

---

**eNEPA**  
**an Online Collaboration Tool**  
**User Handbook**

**Prepared for:**

**Federal Highway Administration**

**Office of Project Development and Environmental Review**

1200 New Jersey Ave, S.E.

Washington DC 20590

*Prepared by:*

**The Louis Berger Group, Inc.**

412 Mount Kemble Avenue

Morristown, NJ 07960

&

**Data Transfer Solutions**

3680 Avalon Park East Boulevard, Suite 200

Orlando, FL 32828

**September 2013**

**CONTENTS**

1. Introduction ..... 4

2. Background ..... 4

3. Development Approach ..... 5

4. Accessing eNEPA ..... 6

    4.1 Tool Requirements ..... 6

    4.2 Website Access ..... 7

5. User Roles and Privileges ..... 9

    5.1 Logging In ..... 10

6. Common Elements for Navigating eNEPA ..... 11

    6.1 Breadcrumbs ..... 11

    6.2 Searching, Sorting and Paging ..... 12

    6.3 Uploading Documents ..... 13

    6.4 My Account ..... 14

        Setting the Time Zone ..... 15

    6.5 View Organizations ..... 15

7. Searching for a Project ..... 17

8. Creating a New Project ..... 19

9. Project Tabs ..... 22

    9.1 Project Details ..... 23

    9.2 Documents (Document Manager) ..... 24

        Editing File Details ..... 25

        Emailing a Document ..... 26

        Downloading a File ..... 27

        Creating a Zip File ..... 27

**eNEPA User Handbook**

9.3 Contacts..... 28

9.4 Calendar ..... 30

9.5 Meetings..... 34

9.6 Actions..... 37

9.7 Reviews..... 38

10. Project Actions - Details ..... 41

    10.1 Transportation Planning..... 41

        Transportation Plan ..... 41

    10.2 Environmental Assessment ..... 44

        Early Coordination ..... 45

        Scoping..... 48

        Draft Environmental Assessment ..... 52

        Comment Period..... 58

        Revised Environmental Assessment ..... 60

        Finding of No Significant Impacts ..... 63

    10.3 Environmental Impact Statement ..... 66

        Early Coordination ..... 67

        Scoping..... 73

        Draft Environmental impact Statement ..... 78

        Comment Period..... 89

        Final Environmental Impact Statement / Record of Decision ..... 92

11. Help ..... 105

    11.1 Acronyms..... 105

### 1. INTRODUCTION

This is the user's handbook for how to use FHWA's electronic collaboration tool during the National Environmental Policy Act of 1969 (NEPA) process. This tool is referred to as "eNEPA" throughout this document.

The development of eNEPA is the result of the longstanding FHWA priority to improve the timeliness and quality of the environmental review process. Since TEA-21, a central focus of FHWA efforts to accelerate project delivery has been establishing coordinated environmental review processes with concurrent interagency reviews and established time periods. FHWA has developed eNEPA for use by State Departments of Transportation (DOTs) in support of interagency reviews with the intent of creating a transparent and streamlined process across states and transportation projects. FHWA believes that interagency collaboration will be greatly enhanced and expedited through the use of eNEPA. By improving the ability for concurrent agency reviews, particularly by Federal agency reviews, issues can be raised and dealt with early, in real-time, thereby simplifying and clarifying the review process and assisting agencies in fulfilling their NEPA responsibilities.

### 2. BACKGROUND

FHWA has been at the forefront of the efforts to streamline and accelerate project delivery and has pursued a multi-faceted strategy to improve and accelerate the project development process through process reinvention, interagency relationship building, performance measurement, dispute resolution and facilitation of State and regional initiatives. FHWA's "Shortening Project Delivery Toolkit" includes initiatives such as Every Day Counts (EDC) which focuses on identifying and deploying innovative methods and technologies for accelerating project delivery, while also enhancing the safety of roadways and protecting the environment. Planning and Environment Linkages (PEL) is another initiative included in the toolkit, that focuses on early consideration and planning for environmental, community and economic goals and incorporating this information into the environmental review process.

Accelerating project delivery has not only been a FHWA mission, it has been an executive and legislative directive. On August 31, 2011 President Barack Obama released a Memorandum entitled Speeding Infrastructure Development through More Efficient and Effective Permitting and Environmental Review. This Memorandum emphasizes the importance of expediting the environmental review process and directs agencies to coordinate with each other to run reviews concurrently, efficiently, and to utilize information technology tools to assist with these responsibilities. Specifically, the Memorandum directed agencies to deploy information technology tools which allow "personnel from different agencies or jurisdictions to coordinate review timelines, share data and review documents through a common, internet-based platform".

Following the August 31 Presidential Memorandum, the White House released Executive Order 13604 on March 22, 2012 which re-emphasized the importance of efficient agency reviews, and utilizing



## **eNEPA User Handbook**

information technology to do so. This Executive Order established a Steering Committee on Federal Infrastructure Permitting and Review Process Improvement to facilitate improvements in Federal review processes in a number of sectors including surface transportation. Furthermore, the 2012 Transportation Reauthorization Act: Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP 21) took additional steps to ensure that agencies work to expedite their review times.

Rising to meet the objectives set forth by the President, as well as its own goals and objectives for shortening project delivery, FHWA has developed eNEPA. FHWA believes that interagency collaboration can be further enhanced and expedited through the use of eNEPA and expects that this tool will facilitate concurrent agency reviews, and lead to issue resolution in real-time, early in the environmental review process. The goal of using eNEPA is a streamlined and transparent process that improves communication and shortens the project delivery timeline.

### **3. DEVELOPMENT APPROACH**

eNEPA has been developed with the input of State agencies who volunteered to participate in the pilot effort lead by FHWA. The State agencies include Arizona DOT, North Dakota DOT, Washington DOT, Wisconsin DOT and Utah Transit Authority. These agencies have participated in the initial requirements gathering, three iterative testing sessions and a final testing session. They also volunteered to participate in the three month long pilot effort to utilize eNEPA in environmental document collaboration and tracking. The pilot effort officially began on May 22, 2013 and is scheduled to end on August 23, 2013. Upon completion of the pilot effort, FHWA will roll out eNEPA nationally. FHWA is appreciative of the time and effort put forth by these pilot states and welcomes feedback and participation of other State agencies.

## 4. ACCESSING ENEPA

### 4.1 TOOL REQUIREMENTS

eNEPA supported browsers include Internet Explorer 8 (IE8), IE9, IE10, Firefox and Chrome. Some features may not work with other browsers. If you use another browser and encounter any issues, you should switch to a supported browser.

eNEPA supports many commonly used file formats. If you try to upload an unsupported format, you will receive a message requesting that documents of a supported file type be uploaded. Supported file types include:

- .pdf
- .txt
- .doc
- .docx
- .xls
- .xlsx
- .rtf
- .csv
- .zip
- .gzip
- .ppt
- .pptx
- .jpeg
- .jpg

## 4.2 WEBSITE ACCESS

Click on the link below to access eNEPA.

<https://enepa.dtsagile.com>

Click **eNEPA Home** to return to this home page at any time.

eNEPA Home About Contact Sign In

**eNEPA Portal**  
Project Collaboration Tools for State Transportation Agencies

eNEPA is a tool that supports State DOT efforts to comply with the National Environmental Policy Act for transportation projects. eNEPA supports State and Federal agencies' opportunities for real-time collaboration on environmental reviews.

