



FDM 21-15-1 Environmental Impact Statements (EIS)

March 27, 2008

1.1 Overview

The format and content requirements for an Environmental Impact Statement (EIS) are described in the Council on Environmental Quality (CEQ) regulations, in the Federal Highway Administration (FHWA) regulations, 23 CFR 771. The following guidelines, which incorporate state and federal requirements, shall be followed. If unusual circumstances suggest that it would be beneficial to deviate from this process, the region should coordinate proposed changes with the Bureau of Equity and Environmental Services (BEES).

EIS content has been streamlined and standardized; the use of plain language and graphics is encouraged. Impact discussions should be concise and appropriate to the issues. Discussion of the Affected Environment and Environmental Consequences should be limited to those elements germane to the action being evaluated. Not all of the items included in the following discussion of each EIS component will apply to all projects nor is the possibility of additional items ruled out.

CEQ recommends that the text of final **EISs should be less than 150 pages**. For those proposals of unusual scope or complexity, the text should be less than 300 pages.

1.2 Format

Environmental documents should be printed on 8½ x 11 inch paper. When necessary, graphics may be larger, but should be folded in a manner that will ensure that the title or identification will appear on the right. Do not use multiple colors in graphics unless used in a manner that will reproduce in black and white as distinctive patterns. Graphics that should be included are a location map, illustrations showing the route and proposed improvements for each alternative, an existing land use map, and graphics that illustrate the location of areas of environmental concern.

The required elements of an EIS are listed below. These apply to both state and federal documents. They serve to introduce the reader to the project, to set forth the details of the proposed action, its impacts and the mitigation of those impacts, to summarize coordination, and to distinguish changes between the draft and final statements. The EIS shall include supporting information such as appendices and reference material.

Title/Cover Sheet/Policy Statement
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Summary
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Affected Environment
Environmental Consequences
Environmental Justice
Public Involvement
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Appendices
- Agency Circulation List
- Comments and Coordination (Results of the Scoping Process)
- Responses to Comments on Draft EIS (in Final EIS Only)

Discussed below is the content of the text and graphics to be provided under each of the subject headings listed in the discussion of format requirements.

1.2.1 Title/Cover Sheet

The cover sheet should include:

- The name of the lead agency and cooperating agencies;
- The designation of Draft, Final or Supplemental EIS and whether it includes Section 4(f), Section 6(f), or Section 106 evaluations;
- The title of the proposed action;
- The location of the action;
- The federal number when applicable;
- The state project I.D. number;
- Name(s), address(es), and telephone number(s) of information contact person(s);
- A date by which comments are due; and
- A designation of where comments should be sent.

A federal EIS which contains a Section 4(f) evaluation shall include the reference to 49 U.S.C. 303 shown in [Attachment 1.1](#). The reference shall be excluded; if there is no Section 4(f) evaluation in the federal EIS.

For federal EIS's, a code will be included at the top left-hand corner designating the federal agency, state, type of document, year prepared, the number assigned to the statement, and whether the document is a Draft, Final or Supplement. [FHWA-WIS-EIS-88-01-D (F) (S)]

A federal project number and EIS code will be provided by FHWA and state project I.D. numbers will be provided by the region during the early planning stages of the project. An example title sheet is shown in [Attachment 1.1](#). [Attachment 1.2](#) illustrates an example of a title sheet for a state funded project.

The policy statement indicating that the EIS has been prepared in compliance with the National Environmental Policy Act (NEPA) and/or Wisconsin Environmental Policy Act (WEPA) process, as appropriate, is required. The policy statement may be placed either on the back of the cover sheet or as the first page of the document.

1.2.2 Abstract

A brief abstract of the statement will be printed on the cover.

1.2.3 Summary

The summary should not exceed 15 pages. It is intended to assist reviewers by providing an easily accessible overview of the proposed action. The summary should be placed in the document in such a way that it can be reproduced separately for purposes of public involvement as may be required. The summary shall emphasize the major conclusions, areas of controversy (including issues raised by agencies and the public), and the issues to be resolved (including the alternatives).

The summary should include:

1. A brief description of the proposed action indicating route, termini, type of improvement, number of lanes, length, county, city, state, functional classification, etc., as appropriate.
2. A description of any significant actions proposed by other government agencies in the same geographic area as the proposed action.
3. A summary of the reasonable alternatives considered and whether they meet the project's purpose and need. If they are not proposed for adoption, why not. Identify which, if any, of the alternatives is the preferred alternative and indicate the proposed LOS for each alternative. The Final EIS (FEIS) should identify and justify the preferred alternative.
4. A summary of significant environmental impacts.
5. Highlights of the public involvement process.
6. Any areas of controversy (including issues raised by agencies and the public).
7. Any major issues to be resolved.
8. A list of other federal or state actions required because of this proposed action (e.g., permit approvals, etc.).
9. Proposed mitigation.
10. A discussion of economic advantages and disadvantages.
11. The summary should include a comparative table of impacts or a matrix providing the reader with a

one-page tabular comparison, by alternative, of existing and anticipated traffic volumes (ADT), costs, acquisition and relocation requirements, noise and air quality, and environmental and social impacts.

1.2.4 Table of Contents

Provide a complete list with page numbers of all major headings, subheadings, exhibits, tables and appendices.

1.2.5 Purpose and Need for Action

This section shall identify the problem, describe the requested action and present the timeframe for the proposed action. This section should clearly identify the purpose and need for the action and clearly demonstrate a need for the project. The following is a list of items which may assist in the explanation of the need for the proposed action. It is by no means all-inclusive or applicable in every situation and is intended only as a guide.

1. System Linkage - Is the proposed project a "connecting link"? How does it fit in the system? Is it an "essential gap" in the system?
2. Transportation Demand - Including relationship to any statewide plan or adopted urban transportation plan.
3. Capacity - Is the capacity of the present facility inadequate for the present traffic? Projected traffic? What capacity is needed? What is the level of service?
4. Social Demands or Economic Development - New employment, schools, land use plans, recreation, etc. What projected economic development/land use changes indicate the need to improve or add to the highway capacity?
5. Modal Interrelationships - How will the proposed facility interface with and serve to compliment airports, rail and port facilities, mass transit services, etc.
6. Condition of Existing Facility - Relate to standards and maintenance costs.
7. Safety - Is the proposed project necessary to correct an existing or potential safety hazard? Is the existing accident rate excessively high? Why? How will the proposed facility improve it?
8. Legislative Authority - federal, state, or local governmental authority (legislation) directing the action.

1.2.6 Description of Alternatives, Including the Proposed Action

This section should rigorously explore and objectively evaluate all reasonable alternatives, including the proposed actions, and discuss why other alternatives were eliminated from further analysis. Environmental justice is to be a part of this evaluation. The existing and proposed LOS for each alternative should be identified. If the proposed LOS is below the Acceptable LOS (see [FDM 11-5-3](#) for a copy of the Acceptable LOS matrix) include a statement indicating why the proposed LOS is the best achievable. Include a list of probable effects associated with obtaining an acceptable LOS. Also indicate if and when a study to determine how to achieve the acceptable LOS is planned. Substantial treatment should be devoted to each alternative considered in detail, including the proposed action so that the comparative merits can be evaluated. All viable alternatives must be given equal treatment during analysis. In many cases, analysis will conclude that there may be several sub-options to any or all of the alternatives. For every project, the no build alternative must be analyzed. An alternative should not be eliminated because of agency preference.

