Wisconsin Department of Transportation
Division of Transportation System Development
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Memorandum

Date: July 31, 2019

To: Project Development Chiefs
          Technical Services Chiefs
          Systems Planning Chiefs

From: Jay Waldschmidt, EPDS Section Chief

Subject: Revised and New Environmental Documentation Usage Requirements

The Bureau of Technical Services – Environmental Process and Documentation Section has recently revised and renamed the Basic Sheets for Environmental Report (ER) and Environmental Assessment (EA) documents. The Basic Sheets are now called the Environmental Report and Environmental Assessment Template (ER/EA Template).

The Factor Sheets have also been updated. A Factor Sheet for a specific environmental resource is used when supplement discussions are needed in any of the environmental document templates

Finally, we have also created an Environmental Document Quality Control Checklist. The purpose of this checklist is to assist the document preparer and reviewer in delivering environmental documents of the highest quality.

Document preparers should always go to the Forms and Tools page of the Environmental Information portion of the WisDOT website when starting a new environmental document to be sure they are using the latest template.

The ER/EA Template, updated Factor Sheets and Environmental Document Quality Control Checklist can be found at the following link;

https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/environment/formsandtools.aspx

Usage requirements for the revised ER/EA Template and updated Factor Sheets are;
- The updated ER/EA Template and Factor Sheets **must be used as of 8/1/19** for all project environmental documentation, unless;
    - **The date of the first Tribal Coordination Letter is 8/1/19 or earlier for projects which did not require a Process Initiation Letter (PIL), or**
    - **The original PIL for an EA was accepted by FHWA on or before 8/1/19**

<u>Usage requirements for the new Environmental Document Quality Control Checklist (Checklist) are</u>;

- Document preparers must begin using the Checklist for initiating Categorical Exclusion Checklist, Programmatic Categorical Exclusion, ER and EA document quality reviews **starting 8/1/19**
- The completed Environmental Document Quality Control Checklist must be uploaded by the Region to the EPDS SharePoint site at the same time the completed environmental document is entered
- The location on the EPDS SharePoint site is; https://wigov.sharepoint.com/sites/dot-dtsd/bts/epd/edts/SitePages/Home.aspx
- Each EPDS Region folder will have a site called (Region initials)QCdocs, for example "SEQCdocs" is where the Environmental Document Quality Control Checklists should be uploaded for the Southeast Region

If you have questions or concerns, please contact me at 608-267-9806.

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