**Sign in**

Username

Password

[Forgot Password?](#)

**Latest News**

- [Project News \[TODO\]](#)
- [MAP-21 Updates](#)
- [Environmental Stewardship Newsletter](#)

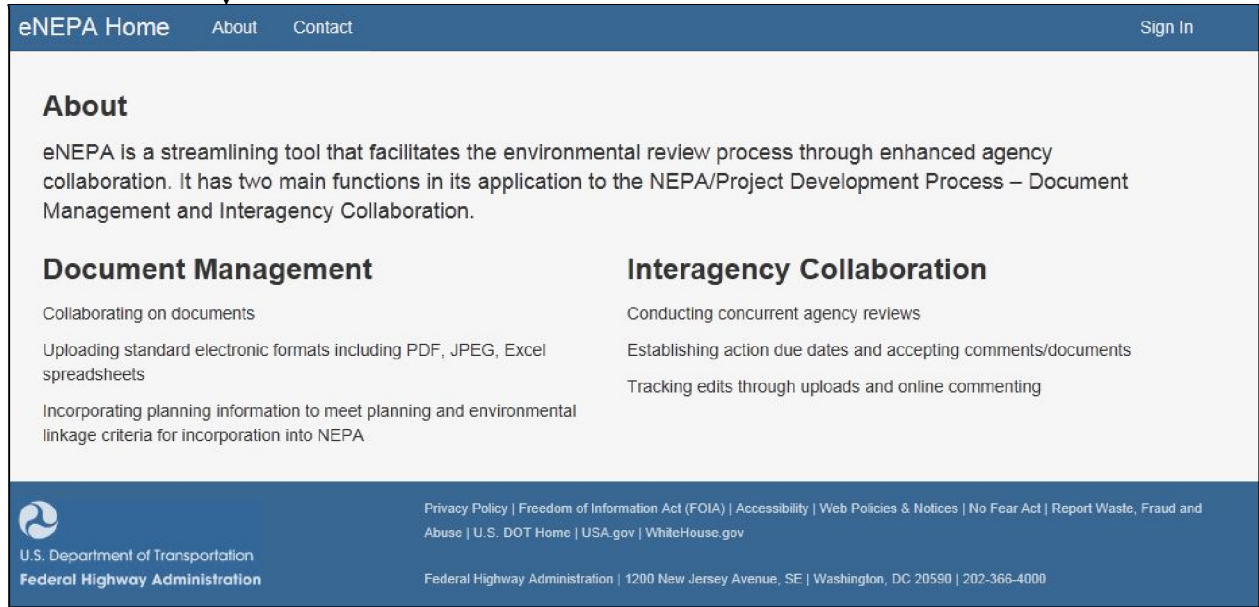
**Resources**

- [FHWA Environmental Review Toolkit](#)
- [1st Iteration Testing Materials](#)
- [2nd Iteration Testing Materials](#)
- [3rd Iteration Testing Materials](#)
- [4th Iteration Testing Materials \(pptx, pdf\)](#)

The bottom of the home page provides a variety of links for **News** and **Resources** to support eNEPA users. Please become familiar with these helpful references.

## eNEPA User Handbook

The **About** link routes users to the About eNEPA screen, which provides a brief description of the tool's functions.



The screenshot shows the 'About' page of the eNEPA website. The navigation bar at the top includes 'eNEPA Home', 'About', 'Contact', and 'Sign In'. The main content area is titled 'About' and contains a paragraph describing the tool's purpose. Below this, there are two columns: 'Document Management' and 'Interagency Collaboration', each with a list of functions. The footer contains the U.S. Department of Transportation Federal Highway Administration logo and contact information, along with various policy links.

**eNEPA Home**   [About](#)   [Contact](#)   [Sign In](#)

### About

eNEPA is a streamlining tool that facilitates the environmental review process through enhanced agency collaboration. It has two main functions in its application to the NEPA/Project Development Process – Document Management and Interagency Collaboration.

#### Document Management

- Collaborating on documents
- Uploading standard electronic formats including PDF, JPEG, Excel spreadsheets
- Incorporating planning information to meet planning and environmental linkage criteria for incorporation into NEPA

#### Interagency Collaboration

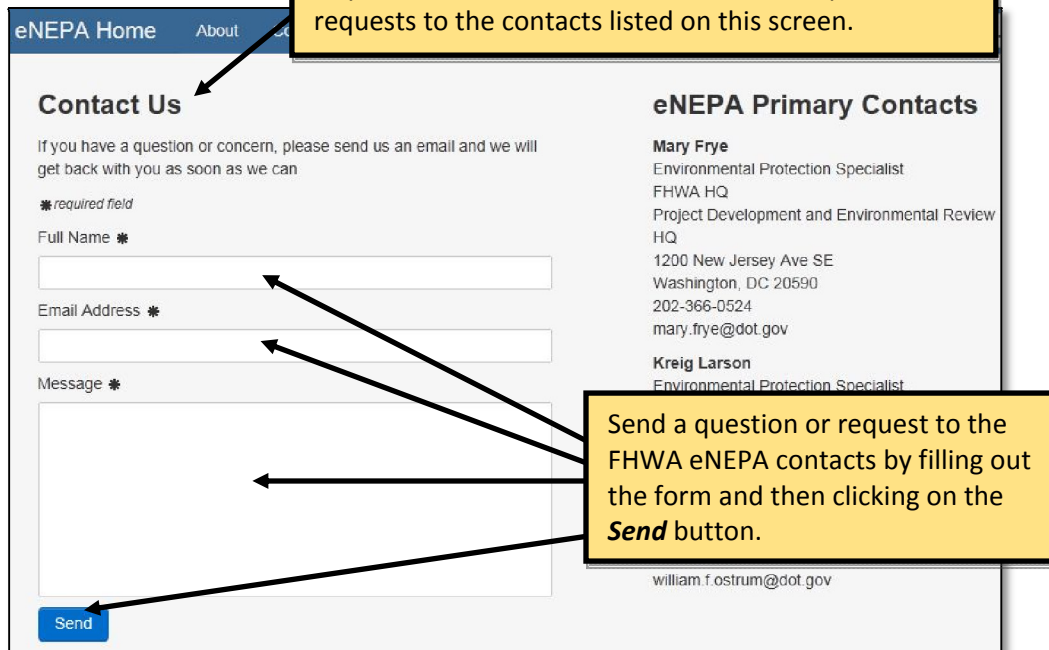
- Conducting concurrent agency reviews
- Establishing action due dates and accepting comments/documents
- Tracking edits through uploads and online commenting

U.S. Department of Transportation  
**Federal Highway Administration**

Privacy Policy | Freedom of Information Act (FOIA) | Accessibility | Web Policies & Notices | No Fear Act | Report Waste, Fraud and Abuse | U.S. DOT Home | USA.gov | WhiteHouse.gov

Federal Highway Administration | 1200 New Jersey Avenue, SE | Washington, DC 20590 | 202-366-4000

The **Contact** link routes users to the Contact Us screen. Anyone who visits the website can submit questions or requests to the contacts listed on this screen.



The screenshot shows the 'Contact Us' page of the eNEPA website. It features a contact form with fields for 'Full Name', 'Email Address', and 'Message', and a 'Send' button. To the right, there is a section titled 'eNEPA Primary Contacts' listing Mary Frye and Kreig Larson with their titles and contact information. A yellow callout box with arrows points to the form fields and the 'Send' button, providing instructions on how to use the form.

**eNEPA Home**   [About](#)   [Contact](#)

### Contact Us

If you have a question or concern, please send us an email and we will get back with you as soon as we can

\*required field

Full Name \*

Email Address \*

Message \*

#### eNEPA Primary Contacts

**Mary Frye**  
Environmental Protection Specialist  
FHWA HQ  
Project Development and Environmental Review HQ  
1200 New Jersey Ave SE  
Washington, DC 20590  
202-366-0524  
mary.frye@dot.gov

**Kreig Larson**  
Environmental Protection Specialist  
william.f.ostrum@dot.gov

Send a question or request to the FHWA eNEPA contacts by filling out the form and then clicking on the **Send** button.