The following general categories of alternatives, or variations to them, should be addressed:

1. No Build - Discuss the situation that would result if no action were taken. Indicate those safety improvements, maintenance items, and other short-term minor improvements that can be undertaken in a no build situation. Examples include channelization, the addition of turning lanes, minor widening, signalization improvements, the provision or alteration of signs and the removal of parking.
2. Alternate Corridors - Explore whether there are existing parallel transportation corridors that could fulfill the needs or functions of the project.
3. Alternate Alignments - Discuss feasible alternate alignments within the corridor.
4. Alternate Facility Type - Discuss whether a different type of highway or transportation facility could do the job.
5. Legislative Provisions - Indicate whether a change in law would be required to either implement the action at any stage or to cease planning for the project.

To avoid duplication between this section of the EIS and the Environmental Consequences, the alternatives section should be devoted to describing and comparing the alternatives.

Discussions of various alignments or a different facility design within an alternative should include clear descriptions of location, termini, concept (number of lanes, right of way requirements, median width, etc.) and any other design criteria that will contribute to the understanding of their effect on the project area.

The Draft EIS (DEIS) should state that all alternatives are under consideration, and that a decision will be made only after a reasonable public outreach effort has been completed, and the public hearing results and public comments have been evaluated. At the discretion of the region, the DEIS may indicate a preferred alternative. However, this must be done in light of what is intended to be accomplished at the hearing.

For the FEIS, the agency is required to specify the preferred alternative(s). The environmentally preferred alternative may also be identified in the Final EIS, and must be identified in the Record of Decision. The environmentally preferred alternative is considered the one that would cause the least damage to the biological and physical environment. It means the alternative that best protects, preserves, and enhances historic, cultural and natural resources. It also means the alternative that best ensures a degree of balance in the distribution of adverse impacts such that no minority population or low income population is disproportionately impacted as a result of the proposed action; and should this be the case, identifies and clearly articulates adequate and appropriate measures to minimize and mitigate the negative impacts on the affected group.

The FEIS must identify which recommendation was selected and why. The "why" should be explained in a concise manner utilizing public hearing results and comments received on the DEIS to support the selection. This discussion should be included in the section entitled "Final Conclusions."

Often there exist alternatives that appear to be reasonable, but which are not feasible and are, therefore, not likely to be implemented. For example, do nothing, no build, and other mode alternatives must be discussed even though these are not feasible solutions to the transportation problem.

Impacts of feasible alternatives can be treated in detail under the "Impacts" section.

1.2.6.1 Preferred Alternative

The preferred alternative is the alternative which the WisDOT believes would fulfill its statutory mission and responsibilities, giving consideration to economic, environmental, technical, and other factors. The concept of the preferred alternatives is different from the "environmentally preferable alternative," although in some cases one alternative may be both. It is identified so that agencies and the public can understand the lead agency's orientation.

CEQ [Section 1502.14(e)] requires the section of the EIS on alternatives to "identify the agency's preferred alternative if one or more exists, in the draft statement, and identify such alternative in the final statement. . ." This means that if the agency (the WisDOT) has a preferred alternative at the DEIS stage, that alternative must be labeled or identified as such in the DEIS. The agency may or may not have a preferred alternative at the DEIS stage. The WisDOT may decide at the FEIS stage, on the basis of the DEIS and the public and agency comments, that an alternative other than the proposed action is the "preferred alternative." Even though the WisDOT's preferred alternative is identified, the statement must be objectively prepared and not slanted to support the choice of the preferred alternative over the other reasonable and feasible alternatives.

1.2.7 Affected Environment

This section shall provide a brief, concise description of the existing environment for the area affected by all alternatives under consideration. The section should be no longer than necessary to understand the effects of the alternatives. Only those parameters within the project corridor and any component that is likely to be altered or affected by the proposal should be discussed. The description should be a single general description for the area and not a separate description for each alternative or an enumeration of each impact.

The following information is recommended for inclusion into this section.

1. Location map.
2. Existing and planned land uses, zoning, and growth trends in the project area, including affected residential, commercial and industrial areas, wildlife and waterfowl refuges, wetlands, floodplains, farmlands, coastal zones, parks, recreational facilities, and sites of historic, architectural or archaeological significance.
3. Community schools, religious institutions, health facilities, utility services, and adjacent political jurisdictions affected by the proposed development.
4. Features with visual and aesthetic values.
5. Populations (including an identification of minority populations and low-income populations); industrial and commercial growth and employment characteristics; economic trends; community and neighborhood characteristics; and ethnic and low-income groupings.

6. Other planned and developed activities in the affected area, whether or not sponsored by the WisDOT, such as highways and other transportation projects, housing development and relocation, which are interrelated to the proposal and/or which would produce cumulative impacts.
7. Existing noise and air quality data.

1.2.8 Environmental Consequences

The purpose of this section is to discuss the potential environmental, social, and economic effects resulting from the alternatives, and to discuss measures which could be used to mitigate adverse impacts. Environmental justice may be an important component of the analyses done in this section of the EIS. Identify adverse and disproportionately high impacts on minority populations and low-income populations as each alternative and individual impact area under the alternative is assessed. The findings should be fully discussed in the environmental justice sub-section of the document.

There are two commonly used approaches to this section: 1) list the alternatives and discuss the impacts and mitigation measures under each alternative; or 2) list all the potential impacts and issues and discuss their effects under each alternative. Include the mitigation measures that would pertain to each impact. Where possible, a subsection should be included which would discuss the general impacts and mitigation measures that are the same regardless of the alternative. This would reduce or eliminate repetition under each of the alternative discussions.

When the FEIS is prepared, the impacts and mitigation measures associated with the selected alternative may require more discussion than in the DEIS. In discussing both beneficial and adverse impacts, the following information should be included in both the draft and final EIS.

1. A summary of studies undertaken and major assumptions made, with enough data or cross referencing to determine the validity of the methodology.
2. Sufficient information to establish the reasonableness of the conclusions concerning impacts.
3. A discussion of mitigation measures. Prior to completion of the FEIS, these measures should be investigated in appropriate detail so that a commitment can be made to implement them.

Results of scoping meetings, public involvement and information meetings, interviews and comments received will be used in analyzing potential impacts. It is important that the positive and negative effects of not building the project be included in this section.

Special instances may arise when a formal program for monitoring impacts or mitigation measures will be appropriate. In these instances, the FEIS should describe the monitoring program. The EIS should include a discussion on the means to mitigate adverse environmental impacts.

If not covered in the specific impact categories, this chapter shall also discuss indirect or secondary environmental consequences.

1. Discuss the extent and nature of anticipated induced development.
2. Discuss possible conflicts and/or inconsistencies between the proposed action and the objectives of federal, regional, state, and local plans and policies for the area concerned.
3. Discuss the controversy with regard to the relative impacts.
4. Discuss the cumulative impacts on the environment that result from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions, regardless of the federal or nonfederal agency. Cumulative impacts can result from individually minor, but collectively significant actions taking place over a period of time. Also identify the cumulative impacts of the proposed action on minority populations and low-income populations for discussion under the environmental justice sub-section of the EIS.

The following is a list of some of the potentially significant impacts of highway projects. These factors should be discussed only to the extent applicable for each project and alternative. Also, discussion of these factors relative to environmental justice may be warranted to the extent applicable for each project and alternative. Use the Environmental Justice Factor Sheet to analyze each impact area from an environmental justice perspective and record the findings in the environmental justice sub-section of the document.

