environmental justice, wetlands and water resources, hazardous materials, threatened and endangered species, stormwater, erosion control, air, noise, and other resources. They also maintain master contracts to complete environmental investigations for WisDOT designed projects.

**FDM 20-10-10 Federal Roles***March 16, 2018***10.1 Federal Highway Administration /Federal Transit Administration**

If federal funding is applied to a project, or a federal action (for example, a permit approval) is required, federal procedures must be followed. As the federal lead agency, FHWA/FTA has specific duties concerning inviting other affected or interested federal agencies and Indian Tribes to participate in the project's environmental review process depending on the type of document being completed. These duties are discussed in more detail in the specific sections on EAs ([FDM 20-25](#)) and EISs ([FDM 20-30](#)).

The Wisconsin FHWA Division office provides specialists to assist with WisDOT projects when they are the lead agency.

<http://www.fhwa.dot.gov/widiv/staff.cfm>

Typically, the project point of contact and primary NEPA reviewer from FHWA is a Field Operations Engineer (FOE). FHWA also has Environmental Specialists who provide technical assistance to the FOEs, and act as the FHWA Environmental Lead for larger and more complex federal undertakings. Specific document review and approval responsibilities are outlined in [FDM 20-40](#).

FTA staff and contacts can be found at the following link.

<https://www.transit.dot.gov/about/regional-offices/region-5/region-5>