5. USER ROLES AND PRIVILEGES

Each eNEPA user is assigned one or more roles by an Administrator. These roles define what a user can access and what they can change. User roles, along with their capabilities within the tool, are shown in the following table.

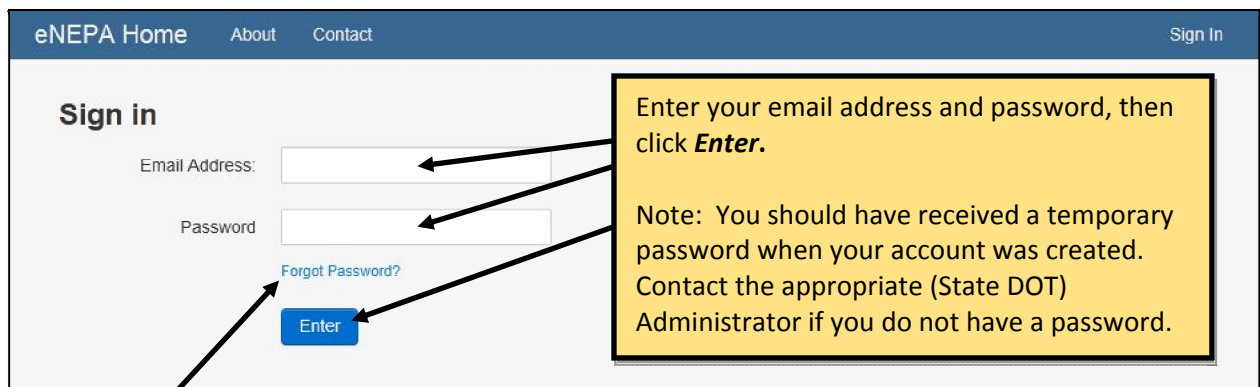
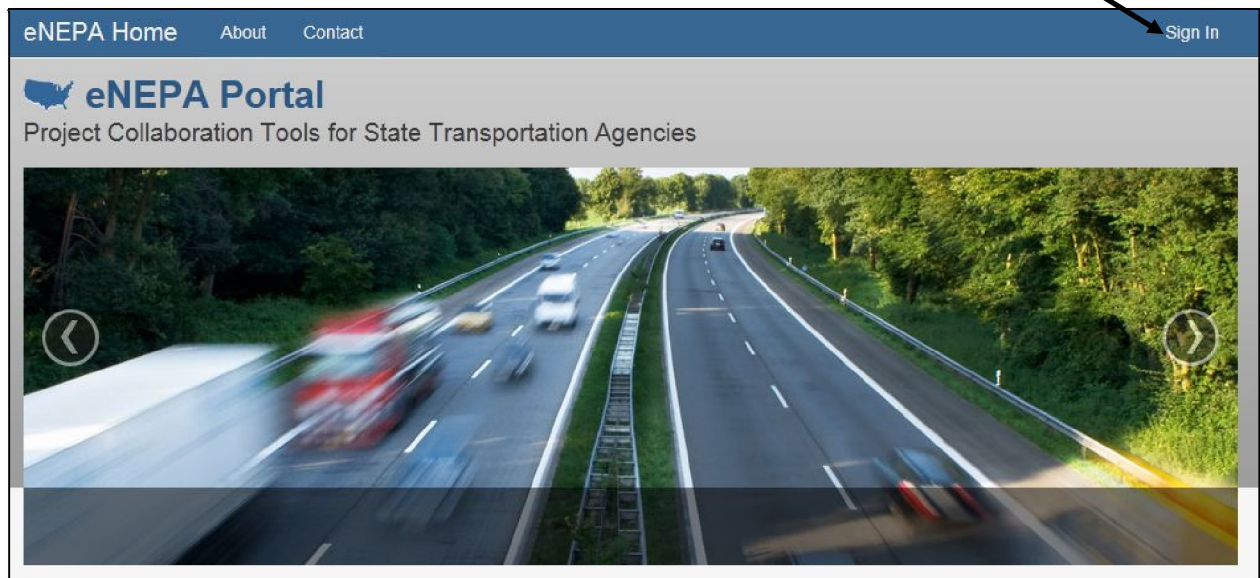
	System Administrator	Organization Manager	Project Manager	FHWA (HQ and Division)	Legal	State DOT	Consultant	Resource Agency	Transit Agency	Tribal Government	eNEPA User
<b>Organization Administration</b>											
Create, edit, and archive all eNEPA organizations	X										
Edit organization details for own organization		X									
<b>User Administration</b>											
Create, edit, and archive all eNEPA users	X										X
Create, edit, and archive users for own organization		X									
<b>Project Management</b>											
Create and edit all eNEPA projects	X										
Create projects and edit project details / actions for own projects			X								
Manage documents, contacts, actions, and review posts for all eNEPA projects	X										
View documents, contacts, calendar, meetings, actions, and published review posts for all eNEPA projects	X	X	X	X	X	X	X	X	X	X	X
Edit document details on own projects			X								
Add and manage project contacts on own projects			X								
Add meetings (when designated as a project contact)		X	X	X	X	X	X	X	X	X	X
Contribute to document reviews (when designated as a reviewer for the project)			X	X		X	X	X	X	X	X
Contribute to FHWA legal reviews (when designated as a legal reviewer for the project)					X						
Add document review posts		X	X	X	X	X	X	X	X	X	X
Publish document review posts on own projects			X								
View documents and posts designated as "FHWA Only" access	X			X							

## eNEPA User Handbook

### 5.1 LOGGING IN

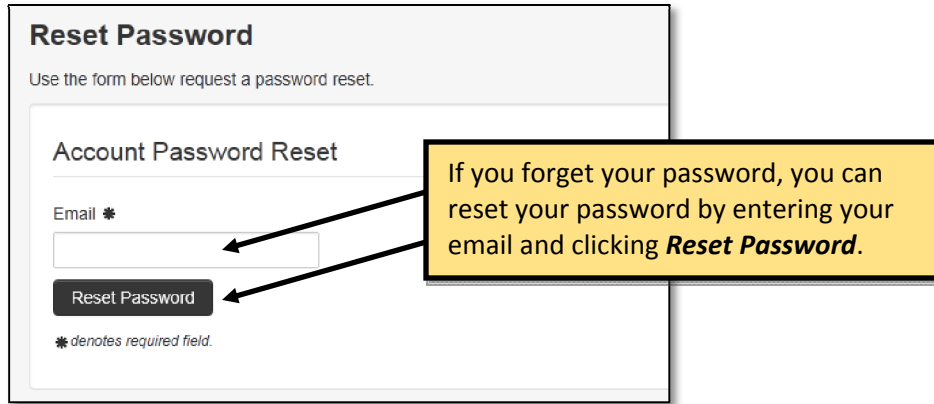
All eNEPA users must be registered to access the tool. Each State DOT or agency has an Administrator who creates new user accounts and controls user access. This Administrator creates user accounts for all State DOT users, consultants and resource agency users that the State DOT or agency collaborates with during the environmental review process. The Administrator is responsible for the assignment of roles for each user. When the Administrator creates your account, the tool sends you an email notification that includes a temporary password. Upon initial log in, you are prompted to change the password.

To log in, click on **Sign In**.



If you forget your password, click on **Forgot Password?** Follow the instructions to reset the password. See the next page for the Reset Password screen.