The list is by no means all-inclusive and, in some cases, there may be other significant impacts that will require study. With respect to Relocation, Socio-Economic and Land Use impacts, it should be noted that these impacts alone, if not also related to impacts on the natural and physical environment, would not necessarily require the preparation of an EIS.

1.2.8.1 Agricultural Impacts

When a project could result in the loss of land from a farm operation, the State of Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) must be notified of the project. Subsequently, the DATCP will determine if an Agricultural Impact Statement (AIS) is required. If an AIS is required, it will either be appended to the environmental document or published separately. Refer to [FDM 21-25-30](#) for more information on agricultural impact notices.

The Federal Farmland Protection Policy Act (FPPA) also requires an evaluation of farmland. This evaluation is done through the use of the Farmland Conversion Impact Rating (Form AD-1006) and, when appropriate, the coordination of that form with the U.S. Natural Resources Conservation Service. Refer to [FDM 21-25-35](#) for more information on the Farmland Conversion Impact Rating.

1.2.8.2 Natural Resource Impacts

If the proposed action or alternatives involve the potential impact to any natural resources, such as wildlife habitat, woodlands, and other natural areas, the impacts must be quantified and analyzed. Also, if minority populations and low-income populations depend upon these resources for sustenance (i.e., hunting, fishing, gathering, or farming), the impact on these populations should be assessed and the findings discussed in the environmental justice sub-section of the document.

Early coordination and consultation with the Department of Natural Resources and the U.S. Fish and Wildlife Service is necessary to ensure that these agencies are apprised of an action.

Refer to Chapter 24, Land and Water Resources, for more information on addressing the natural resource impacts of a project.

1.2.8.3 Wild and Scenic Rivers

If the proposed action could have an adverse effect on a river included in the National Wild and Scenic Rivers System, or a river listed in the Nation-wide Inventory of Rivers with potential for inclusion in the National Wild and Scenic Rivers System (Wolf River, from Langlade-Menomonee County downstream to Keshena Falls; Saint Croix River between Taylor Falls, Minnesota and Gordon, Wisconsin; and the Lower Saint Croix River), early coordination with the National Park Service (NPS) or the U.S. Forest Service, whichever has land management responsibility, is required. The Department of Natural Resources (DNR) is also responsible for those Wild Rivers listed on the state system (Pike River, Pine River and Popple River). If a proposed project impacts an area involving a state wild river, early coordination with the DNR is required.

The EIS should identify any potential significant adverse effects on the natural, cultural, economic and recreational values of the inventory river. Determine whether the potential adverse effects will be disproportionately borne by minority populations or low-income populations. For instance, do minority populations and low-income populations depend upon these rivers as a means of livelihood? Include the findings of the analysis in the environmental justice sub-section of the document.

Adverse effects include alteration of the free-flowing nature of the river, alteration of the setting, or deterioration of water quality. If it is determined that the proposed action could foreclose options to designate the river under the act, the EIS should reflect the consultation with the NPS or U.S. Department of Agriculture (USDA) on avoiding or mitigating the impacts. The FEIS should indicate measures that will be included in the action to avoid or mitigate impacts. Refer to [FDM 20-5-10](#) and [FDM 21-25-1](#).

1.2.8.4 Threatened and Endangered Species

A request for data on the known occurrence of federally listed threatened or endangered species, or known supporting critical habitat, shall be sent to the U.S. Fish and Wildlife Service to meet the requirements of the Endangered Species Act of 1973 and the Fish & Wildlife Coordination Act. The DNR Bureau of Endangered Resources must be consulted to determine if any known state listed endangered or threatened species exist in the project area. If the U.S. Fish and Wildlife Service advises that federally listed endangered or threatened species are present, a biological assessment must be prepared, pursuant to Section 7, to identify any threatened or endangered species which are likely to be affected by the proposed action. This biological assessment should include:

1. An onsite inspection of the area affected by the proposed project.
2. Interviews with recognized experts on the species at issue.
3. A literature review to determine the species distribution, habitat needs, and other biological requirements.
4. An analysis of possible impacts on the species.
5. An analysis of measures to minimize impacts. This biological assessment should be forwarded to the

Departments of Interior for a biological opinion. The U.S. Fish and Wildlife Service is responsible for the protection of terrestrial and fresh water species.

Upon completing their review of the biological assessment, the U.S. Fish and Wildlife Service may request additional information and/or a meeting to discuss the project or issue a biological opinion stating that the project: 1) is not likely to jeopardize; 2) will promote the conservation of; or 3) is likely to jeopardize the threatened or endangered species. In selecting a preferred alternative, jeopardy of an endangered or threatened species must be avoided. If either a finding of 1) or 2) is given, the requirements of the Endangered Species Act are met. If a detrimental finding is presented, the proposed action may be modified so that the species is no longer jeopardized. In unique circumstances, an exemption may be requested. If an exemption is denied, the action must be halted or modified. The FEIS should document the results of the coordination of the biological assessment with the U.S. Fish and Wildlife Service. Refer to Chapter 24 for more information on state and federally listed endangered and threatened species.

1.2.8.5 Water Quality Impacts

Coordination with the Department of Natural Resources is required to properly assess the water quality impacts that may result from a transportation facilities development project.

A discussion of any locations where roadway runoff may have a significant effect on water uses, including wells, is desired. Coordination with DNR and the Environmental Protection Agency is required when a proposed action impacts those areas that have been designated as principal or sole source aquifers. If an alternative is selected which affects the aquifer, a design must be developed to assure that it will not contaminate the aquifer. Impacts on rivers, lakes and streams should also be discussed in terms of water quality changes resulting from the proposed action.

In addition to concerns about the potential adverse impact on downstream water uses, environmental justice may become an issue for minority populations or low-income populations who subsist on fishing. Should such a situation develop, it should be discussed in the environmental justice sub-section of the document.

If Section 402 or 404 permits are required, these needs must be addressed in the EIS. A water quality certification (Section 401) from the DNR is also required if these federal permits are needed. Refer to [FDM 21-30-1](#).

The FEIS should indicate the general location of the fill or dredged activity, approximate quantities of fill or dredged material, general construction grades and proposed mitigation measures. Coordination with the U.S. Army Corps of Engineers must be made.

Refer to Chapter 24, Land and Water Resources, for more information.

1.2.8.6 Wetlands

Consultation with the U.S. Fish and Wildlife Service, the U.S. Army Corps of Engineers, and the DNR will be required if there are potential impacts on wetlands resulting from a proposed action.

All DEIS's for projects involving new construction in wetlands should include sufficient information to:

1. Identify the type of wetlands involved.
2. Describe the impacts on the wetlands.
3. Evaluate alternatives that would avoid the wetlands.
4. Identify practicable measures to minimize harm to the wetlands.

Exhibits showing the wetlands in relation to the alternatives, including the alternatives to avoid construction in the wetlands, should be provided.

Executive Order 11990, Protection of Wetlands, requires federal agencies ". . . to avoid to the extent possible the long- and short-term adverse impacts associated with the destruction or modification of wetlands and to avoid direct or indirect support of new construction in wetlands wherever there is a practicable alternative. . ." In evaluating the impact of the proposed project on wetlands, the following two issues should be addressed: 1) the importance of the impacted wetlands; and 2) the significance of this impact on the wetlands.

Consider impacts on water quality, including effects on water supply and recharge capability, interference with surface and subsurface water courses, siltation and sedimentation, biotic community disruption, flood and storm hazards, development of secondary (induced) activities or services, and construction.

