



FDM 21-1-1 Purpose

December 13, 2006

1.1 Originator

The Director of Bureau of Equity & Environmental Services (BEES) is the ORIGINATOR of this chapter. All questions or comments regarding the content of most of this chapter should be directed to (608) 266-8287. For issues related to hazardous materials call (608) 267-3147.

1.2 Introduction

This chapter provides procedures for preparing and processing environmental documents required by National Environmental Policy Act (NEPA) and Wisconsin Environmental Policy Act (WEPA), as well as by other statutory obligations. Federal and state laws, regulations and policies governing these procedural requirements are discussed in [Chapter 20](#). For more substantive data on specific areas, the user is referred to [Chapter 22](#) for data pertaining to Air Quality, [Chapter 23](#) for data on Noise, [Chapter 24](#) for data on Land and Water Resources, [Chapter 25](#) for Socio-Economic data and [Chapter 26](#) for information on Historic Preservation. [Attachment 1.1](#) is a list of BEES staff who are primary and secondary contacts for these subjects. [Attachment 1.2](#) is a list of Regional Environmental Coordinators in the Division of Transportation Systems Development.

The WisDOT Environmental Action List, which identifies actions according to environmental documentation requirements, is provided in [FDM 21-5-5](#). This action list is identical to the one contained in TRANS 400, the WisDOT administrative rule pertaining to the implementation of WEPA.

Procedures for preparing and processing environmental documents required pursuant to NEPA and WEPA, are discussed in Sections 10, 15 and 20 of this Chapter. The preparation of supportive environmental reports is discussed in Section 25 of this chapter. Procedures for federal and state permit applications are discussed in Section 30.

A list of acronyms frequently used throughout Chapters 20 through 26 is contained in [FDM 20-1-5](#).

1.3 Overview

Compliance with the NEPA and WEPA and numerous other state and federal laws and policies requires that agencies study and obtain comments on the potential effects of their proposed actions through the environmental documentation process. Environmental analyses are based on the need to:

1. Describe existing conditions.
2. Describe anticipated changes to existing conditions due to a project.
3. Predict and discuss beneficial and adverse impacts due to the changes.
4. Estimate the significance of the impacts.
5. Ensure that no group of people is disproportionately high and adversely impacted as a result of the change without adequate mitigation.
6. Evaluate and implement measures to minimize harm or enhance benefits.
7. Consider alternatives to the proposed action.
8. Solicit input from and reflect the concerns of all affected publics in choosing a preferred alternative.

The detail necessary to respond to these basic issues depends upon the scope and complexity of a proposed action. The factor sheets of the Screening Worksheet set ([FDM 21-15-5](#)) have been designed to fulfill this purpose and, along with the basic sheets, serve as the environmental document when an Environmental Impact Statement (EIS) is not required.

1.4 Metrics and Environmental Documentation

Environmental documents shall be submitted using both metric and English units. English measurements should be shown first followed by metric units in parentheses. Environmental documents are intended to be read by the public; therefore, documents will be published using both systems.

This policy applies to all projects¹ regardless of funding source(s) and to all types of documents such as:

- Environmental Impact Statements (draft and final)
- Environmental Assessments
- Findings of No Significant Impact
- Environmental Reports
- 4(f) Statements
- Noise Reports
- 106 Reports
- Memoranda of Agreement

Conversion factors are provided in [FDM 11-1-3](#) of this manual. “Soft conversion”, as defined in [FDM 11-1-3](#), from English units to their metric equivalents will be used until final guidance is published in this manual.

1.4.1 Exception to Policy

If a Draft EIS or an Environmental Assessment has been approved prior to December 31, 1993, then the Final EIS or the Finding of No Significant Impact need not be converted to metric.

Questions regarding this policy should be directed to BEES at (608) 267-9806.

LIST OF ATTACHMENTS

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| Attachment 1.1 | WisDOT Central Office Staff Contacts |
| Attachment 1.2 | DTSD Regional Environmental Coordinator Assignments |

¹ Although some projects are exempt from the requirement for submitting metric P.S.&E.'s, this exemption does not apply to the environmental documents for these projects.