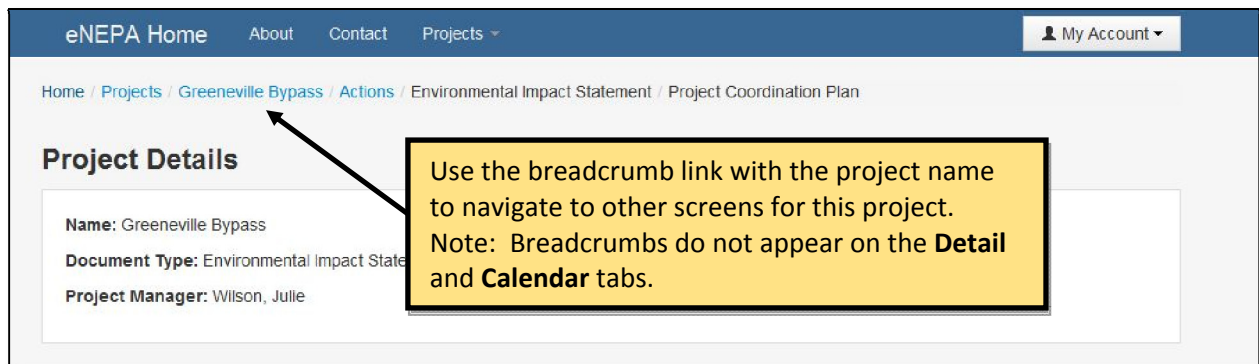


## 6. COMMON ELEMENTS FOR NAVIGATING ENEPA

Below is a list of common elements utilized across eNEPA to assist you in navigating the environmental review process step-by-step. These common elements appear in many places throughout the tool.

### 6.1 BREADCRUMBS

To assist in navigating the tool, a hyperlink (also called a breadcrumb), is shown at the top of the screen when you are within a project. You can click on these blue hyperlinks to route through to other screens for the same project. Breadcrumbs are used within projects only – to navigate to another project, click the Projects button to the right of the Home button.



## 6.2 SEARCHING, SORTING AND PAGING

Each table presented throughout eNEPA has searching, sorting and paging features to assist users.

The Search text box in the upper right area of a table is used to narrow down the results shown. For example, in a list of contacts you can begin typing part of the contact’s first name or last name to quickly find them in the list. You can also type the area code or a state abbreviation or part of an email address to narrow down the search. As you begin typing, the results change to show only results that include what is typed.

Sorting allows the table to be viewed in a different order. Whereas a table might default to showing a list of contacts alphabetically by last name, it may be more helpful to sort by a different field, such as each contact’s organization. Click on the header of a different field to sort by that field in alphabetical or numerical order. If you click the header a second time, the column of information sorts in reverse order (clicking a third time once again sorts by alphabetical or numerical order as the header click toggles back and forth). The table resets to its default setting upon leaving the table or refreshing the browser.

Paging allows you to look at additional pages of the table (or results that you have narrowed down). The number of entries currently displayed is shown in the bottom left area of the table. Available pages are shown as numbers in the bottom right area of the table. The current page is shown in gray while other pages are shown in blue. A Next button and a Previous button appear if there are more pages than can be shown at once.

Click on the **arrows** or **header** to sort a column.

Enter text in the search box to narrow the results.

<input type="checkbox"/>	Name	Organization	State	Title	Email	Phone
<input checked="" type="checkbox"/>	Love, Sharon	FHWA Division	AL	Environmental Program Manager	sharon.love@dot.gov	360 753 9558
<input checked="" type="checkbox"/>	Railsback, Steve	DTS			srailsback@dtsagile.com	(970) 472-0807
<input checked="" type="checkbox"/>	Wilson, Julie	DTS			jwilson@dtsgis.com	(970) 472-0807
<input type="checkbox"/>	Amegashie, Carolyn	WisDOT	43		Carolyn.Amegashie@dot.wi.gov	608 266 2965
<input type="checkbox"/>	Bartholomew, Tim	UTA	UT		tbartholomew@rideuta.com	801 237 1953
<input type="checkbox"/>	Becker III, Jim	WisDOT	WI		james.becker@dot.wi.gov	608 261 0137
<input type="checkbox"/>	Beightel, Eric	US DOT	DC		Eric.Beightel@dot.gov	608 267 3615
<input type="checkbox"/>	Berna, Jeffrey	FHWA Division			Jeffrey.Berna@dot.gov	
<input type="checkbox"/>	Binckes, Bob	DTS	CO		bbinckes@dtsagile.com	(970) 472-0807
<input type="checkbox"/>	Bouwman, Dave	DTS	CO		dbouwman@dtsagile.com	(970) 472-0807

Showing 1 to 10 of 60 entries

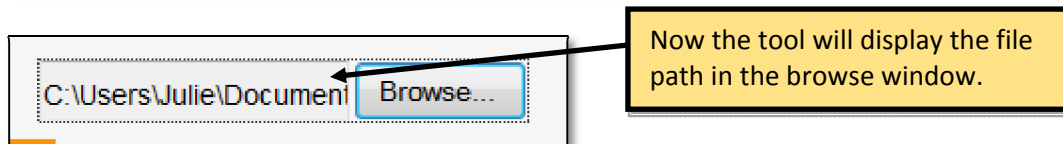
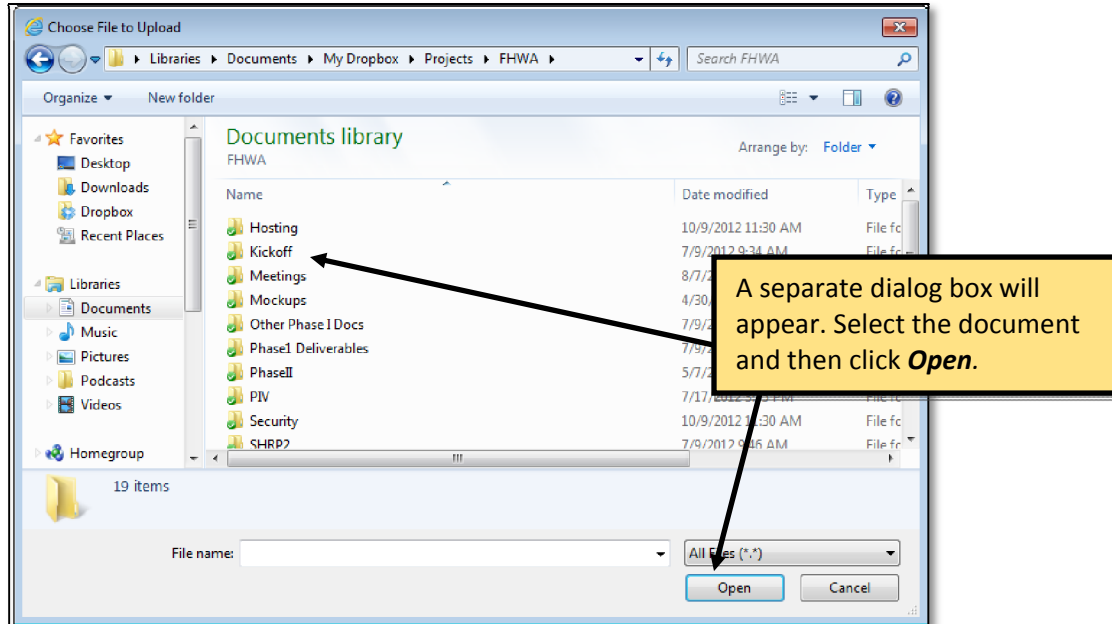
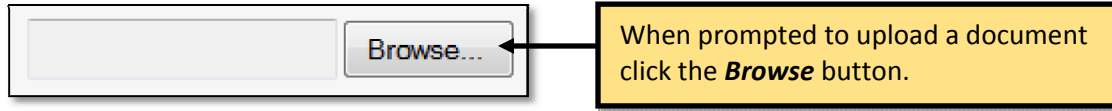
← Previous 1 2 3 4 5 Next →

When the **Previous** and **Next** buttons appear in blue, they may be used to click through the results.