Environmental Justice shall also be taken into account in assessing the impacts on the wetland. For example, if minority individuals or low-income individuals consume the waterfowl and wildlife inhabiting or depending on the affected wetland, or if minority groups or low-income groups depend on the wetland for other food supply (e.g.,

rice growing), there may be environmental justice implications.

Specific consultation is required with the U.S. Fish and Wildlife Service pursuant to the Fish and Wildlife Coordination Act.

The EIS shall identify any permits that are required. Permit requirements for proposals affecting wetlands are discussed in [FDM 21-30-1](#), [FDM 21-30-5](#), and [FDM 24-5-10](#) and may include the following:

1. Section 402 of the Clean Water Act - Pertains to a discharge subject to a national or state Pollutant Discharge Elimination System permit pursuant to the Clean Water Act when the surrounding environment is a wetland.
2. Section 404 of the Clean Water Act - All wetlands draining into a navigable water are included as navigable waters for the purpose of this act.
3. Section 10 of the Rivers & Harbors Act of 1899 - Under this Act, wetlands may also fall under the permit requirements of the Corps of Engineers due to obstruction or alteration of navigable waters of the United States.
4. Chapter 30 - Under this chapter of the Wisconsin Statutes, permits are required for certain alterations to waterways and navigable waters. Most highway-related activities carried out by the WisDOT are exempt from these requirements provided that coordination with DNR is carried out through established liaison procedures.

A concluding statement similar to the following may be used: "Based upon the above considerations, it is determined that there is no practicable alternative to the proposed new construction in wetlands and that the proposed action includes all practicable measures to minimize harm to wetlands which may result from such use."

A formal wetlands finding is required and prepared by the FHWA for all projects that involve construction in wetlands. Coordination with the DNR, U.S. Fish and Wildlife Service and U.S. Army Corps of Engineers is required.

Refer to Chapter 24, Land and Water Resources, for more information relating to wetlands analysis.

1.2.8.7 Floodplains

Floodplains are defined in Executive Order 11988 (Governor's Executive Order 73), Floodplain Management, as "the lowland and relatively flat areas adjoining inland and coastal waters including flood-prone areas of offshore islands, including at a minimum, that area subject to a one percent or greater chance of flooding in any given year;" i.e., the area that would be inundated by a 100 year flood.

This Order directs federal agencies to reduce the risk of flood loss, to minimize the impact of floods, and to restore and preserve the values served by floodplains.

If the proposed action and alternatives are not within the limits of a floodplain, no further analysis is necessary. Refer to Chapter 24 for instructions in addressing impacts within the limits of a floodplain.

1.2.8.8 Coastal Zone Impacts

Where the proposed action is within, or may affect land or water uses within the area covered by a state Coastal Zone Management Program (CZMP) approved by the Department of Commerce, the environmental document should briefly describe the CZMP plan, identify the potential impacts, and include evidence of coordination with the state coastal zone management agency or appropriate agency with jurisdiction. The EIS should include the state coastal zone management agency's determination as to whether the project is consistent with the state CZMP plan. If it is determined that the proposed action is inconsistent with the state's approved CZMP, FHWA will not approve the action except upon a finding by the Secretary of Commerce that the proposed action is consistent with the purposes or objectives of the Coastal Zone Management Act or is necessary in the interest of national security. The final environmental document for the proposed action will document all findings.

1.2.8.9 Air Quality Impacts

Refer to Chapter 22 for information relating to air quality analysis for an EIS.

1.2.8.10 Noise Impacts

The EIS should contain a summary of the existing and future noise conditions. It should also contain a discussion of noise mitigation requirements.

Refer to Chapter 23 for a detailed discussion of noise analysis procedures.

1.2.8.11 Construction Impacts

The EIS should discuss significant impacts (particularly air, noise, drainage and erosion, detours, safety, visual, etc.) associated with construction of each of the alternatives. Construction impacts should also be examined from an environmental justice perspective. As an example, noise pollution may be an issue if construction activities are carried out at a time when a noise-sensitive facility such as a church or temple was in use. Such an impact on minority populations and low-income populations should be identified, evaluated, and documented in the environmental justice sub-section of the document.

Also, where applicable, the impacts of disposal and borrow areas and clearing and grubbing should be discussed along with any proposed measures to minimize these impacts.

1.2.8.12 Visual and Aesthetic Impacts

This discussion should include an assessment of the visual and aesthetic impacts of the proposed action, including the "view from the road" and the "view of the road." Where relevant, the EIS should document the consideration given to design quality, art, and architecture in the project planning. Include a discussion of tree removals and proposed replacement plantings or reasons why none are proposed. This is especially needed for an urban/residential setting.

Visual and aesthetics impacts should also be assessed from an environmental justice perspective. This would include identification of minority viewers and low-income viewers who will have a view of the improved transportation facility and those with a view from the improved transportation facility. If aesthetic enhancement measures are used, they are to be implemented in a non-discriminatory way.

1.2.8.13 Department of Transportation Act, Section 4(f) Impacts

Any part of a publicly owned park, recreation area, wildlife refuge, or historic site is presumed to be significant unless there is a statement of insignificance applicable to the whole park by the federal, state, or local official having jurisdiction. A determination as to whether property is subject to Section 4(f) requirements is made by the FHWA based upon significance of the land as identified by the federal, state, or local official having jurisdiction. A subsequent review of that identification, and a final decision is made by the FHWA. Send a copy of the request and response to the Director, Bureau of Environment. Refer to [FDM 21-25-1](#) for a complete discussion on the preparation of Section 4(f) statements.

There are two approaches to preparing a Section 4(f) evaluation: 1) the impacts on Section 4(f) land can be analyzed in the Environmental Consequences chapter as a separate issue; and 2) a separate document may be prepared, depending on the direct significance of impacts, to be used as an appendix.

1.2.8.14 Cultural Resources - Historic, Archaeological and Architectural

The DEIS should contain a discussion demonstrating that a survey meeting the requirements of 36 CFR 800 has been performed for each alternative under consideration. The discussion should describe the resources and summarize the impacts that each alternative will have on these resources that might meet the criteria for inclusion on the National Register of Historic Places. There should be a record of coordination with the State Historic Preservation Officer (SHPO)

concerning the significance of the identified resources, the likelihood of eligibility for the National Register, and an evaluation of the effect of the project on the resources. The transmittal memorandum to the Advisory Council on Historic Preservation should specifically request consultation.

The final EIS should demonstrate that all the requirements of 36 CFR, Part 800 have been met.

Refer to Chapter 26 for more information on historic, cultural and archaeological procedures.

1.2.8.15 Relocation Impacts

The principal social impacts are those associated with relocation or other community disruption that may be caused by the proposal. If relocation impacts are significant, a separate section dedicated to addressing this issue is warranted. Otherwise, a discussion could be included under Social Impacts.

If relocation of residences is involved, the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 must be met. If business relocation would cause appreciable economic hardship on the community, or on groups within the community (i.e., minority groups or low-income groups), if significant changes in employment would result directly from the action, or if community disruption is considered substantial, the EIS will include a detailed explanation of the effects and reasons why significant impacts cannot be avoided.

1. Provide an estimate of the number of households to be displaced and their characteristics, such as single family, multi-units, etc.

2. Describe the racial/ethnic composition and income levels of the affected households or businesses,

When more than one minority group is present within a given project area, it may be more appropriate to determine, for each racial/ethnic category, the corresponding ratios of the affected households and businesses to the total number of households and businesses within that category. Where several minority groups are affected, distinctions among groups should always be made. For example, determine how many Hispanic households or businesses are affected out of the total number of Hispanic households and businesses. The impact on minority groups should be assessed separately because perceptions and values may differ among groups. Consequently, minority groups may not be summarily lumped together as a uniform, homogeneous group.