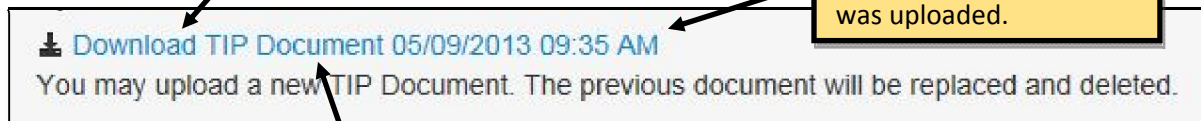
6.3 UPLOADING DOCUMENTS

Users are prompted to browse to and upload documents in many areas of the tool. When you click on the browse button, a dialog box prompts you to select the file from your computer or local network drive. When you select the file and click the open button, the browse window displays the file path.



When you submit the screen, the document is uploaded to the tool. The screen will now display a link rather than the browse button. Documents may be replaced at any time by repeating the upload process.

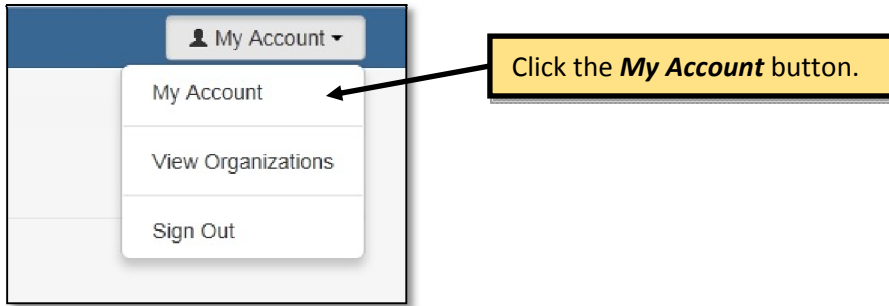
The link displays the date and time the document was uploaded.



To download a document, click on the link. Your browser will prompt you to open or save the file to a location on your computer or network.

## 6.4 MY ACCOUNT

The Administrator will enter basic contact information when creating a user in the tool. You may manage your contact information including address, email address and phone number from the My Account screen. Access the My Account screen by clicking the My Account button in the top right corner of the screen. The button is accessible from all eNEPA screens.



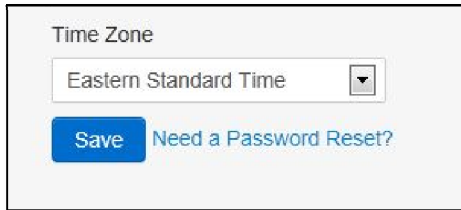
A screenshot of the 'My Account' profile page. The page has a blue header with 'eNEPA Home' and navigation links for 'About', 'Contact', and 'Projects'. A 'My Account' button is in the top right. Below the header, the breadcrumb 'Home / Users / My Account' is shown. The main heading is 'My Account'. The form contains the following fields:

- Salutation: dropdown menu
- First Name \*: text input with 'Julie'
- Last Name \*: text input with 'Wilson'
- Email \*: text input with 'jwilson@dtsgis.com'
- Title: text input
- Department: text input
- Address: text input
- Phone Number: text input with '(970) 472-0807'
- City: text input
- State: dropdown menu with 'Choose...'
- Zip: text input
- Time Zone: dropdown menu with 'Eastern Standard Time'

At the bottom left, there is a blue 'Save' button and a link 'Need a Password Reset?'. A yellow callout box with a black border and an arrow pointing to the 'Save' button contains the text: 'Contact information is initially entered by the Administrator when your account is created. To update or correct information, change as appropriate, then click **Save**. Required fields are noted with an \*.'

### SETTING THE TIME ZONE

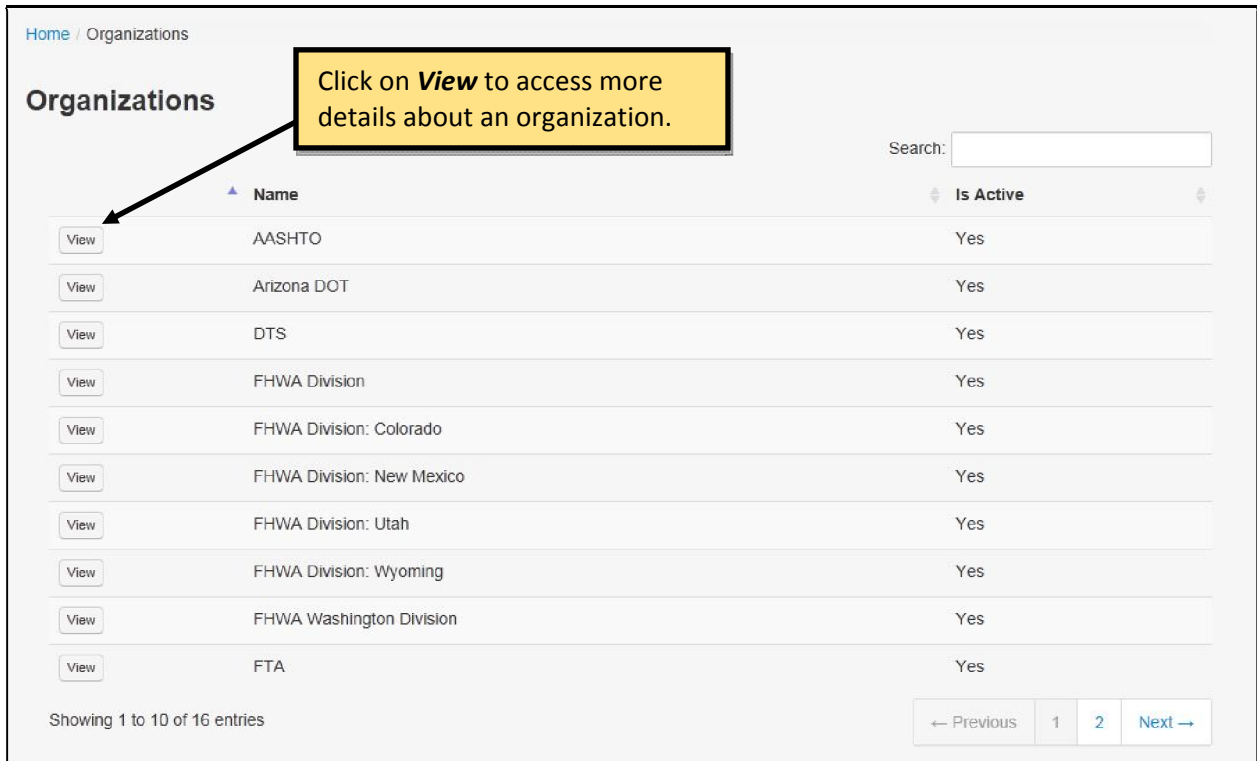
Users of eNEPA can set their preferred time zone in the My Account screen. eNEPA maintains a meeting schedule with the meeting date and time. It is important that the time zone be set correctly. Arizona users should select Mountain Standard Time (No DST). All other time zones will adjust for daylight savings time. The dropdown menu for the time zone appears just above the save button in the My Account screen.



Time Zone  
Eastern Standard Time  
Save Need a Password Reset?

### 6.5 VIEW ORGANIZATIONS

All users may view the Organizations screen. Clicking on the View button to the left of an organization name brings up information about that organization.



Home / Organizations

## Organizations

Search:

	Name	Is Active
<a href="#">View</a>	AASHTO	Yes
<a href="#">View</a>	Arizona DOT	Yes
<a href="#">View</a>	DTS	Yes
<a href="#">View</a>	FHWA Division	Yes
<a href="#">View</a>	FHWA Division: Colorado	Yes
<a href="#">View</a>	FHWA Division: New Mexico	Yes
<a href="#">View</a>	FHWA Division: Utah	Yes
<a href="#">View</a>	FHWA Division: Wyoming	Yes
<a href="#">View</a>	FHWA Washington Division	Yes
<a href="#">View</a>	FTA	Yes

Showing 1 to 10 of 16 entries

← Previous 1 2 Next →

Click on **View** to access more details about an organization.