Compare the ratios of the affected minority/ethnic groupings and the ratio of the low-income group to the ratios of the affected non-minority or non-low-income populations to ensure that disproportionately high and adverse impacts are not incurred by a minority population or low-income population.
3. Describe whether the proposed action will affect the community by dividing neighborhoods, isolating residences or services, or changing the values of the community.
4. Describe, if possible, the housing and neighborhoods available to the relocated residents. Discuss whether secondary impacts will result in the neighborhoods with available housing as a result of new residents.
5. Describe any special advisory services that will be necessary for unique relocation problems.
6. Discuss the actions proposed to remedy insufficient relocation housing.
7. Provide an estimate of the number, type, and size of businesses to be displaced.
8. Discuss the results of early consultation with the local government(s), community-based organizations, and any early consultation with businesses potentially subject to displacement, including any discussions of potential sources of funding, financing, planning for incentive packaging (e.g., tax abatement, flexible zoning, and building requirements), and advisory assistance which has been or will be furnished along with other appropriate information.

The effects on each group should be described to the extent reasonably predictable. The analysis should discuss how the relocation caused by the proposed project will facilitate or inhibit access to jobs, schools and other educational facilities, religious institutions, health and welfare services, parks and recreational facilities, theaters, neighborhood centers or other social and cultural facilities, pedestrian facilities, shopping facilities, and public transit services.

1.2.8.16 Socio-Economic Impacts

In addition to relocation impacts, the EIS will contain an estimate of expected changes in lifestyle for neighborhoods or various groups (e.g., minority and low-income groups) as a result of the proposed action. These changes might be either beneficial or adverse. Impacts might include dividing the neighborhoods and changing area land use that may cause impacts to minority populations and low-income populations.

Discuss whether the proposal would change travel patterns, including vehicular, commuter, or pedestrian patterns. A subsection on traffic and access patterns should be under this chapter. The impacts of alternatives on highway and traffic safety, as well as overall public safety shall be discussed.

Include a discussion of economic impacts affecting employment, changes in property values and corresponding tax base changes, and changes in future growth. Any significant impacts on the economic viability of affected municipalities, including construction related impacts, should also be discussed together with a summary of any efforts taken and agreements reached for using the transportation investment to support both public and private development plans. Refer to Chapter 25 for a more detailed discussion of the evaluation of socioeconomic impacts.

1.2.8.17 Land Use Impacts

This discussion should begin with a description of current development trends and state, regional, and/or local government plans and policies with regard to land use and growth in the area. The land use impact analysis should assess the consistency of the alternatives with the comprehensive development plans adopted for the area. The secondary social, economic, and environmental impacts of significant induced development should be presented.

The EIS should note any proposed alternatives that will have a significant adverse effect on existing communities, and any disproportionately high and adverse effects on minority populations and low-income populations. If the latter is observed, it should be fully discussed in the environmental justice sub-section of the EIS.

If the potential impacts on farmland are insignificant, or will result in the acquisition of very minor amounts of right of way, these impacts can be discussed as a subsection to Land Use Impacts. Otherwise, a separate section concerning the impacts on agricultural land may be desirable.

1.2.8.18 Hazardous Waste Sites

Hazardous waste sites are regulated by the Resource Conservation and Recovery Act (RCRA) and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). During early planning, the location of permitted and nonregulated hazardous waste sites should be identified. Early coordination with the appropriate Regional Office of the EPA and the appropriate state agency will aid in identifying known or potential hazardous waste sites. If known or potential waste sites are identified, the locations should be clearly marked on a map showing their relationship to the alternatives under consideration. If a known or potential hazardous waste site is affected by an alternative, information about the site, the potential involvement, impacts and public health concerns of the affected alternative(s) and the proposed mitigation measures to eliminate or minimize impacts or public health concerns should be discussed in the draft EIS.

If the preferred alternative impacts a known or potential hazardous waste site, the final EIS should address and resolve the issues raised by the public and government agencies.

1.2.8.19 Consideration of Other Impacts

Both the DOT Order on Environmental Justice and the FHWA Order on Environmental Justice identify other impacts to be considered in carrying out an environmental justice evaluation. These include the following:

- air and noise pollution
- the destruction or disruption of man-made or natural resources
- the destruction or disruption of the availability of public and private facilities and services
- vibration
- isolation
- the denial of, reduction in, or significant delay in the receipt of benefits of DOT programs, policies, or activities
- increased traffic congestion
- the destruction or disruption of community cohesion or a community's economic vitality
- adverse employment effects
- displacement of persons, businesses, farms, or nonprofit organizations
- exclusion or separation of minority or low-income individuals within a given community or from the broader community

1.2.9 Environmental Justice

A careful consideration of environmental justice in the transportation decision-making process is an excellent way of ensuring transportation equity. Environmental justice is based on three fundamental principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

A discussion of the environmental justice analyses and findings is to appear in the environmental justice sub-section of the EIS.

The analysis of each impact category (i.e., relocation impacts, agricultural impacts, noise impacts, socio-economic impacts, etc.) should be extended to determine whether the alternatives under consideration would have any disproportionately high and adverse effects on minority populations and low-income populations. This approach provides a necessary assurance that environmental justice considerations are not treated as an afterthought, but rather as an integral part of the environmental documentation process.

However, the discussion of disproportionately high and adverse effects on minority populations and low-income populations under these impact categories may not substitute for the environmental justice sub-section of the document, no matter how detailed the discussion. To avoid duplication, the analysis carried out under each impact category could merely focus on identifying the impacts, if any, on minority populations and low-income populations. Any discussion of disproportionately high and adverse impacts on minority population and low-income population preceding the environmental justice sub-section should be kept at a minimum.

In carrying out the analyses, the analyst should recognize that the size of the affected minority or low-income groups within the project area is not the issue in making an environmental justice determination. Rather, it is the magnitude or severity of the impacts that is important.

Disproportionately high and adverse impacts on minority populations and low-income population should be fully discussed in the environmental justice sub-section of the EIS. Once it is determined that minority populations and low-income populations would experience adverse impacts if any alternative under consideration is implemented, further analysis should be done within the environmental justice sub-section to assess the extent and magnitude of the effects, and to further determine whether the impacts will be disproportionately high as compared to the effects on non-minority populations and non-low income populations within the project area.

The environmental justice sub-section should also spell out how disproportionately high and adverse impacts on minority populations and low-income populations are to be avoided or mitigated.

In summary, the environmental justice sub-section of the EIS should at a minimum include the following discussion:

- A description of the minority populations or low-income populations;
- The environmental justice implication and degree of the impacts of each alternative under consideration, including a discussion of each of the impacts as applicable to a given alternative;
- The short-term, long-term, and cumulative effects of the proposal on minority populations and low-income populations.
- An indication of how disproportionately high and adverse socioeconomic, physical, and natural environmental impacts, if any, are to be avoided, minimized, or mitigated;

1.2.10 Public Involvement

Any public involvement process must make special efforts to reach out to minority or low income people and businesses that will be affected by a project. While public involvement is an extremely useful tool in conducting an environmental justice evaluation, the analyst should also use other tools such as science, and technology (e.g., GIS applications) to conduct an environmental justice investigation. By applying science and technology, the analyst would uncover impacts missed in the public involvement process.