[Home](#) / [Organizations](#) / Organization Details

### Organization Details

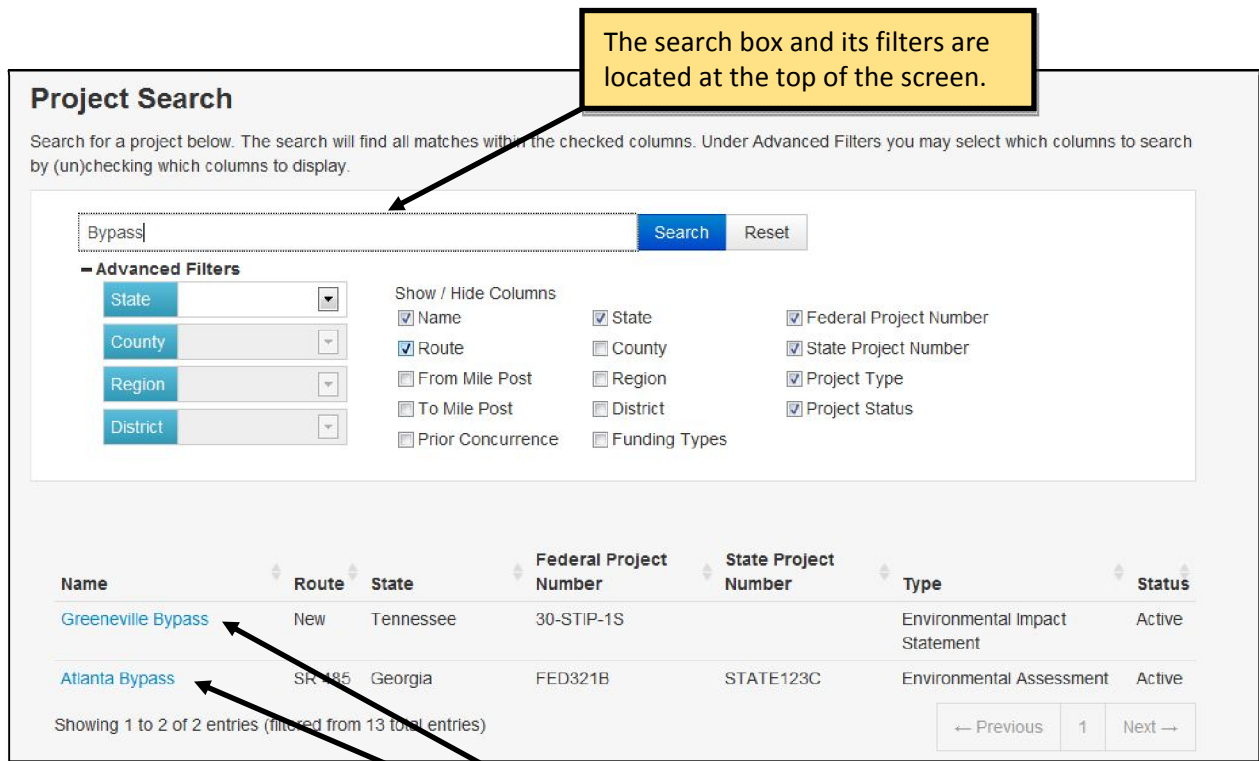
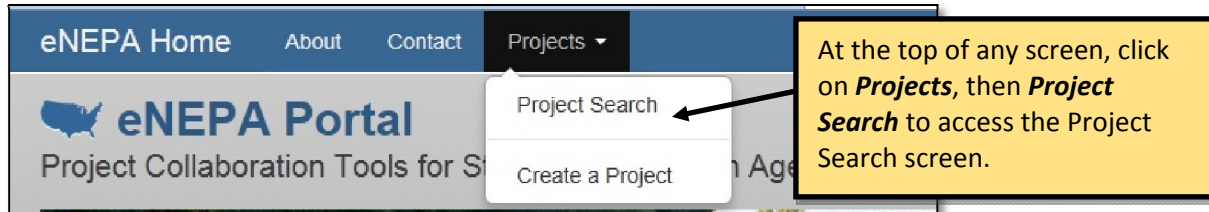
Organization Name	DTS
Address	409 Mason Court, Suite 127 Fort Collins
Phone	970.472.0807
Fax	970.493.1075
Website	<a href="http://www.dtsgis.com/">http://www.dtsgis.com/</a>
Email	<a href="mailto:srailsback@dtsagile.com">srailsback@dtsagile.com</a>

The resulting **Organization Details** screen provides additional details about an organization.

The information that may be shown for an organization includes its address, telephone number, fax number, website and an email address. The tool also shows whether the organization is an FHWA Division Office and whether the organization is active (i.e., currently involved in NEPA processes). Organizations are not deleted if they no longer participate in NEPA processes; instead, they are marked as inactive and remain as part of the historical record.

## 7. SEARCHING FOR A PROJECT

To access any project in the tool, you should use the Project Search feature. This feature gives you the ability to filter through all projects to find the one of interest.



The project results are displayed at the bottom of the screen. The results may be sorted by clicking on different column headers.

## eNEPA User Handbook

To use the Advanced Filters, first click on the State button. This loads other dropdown menus for County, Region and District. The Region and District filters can only be used if these fields have been entered for a project.

You may customize the results table to display specific columns. To the right of the advanced filters is an area labeled "Show / Hide Columns". Checking a box adds that column to the results information at the bottom of the screen. Un-checking a box removes that column from the results information at the bottom of the screen.

To use specific filters, click on **Advanced Filters**. If filters are open, clicking here hides the advanced filters.

Enter a few letters/numbers or a word and click **Search**. eNEPA searches every column and returns the results below. Click **Reset** to start over.

**Project Search**  
Search for a project below. The search will find all matches within the checked columns. Under Advanced Filters you may select which columns to search by (un)checking which columns to display.

Bypass | Search | Reset

**- Advanced Filters**

- State
- County
- Region
- District

**Show / Hide Columns**

- Name
- Route
- From Mile Post
- To Mile Post
- Prior Concurrence
- State
- County
- Region
- District
- Funding Types
- Federal Project Number
- State Project Number
- Project Type
- Project Status

Select an option from the dropdown to display the results.

In the **Show/Hide Columns** area, click a box to add that column to the results table.

Name	Route	State	Federal Project Number	State Project Number	Type	Status
<a href="#">Greenville Bypass</a>	New	Tennessee	30-STIP-1S		Environmental Impact Statement	Active
<a href="#">Atlanta Bypass</a>	SR 485	Georgia	FED321B	STATE123C	Environmental Assessment	Active

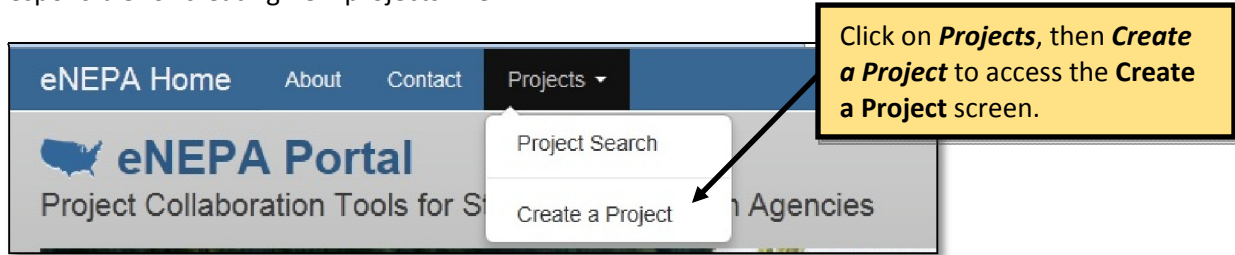
Showing 1 to 2 of 2 entries (filtered from 13 total entries)

← Previous | 1 | Next →

Select the project name to view the **Project Details** tab.

## 8. CREATING A NEW PROJECT

State DOTs, other agencies who are leading the project, or consultants working for the State DOTs, are responsible for creating new projects in eNEPA.



The screenshot shows the 'Create a Project' form. The form is titled 'Create a Project' and includes a breadcrumb trail: 'Home / Projects / Create a Project'. Below the title is a note: 'Enter the basic project information to create a new project. Once the project is created you will be able to add meetings and project contacts.' A legend indicates that asterisks (\*) denote required fields.

**Project Information**

Project Name \*

Project Type \*

Select State & County \*  
State  County

State DOT District   
State DOT Region

Route \*   
Project Length (miles)

From Mile Post   
To Mile Post

Latitude   
Longitude

Prior Project Concurrence

Project Status \*

**Project Numbers**

Primary Project Number \*

Federal Project Number

State Project Number

Start Date   
End Date

Three yellow callout boxes provide instructions: 1. 'To create a project, fill out the form with the project details. Note: Required fields are marked with an \*.' 2. 'For a project that spans multiple states or counties, click on the +. Click on the - to remove multiple states or counties.' 3. 'Select a date by clicking in the box. You can navigate the calendar or type the date using MM/DD/YYYY format.'

## eNEPA User Handbook

Status Notes

Enter in notes about the history and current status of the project. Include information about previous studies.

Characters left: 3889

Project Description

Enter in the project description for the project. The character counter in the bottom right corner lets you know how many more characters you can type in the box.

Project Limits

Enter in project limits, such as the logical termini and length of the project.

Remarks

Enter in any additional remarks.

Characters left: 3921

When finished with the form, click **Create**. You will then be routed to the **Project Details** screen.

Characters left: 3968

Create

[Back to List](#)



Once you create the project, you are routed to the **Project Details** screen.

### General Information

State(s) & Count(ies):  
- Tennessee: Greene

State DOT District:  
State DOT Region: 1

Mile Posts: Not supplied.

Route: New

Length: 12.3

Prior Concurrence Project: Yes

Project Type: Environmental Impact Statement

Lat., Long.: Not supplied.

### Project Numbers

Name	Number
Primary Project Number	123.123
Federal Project Number	30-STIP-1S
State Project Number	

[New Project Number](#)

### Project Funding

Funding Type	Funding Source	Notes	Amount
			\$0.00

[New Funding Source](#)

### Project Description

The Tennessee Department of Transportation (TDOT) is considering a proposed bypass around Greeneville in Greene County, Tennessee. TDOT is currently working on an Environmental Impact Statement (EIS) to determine what impacts the project will have on the natural and human environment. The need for this project was identified by the Tennessee State House of Representatives in 1994 in legislation which addressed transportation issues from Pigeon Forge through Sevierville, Newport, Greeneville, and the Tri-Cities. Since the 1994 legislation, several transportation studies have been conducted for Greeneville, one in 2002 and another in 2006. The EIS underway will examine the facts presented in the former studies and is currently undergoing new studies which will examine all reasonable alternatives for a Greeneville bypass. The goals for the bypass will be to improve regional mobility, improve safety, promote economic growth, and reduce truck traffic on US-11E in Greeneville. TDOT is currently performing technical studies on the proposed project alternatives. Technical studies are expected to be completed by the end of 2012. The attached map illustrates the location of the alternatives that are being carried forward for study in the EIS.

### Project Limits

**Once the project is created, add a *New Project Number* and *New Funding Source*.**

**Click *Edit* to change previously entered project information.**

### Project Remarks

### Project Status Notes

Since the 1994 legislation, several transportation studies have been conducted for Greeneville, one in 2002 and another in 2006.

### Create Project Number

Name \*

Number \*

After clicking on ***New Project Number***, you are prompted to enter the name and project number. When finished, click ***Save***.

**Create Funding Source**

Tracking Number \*

Funding Type \*  
Choose... ▾

Amount \*  
0.00

Notes  
  
Characters left: 1000

After clicking on **New Funding Source**, you are prompted to enter the tracking number, funding type, funding amount and notes.

Funding Type \*  
Choose... ▾  
Choose...  
State  
Federal  
Local  
Private  
Other

When finished, click **Save**.

## 9. PROJECT TABS

Once a project is created in eNEPA, a line of tabs is displayed along the middle of the screen. These tabs help you navigate to different topics related to a specific project. Each tab is discussed in the following sections.

**Project Details**

**Name:** SR 162 (Pellissippi Parkway Extension)      **Status:** Active  
**Federal Project Number:** FHWA-1234      **Primary Project Number:** 101202.00      **State Project Number:** 1234-04-1121  
**Document Type:** Environmental Impact Statement      **Start Date:** 7/1/2006      **End Date:** Not specified  
**Project Manager:** Wilson, Julie

**Project Details**

Details Documents Contacts Calendar Meetings Actions Reviews

The **project banner** provides basic project information.

**Project tabs** are described in the sections below.

9.1 PROJECT DETAILS

The Project Details tab includes basic project information including, project number, funding information, project limits, remarks, status notes and description.

### Project Details

[Details](#)
[Documents](#)
[Contacts](#)
[Calendar](#)
[Meetings](#)
[Actions](#)
[Reviews](#)

---

#### General Information

State(s) & Count(ies):  
- Tennessee: Blount

State DOT District:

State DOT Region: 1

Mile Posts: Not supplied.

Route: SR 162

Length: 4.4

Prior Concurrence Project: No

Project Type: Environmental Impact Statement

Lat., Long.: Not supplied.

#### Project Numbers

Name	Number
Primary Project Number	101202.00
Federal Project Number	FHWA-1234
State Project Number	1234-04-1121

[New Project Number](#)

---

#### Project Funding

	Funding Type	Funding Source	Notes	Amount
<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>	FHWA TN 1031	Federal		\$45,000,000.00
				<b>\$45,000,000.00</b>

[New Funding Source](#)

---

#### Project Description

TDOT, in cooperation with the Federal Highway Administration (FHWA), is proposing to extend and construct Pellissippi Parkway (SR 162) from its current terminus at SR 33 (Old Knoxville Highway) to SR 73 (US 321 or Lamar Alexander Highway) in Blount County. The length of the proposed extension would be approximately 4.4 miles.

#### Project Limits

Pellissippi Parkway (SR 162) from its current terminus at SR 33 (Old Knoxville Highway) to SR 73 (US 321 or Lamar Alexander Highway) in Blount County.