A detailed description of the public involvement process is to appear as a separate section of the EIS. This section should describe the efforts made to seek input from the general public as well as minority or low-income populations. Summarize the input received as of the writing of the EIS.

1.2.11 Irreversible or Irretrievable Commitments of Resources

The primary purpose of this section is to identify those specific adverse impacts that are unavoidable and for which there is no mitigation that will prevent the loss of the resource.

Unless it is obvious why the resource will be irretrievably lost, a discussion should be presented in this section outlining the reasons for the loss of resource and no mitigation. Although economics are often a primary reason for full commitment of a resource, such a reason must be well justified.

1.2.12 Short-Term Uses of Environment and Long-Term Productivity

In discussing this section, "short-term" refers to the immediate effects occurring as a result of a project and "long-term" refers to those effects expected to last for many years. Both positive and negative effects should be addressed in this section. Information may be presented as a cost benefit analysis summarizing the short-term costs or inconveniences to the local community versus the long-term benefits to the area or to the nation or state as a whole. Future types or modes of transportation should be considered. This section could be used to summarize the cumulative effects of a project in the sense of commenting on the future uses, projected traffic capacity and overall integration of the project into the system.

1.2.13 List of Preparers

This section will include a list of principal contributors and reviewers of the EIS.

All personnel, including consultants and sub-consultants, who were responsible for preparing or reviewing the EIS or conducting environmental studies will be listed. Include their academic qualifications and related experience.

Include the state and federal personnel responsible for contributing to or reviewing the document.

1.2.14 References

Include a bibliographic listing of all references and resources used to compile the data for the document, Summarize appropriate telephone conversations, letters, memoranda, and personal interviews.

1.2.15 Index

The CEQ regulations require that an index shall be included at the end of an environmental impact statement to assist the reader and to facilitate review.

1.2.16 Appendices

Any documentation supporting statements in the body of the EIS, including methodologies and statistical supporting data, may be appended.

Include a list of agencies and persons consulted with an indication of those consulted for environmental justice purposes, and any comments on the DEIS. Show results of interagency coordination, community outreach activities, and include any coordination letters in the appendix.

List the agencies and individuals to whom the document was distributed.

A summary of the comments received and coordination conducted during the scoping process, public involvement meetings, community outreach activities, and the public hearing, as well as letters received from agencies, will be included.

1.3 Alternative Process for Final EISs

CEQ regulations provide the opportunity for expediting FEIS preparation in those instances when, after receipt of comments resulting from circulation of the DEIS, it is apparent that the changes in the proposal or in the EIS in response to the comments received are minor and that:

1. All reasonable alternatives were studied and discussed in the DEIS, and
2. The analyses in the DEIS adequately identified and quantified the environmental impacts of all reasonable alternatives.

When these two points can be established, the FEIS can use either of the following formats:

Format 1 - Abbreviated Version of Final Environmental Impact Statements (EIS)

When only minor changes are necessary to respond to comments received on a draft EIS, CEQ regulations allow the processing of the final EIS to be substantially abbreviated. In such cases, the draft EIS need not be rewritten. The responses can be written on "errata sheets" that are simply attached to the original draft EIS. Further, only the comments, responses, and any changes need to be circulated; however, the entire EIS must be filed with EPA, i.e., the errata sheets and the original draft EIS. This provision can reduce the time needed to develop a final EIS and the cost incurred in rewriting the reprinting the document.

The key to using the abbreviated procedure is that the changes in the EIS are minor and limited to responses which (1) make factual corrections (e.g., changing the date of a historic event that was erroneously referred to in the draft EIS), or (2) explain why the comments do not warrant further response (e.g., adverse comments on an alternative that is not selected as the preferred alternative).

Limited or minor comments are often a reflection of low controversy as well as good, early coordination and public involvement. As a result, this regulation is an additional incentive to perform these early involvement activities.

Format 2 - Condensed version of Final Environmental Impact Statements (EIS)

Final EISs traditionally have repeated almost all of the information contained in the draft EISs with appropriate changes inserted into the text throughout the document. An alternative approach which considerably shortens the document and which can enhance its understandability is to incorporate major portions of the draft EIS by reference in the final EIS. This approach would concentrate the final EIS coverage on changes that have occurred since the draft EIS was circulated. It highlights for the reader how the project has been modified to accommodate the agency or public concerns, summarizes what the principal impacts and mitigation are, and explains any other noteworthy changes.

The final EIS format should generally parallel that of the draft EIS and as minimum must meet the requirements of 40 CFR 1502.10; however, the information presented in each section should summarize or reference the draft EIS rather than repeating it.

The key objective in using this approach is to make the final EIS more understandable to the reader. The final EIS should be able to stand alone and provide the reader with a general understanding of the project and its impacts. It should clearly point the reader toward related, more detailed information contained in the draft EIS. Although the draft EIS need not be provided to all those receiving copies of the final, it should be readily available upon request.

This approach can be used with any final EIS; however, where the only changes needed are to make factual

correction or to explain why comments on the draft EIS do not require further responses, preparing errata sheets, and responses to comments as allowed in an abbreviated EIS offers greater savings of time and effort (see Format 1 above).

LIST OF ATTACHMENTS

[Attachment 1.1](#) EIS Title Sheet, Federal Funded Project

[Attachment 1.2](#) EIS Title Sheet, State Funded Project

FDM 21-15-5 Environmental Assessment (EA)

March 27, 2008

5.1 Introduction

An environmental assessment (EA) should address and analyze all issues that have the potential for environmental impact. The information in the EA may, however, be in a more abbreviated form than that presented in an EIS ([FDM 21-15-1](#)). The basic screening worksheets (shown in [Attachment 5.1](#)) should be used for all projects requiring an EA. The screening worksheets are available on the Internet. Go to <http://wisconsin.gov/Pages/global-footer/formdocs/default.aspx> and look for DT2094 under "Plans and projects." In special circumstances, but only with the consent of the affected transportation region and the Bureau of Equity & Environmental Services (BEES), a text format similar to that for an EIS may also be used. It should seek to address the pertinent issues to a similar length and depth as in the screening worksheets.

In either event, the following information is required and the preparer should view the basic sheets referenced (see [Attachment 5.1](#)) to see what is needed:

1. Description of the Proposed Action
2. Purpose of and Need for Action
3. Alternatives, Including the Proposed Action.
4. Impacts - See the factor sheets also.
5. Public Involvement, Comments and Coordination
6. Traffic Summary
7. Environmental Justice
8. Environmental Issues
9. Environmental Commitments
10. Appendices (if any) - Include only information that substantiates an analysis, which is important to the document. Other information should be incorporated by reference only.

The screening worksheets provide a flexible means of addressing the requirements of an EA. That is, it is necessary to complete all the basic sheets but only those factor sheets that relate to the impacts involved in a particular project. For example, if there are no wetlands affected by a project, you do not need to complete the Wetland Factor Sheet. If, however, a factor sheet is not needed, indicate that there are no impacts to that particular environmental item or issue in the space provided in the basic sheet's Evaluation Matrix.

At a minimum, the EA must include all the basic sheets. Because all projects vary in complexity and impacts, the factor sheets are added, as necessary, to fully address the complexities and assess the impacts. .

5.2 Basic Sheets

The basic sheets shown in [Attachment 5.1](#) perform the following functions:

They provide the cover sheet and signature page. The signature page is used for both the EA and the Finding of No Significant Impact (FONSI). It describes the proposed action and provides for acceptance or approval when the proper signatures are placed in the appropriate signature blocks. That is, an EA is approved when the appropriate officials sign in the right signature block and a FONSI is approved when the appropriate signatures are in the left signature block.

It is also necessary to identify whether the roadway is on the National Highway System (NHS) in the space provided. The current Functional Classification of the facility must also be identified from those listed on this signature page.

A description of the proposed action is required to alert the reader about the proposal. This is followed by the purpose and need for the proposed action. The purpose and need for the project must be fully addressed in the

basic sheets to clarify why the project is being proposed.

Include the "no-build" alternative in the summary of alternatives and identify the preferred alternative, if any. Identify other reasonable alternatives that were dropped from further consideration and briefly explain why they were not proposed for adoption.

The existing and proposed LOS for each alternative should be identified. If the proposed LOS is below the Acceptable LOS (see [FDM 11-5-3](#) for a copy of the Acceptable LOS matrix) include a statement indicating why the proposed LOS is the best achievable. Include a list of probable effects associated with obtaining an acceptable LOS. Also indicate if and when a study to determine how to achieve the acceptable LOS is planned.

The energy discussion should recognize that energy requirements of various construction alternatives are similar and are generally greater than the energy requirements of the no-build alternative. Additionally the discussion could point out that the post-construction, operational energy requirements of the facility should be less with the build alternative as opposed to the no-build alternative. In such a situation, one might conclude that the savings in operational energy requirements would more than offset construction energy requirements and thus, in the long term, result in a net savings in energy usage.

The discussion of land use should recognize the type and the extent of development in the project and surrounding area. It is also important to recognize the project's compatibility with any plans developed for the area. The results of coordination with other agencies must briefly be addressed in the Basic Sheets. If correspondence from any agency has been received, it should be attached to the EA.

The status of agency and public involvement efforts must also be addressed. If agency or public involvement reveals that there is controversy about the project, the discussion should focus on its degree.

Within the Basic Sheets there are three matrices that must be completed. The first matrix, called the **Environmental Evaluation Matrix**, evaluates the effects of the proposal on the listed environmental factors. All of the environmental factors in this matrix should have an "X" in one or more of the columns under "Effects." It is not necessary to complete a factor sheet for each factor if the impact can be briefly described in the "Comments" portion of the Evaluation Matrix. It is advisable to limit this matrix to one page so it provides the reader with a "snapshot" of the project's environmental effects. If the issues surrounding any given factor cannot be addressed in the space provided on this matrix, it is likely that the factor sheet for that environment factor should be completed.

Note: Items in the Physical Environmental Factors section of the Environmental Evaluation Matrix have standard comments that should be inserted when certain situations exist. These standard comments, along with instructions on how to use them, are located in [Attachment 5.1](#).

The second matrix, named the **Environmental Cost Matrix**, provides a means to compare alternatives by their physical, fiscal and environmental characteristics and costs. This matrix is also used by the Bureau of State Highway Programs for their rating of any "major" highway project to the Transportation Project Commission pursuant to TRANS 210.

The next two sheets address Environmental Justice (EJ). First determine whether minority populations or low-income populations are present in the project area. Then assess the impacts of all the other factors (from General Economics through the Coastal Zone Factor Sheets), as applicable to the project, on minority populations and low-income populations. Finally, note the findings in the Environmental Justice row of the Evaluation Matrix and the eighth row under Environmental Issues of the Environmental Cost Matrix. If any factor is found to have an adverse effect on minority populations or low-income populations, further analysis is necessary to determine if the effect will be disproportionately high.

The third matrix is the **Traffic Summary Matrix**. It provides an understanding of traffic data for highway projects. The information on this basic sheet illustrates and compares existing and projected traffic for the alternatives being considered for the proposed highway project. The Level Of Service (LOS) for each reasonable alternative must be included. The methodology used to determine the LOS should also be indicated. It is also necessary to include the Functional Classification of the existing roadway. This sheet is useful for both noise and air quality evaluations and may be used to illustrate future traffic volumes to other agencies and the public.

The **Environmental Issues Sheet** requires the document author to identify any issues that, if present, would indicate the need for an Environmental Impact Statement. In most instances the "No" box will be checked. Whenever the "Yes" box is checked, a discussion of the concern is required. The discussion should either identify where the issue is addressed in the EA or address it in the space provided on this sheet

The **Environmental Commitments Sheet** is used to identify and describe any commitments made for the project. This sheet should include the time frame for the commitment, who is to implement it, and who in WisDOT is responsible or has jurisdiction for its fulfillment. Any special contract provisions that will be required

for the project should also be included on the sheet. The intent of this sheet is to provide the reviewer, the contractor, and the project engineer with a list of the commitments made to address environmental issues.

Note: The Air Quality and Construction Stage Sound Quality sections of this sheet contain special standard text. Keep the text appropriate to your project and delete rest.

*Environmental Addendum A - This form (DT2168) <http://wisconsin.gov/Pages/global-footer/formdocs/default.aspx> consists of a summary of the public availability of the EA and the comments received (during the public comment period and the public hearing, if one is held) and their disposition. See [Attachment 5.2](#). This form is available on the Internet (click here and look under "Plans and projects").

5.3 Factor Sheets

The Evaluation Matrix of the basic sheet set lists 20 specific environmental factors and one "Other" factor. There are individual factor sheets that correspond with each of the 20 specific environmental factors. These factor sheets are used to provide detailed information on environmental issues that may be significant and require a more in depth discussion than is possible to provide in the comments portion of Evaluation Matrix. For any factor sheet in the series, you are not limited to the space provided. If the sheets are being prepared on a computer you can use the hard return to obtain more space. Sheets prepared on a computer will be automatically numbered. If the sheet is completed by hand or with a typewriter and more space is needed, simply add supplemental pages as necessary and number them using the protocol of the existing sheets.

IT IS NOT NECESSARY to repeat information (e.g., existing pavement data) that is common to several factor sheets -- merely reference back to the first instance the information is presented. An EA is accepted when the Director of BEES and, if a federal action, the FHWA Division Administrator have signed and dated the LOWER RIGHT signature block of the first basic sheet.

The factor sheets are shown in Attachments 3-22. These factor sheets are available on the Internet at www.dot.wisconsin.gov/forms/index.htm look for the appropriate DT form number under the "Plans and projects" heading.

Attachment	Form #	Title	Attachment	Form #	Title
3	DT2078	Gen. Econ. Impact Eval.	13	DT2076	Storm Water Eval.
4	DT2075	Comm. or Res. Impacts	14	DT2072	Air Quality Impact Eval.
5	DT2095	Econ Dev & Bus Impacts	15	DT2074	Const Stage Sound Qual.*
6	DT2063	Ag Impact Evaluation	16	DT2092	Traffic Noise Evaluation
7	DT2093	Environ. Justice Eval.	17	DT2077	Unique Area Impact Eval.
8	DT2099	Wetlands Impact Eval.	18	DT2081	Historic Strs / Bldgs Eval.
9	DT2097	Streams/Floodplains Eval.	19	DT2064	Archaeological Sites Eval.
10	DT2071	Lakes/Water Body Eval.	20	DT2079	Haz. Substances/ USTs
11	DT2098	Upland Habitat Eval.	21	DT2062	Aesthetics Impact Eval.
12	DT2080	Erosion Control	22	DT2073	Coastal Zone Evaluation

** Note: The Construction Noise Factor Sheet contains special instructions and standard language that must be used every time the sheet is used.*

The screening worksheets should be produced and used on only one side because of the difficulty in making changes with two-sided printing. Furthermore, the screening worksheets should be stapled once in the upper left corner rather than bound. This too facilitates making corrections.

LIST OF ATTACHMENTS

- [Attachment 5.1](#) Basic Screening Worksheets
- [Attachment 5.2](#) Environmental Addendum A
- [Attachment 5.3](#) General Economics Impact Evaluation
- [Attachment 5.4](#) Community or Residential Impact Evaluation
- [Attachment 5.5](#) Economic Development and Business Impact Evaluation
- [Attachment 5.6](#) Agricultural Impact Evaluation
- [Attachment 5.7](#) Environmental Justice Evaluation

Attachment 5.8	Wetlands Impact Evaluation
Attachment 5.9	Streams and Floodplains Impact Evaluation
Attachment 5.10	Lake or Water Body Impact Evaluation
Attachment 5.11	Upland Habitat Impact Evaluation
Attachment 5.12	Erosion Control
Attachment 5.13	Stormwater Impact Evaluation
Attachment 5.14	Air Quality Impact Evaluation
Attachment 5.15	Construction Stage Sound Quality Impact Evaluation
Attachment 5.16	Traffic Noise Impact Evaluation
Attachment 5.17	Unique Area Impact Evaluation
Attachment 5.18	Historic Structures/Buildings Impact Evaluation
Attachment 5.19	Archaeological Sites Impact Evaluation
Attachment 5.20	Hazardous Substances or Underground Storage Tanks (USTs)
Attachment 5.21	Aesthetics
Attachment 5.22	Coastal Zone Impact Evaluation

FDM 21-15-10 Finding and No Significant Impact (FONSI)

June 15, 2001

When it has been determined that a project will not have any significant impact on the human environment, a Finding of No Significant Impact (FONSI) is prepared. It is based on the findings of the Environmental Assessment (EA), including sufficient evidence and analysis to determine that an Environmental Impact Statement (EIS) is not required, following an appropriate level of public involvement to solicit input from all affected publics.

The FONSI should consist of a concise statement of the proposed action; a summary and disposition of the public hearing if held, and a notice of availability; comments; and any changes to the EA. For most projects, this will consist of the signature page, first Basic Sheet, and the Public Availability Sheet. A summary of changes made to the EA resulting from public comments and a summary and disposition of the public hearing comments are included on the Public Availability Sheet, which is attached to the EA. In the event that significant changes are made in the scope of the project or new information is presented during the public comment period, it may be necessary to rewrite parts of the EA and include the new data when forwarding the first Basic Sheet and the Public Availability Sheet. The FONSI should supplement and not duplicate the data in the EA.

Forward the revised assessment, signed by the Region Director, to the Bureau of Environment (BOE) for review and concurrence. For a state action, the revised EA becomes a FONSI when signed by the BOE Director. If the action is federally funded, the FHWA Division Administrator approves the revisions to the EA and prepares a separate FONSI that is forwarded to BOE. A copy of the first Basic Sheet, with all appropriate signatures, will be forwarded to the Region, completing environmental documentation for an EA Action.

FDM 21-15-15 Environmental Report (ER)

June 15, 2001

The Action Type List shall be used to determine whether a project is an Environmental Report (ER) action. (See [FDM 21-5 Attachment 5.1](#) for the complete WisDOT Action List as shown in TRANS 400.)

Certain ER actions may be covered by the approved programmatic ER (pER). In order for a project to be covered under the pER it must meet the pER criteria shown in [FDM 21-5 Attachment 1.2](#). See [FDM 21-5 Attachment 1.1](#) for a list of projects which may be covered by the pER.

15.1 Appropriate Documentation

Environmental Report (ER) - An ER requires the completion of at least the Basic Sheets of the Environmental Screening Worksheets and a location map, (see below for a brief discussion of these Basic Sheets). If the ER needs a federal number, the Regions should contact the Bureau of Program Management to obtain it (608) 266-1078. BOE does not review ER's unless the project involves Section 4(f) issues.

When needed to adequately address issues involving other agencies, relevant factor sheets and correspondence from agencies having jurisdiction over any of the project's activities must be completed and attached. A 30-day public availability review period is not required. One copy of the ER with the Region

Director's signature on the first Basic Sheet shall be sent to FHWA for review and concurrence on projects which involve federal funding. One copy of an approved ER shall be placed in the Region files and another sent to the Central Office Files.

Federally-funded projects which may involve Section 4(f) properties and which are documented with an ER shall be transmitted to BOE for review and, if acceptable, approved. BOE will send the approved ER with Section 4(f) involvement to the FHWA for their review and concurrence. Send two copies of the ER and the Section 4(f) Evaluation to BOE for review, approval, and transmittal to FHWA.

State-funded projects may be reviewed and, if acceptable, approved in the originating Region. Place one copy of the approved ER in the Region files and send another copy to the Central Office Files.

BOE may also make a determination to review and approve any selected federal or state funded ER for such reasons as project controversy or at the request of the originating Region.

Programmatic Environmental Report (pER) - Projects conforming to the pER criteria do not need to have a separate ER prepared for them since they are covered by the pER. No individual ER needs to be prepared for these projects and concurrence from FHWA (and BOE) does not need to be obtained.

The pER Checklist needs to be prepared for these projects (see [Attachment 15.1](#)). This checklist is available on the dotnet. Go to the BOE home page and click on forms. This checklist does not need FHWA or BOE concurrence but a completed copy should be sent to the Hill Farms Central Office Files for placement in the project file.

Designers will note that the terms in the box labeled "Level of Improvement" do not conform with the types of highway improvement defined in [FDM 3-5-2](#). For environmental purposes the definitions given in administrative rule TRANS 400 must be used.

[FDM 21-5-1](#) provides guidance for defining pER projects. BOE is available for consultation should the Region wish to confirm a project's conformance to the pER criteria. The Region shall identify projects conforming to the pER criteria in the Design Study Report. Region staff responsible for completing form FHWA-37 shall designate pER's as 2-pER in item #16 of that form.

The form FHWA-37 shall continue to be sent to the Bureau of Program Management (BPM) and BPM shall continue to transmit the form to the FHWA. The FHWA will accept the use of form FHWA-37, FEDERAL PROJECT STATUS RECORD as their notification that a project has met the programmatic criteria and other environmental documentation requirements. This makes it very important to correctly fill in item #16 of form FHWA-37. In order to maintain consistency, the appropriate designations as shown below shall be used:

- 2-ER - Designates projects for which an individual Environmental Report (ER) was prepared and received FHWA concurrence that it is a Categorical Exclusion. Projects that were formerly approved as ER shall also be identified with the ER designation.
- 2-pER - Designates the project's conformance with the criteria for a programmatic Environmental Report (pER) and indicates that all coordination with other agencies has been satisfactorily completed. Evidence of this conformance and coordination shall be retained in the project files located in the region where the project originated and the Central Office Files. Some projects that were formerly categorized as Categorical Exclusions now require some form of environmental documentation. These projects shall be documented with the pER checklist and designated as 2-pER on item #16 of form FHWA-37.

The following table illustrates the proper designation for ER's and pER's on FHWA-37. [FDM 21-5-1](#) contains a complete table for all the appropriate designations to be used on FHWA-37 for all environmental documents.

FHWA – 37 Designation	Environmental Document
2 – ER	Environmental Report
2 – pER	programmatic Environmental Report (pER)

After processing by FHWA, a copy of form FHWA-37 is returned to the Region. The Region should place the approved form in the project's file.

LIST OF ATTACHMENTS

[Attachment 15.1](#) Programmatic Environmental Report Criteria Check List