---

#### Project Remarks

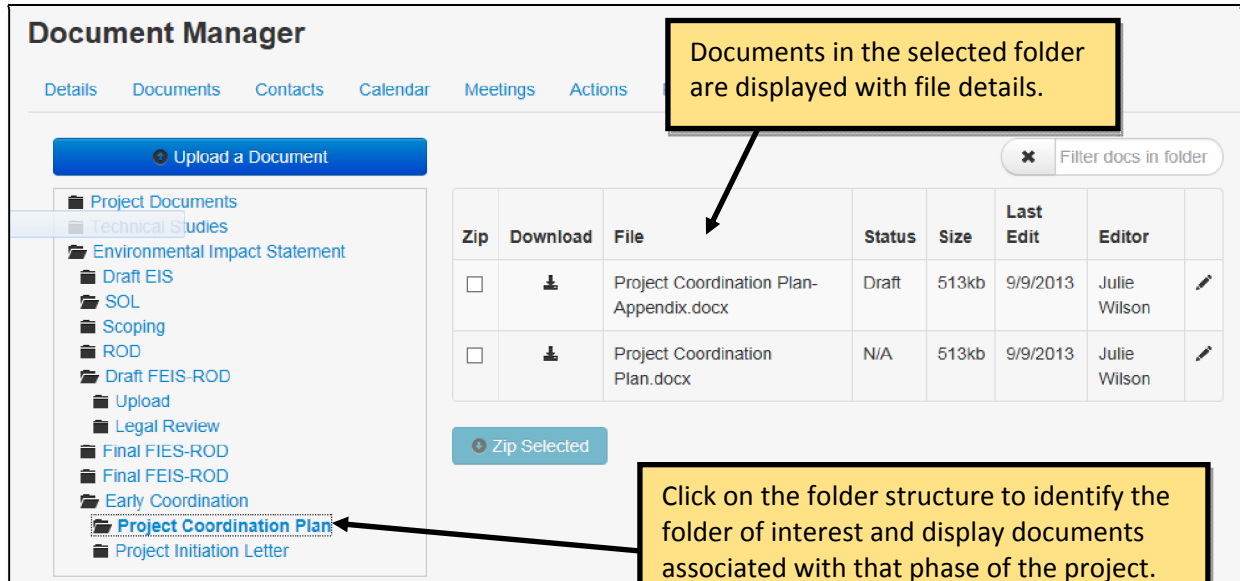
[Edit](#)
[Back to List](#)
[Delete](#)

#### Project Status Notes

On Monday, July 29, 2013, TDOT announced that the west alignment shift at the southern end of the Preferred Alternative has been selected for the Pellissippi Parkway Extension (State Route 162) project in Blount County.

## 9.2 DOCUMENTS (DOCUMENT MANAGER)

The Documents tab provides a library for all documents associated with the project. Click deeper in the document tree (folder structure) until the desired document appears on the right side of the screen.



**Document Manager**

Details Documents Contacts Calendar Meetings Actions

Upload a Document

Filter docs in folder

Zip	Download	File	Status	Size	Last Edit	Editor	
<input type="checkbox"/>		Project Coordination Plan-Appendix.docx	Draft	513kb	9/9/2013	Julie Wilson	
<input type="checkbox"/>		Project Coordination Plan.docx	N/A	513kb	9/9/2013	Julie Wilson	

Zip Selected

Project Documents

Technical Studies

Environmental Impact Statement

Draft EIS

SOL

Scoping

ROD

Draft FEIS-ROD

Upload

Legal Review

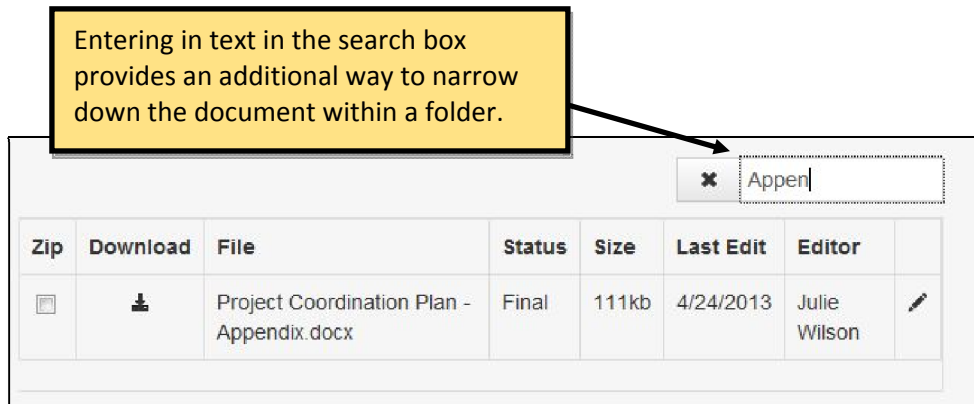
Final FIES-ROD

Final FEIS-ROD

Early Coordination

**Project Coordination Plan**

Project Initiation Letter

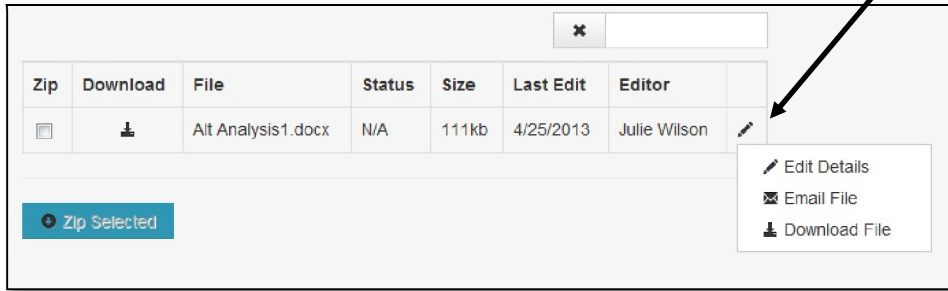


Entering in text in the search box provides an additional way to narrow down the document within a folder.

Appen

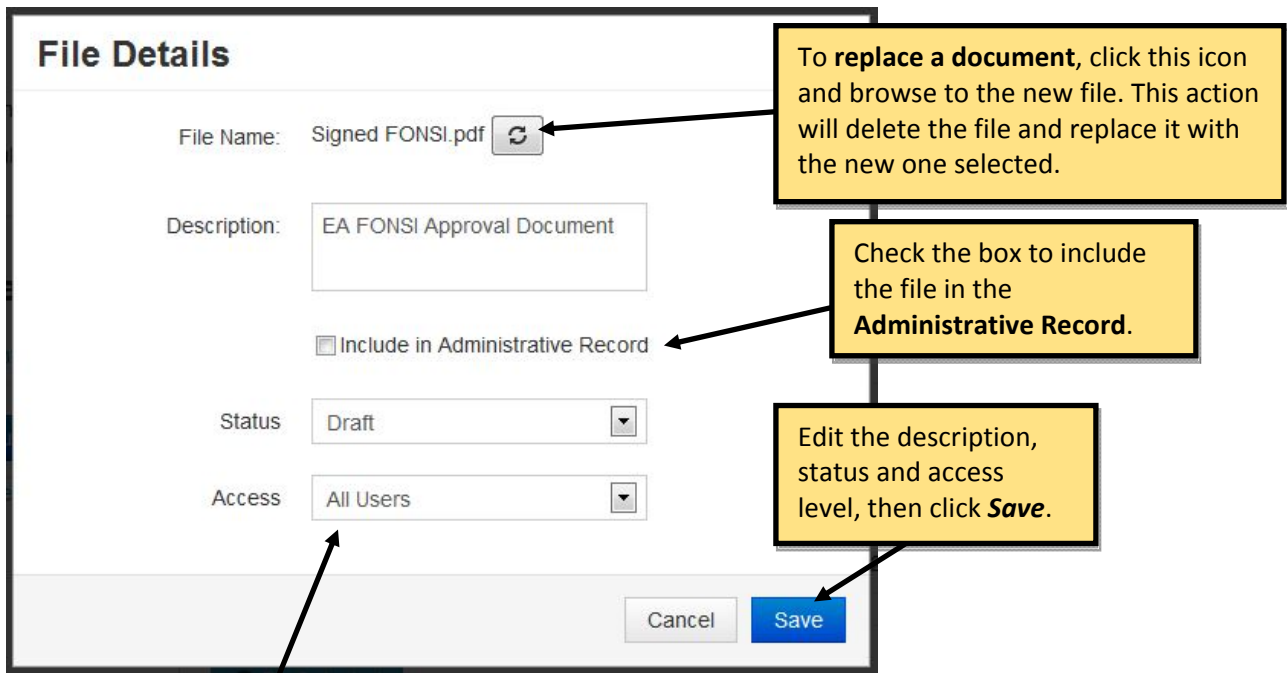
Zip	Download	File	Status	Size	Last Edit	Editor	
<input type="checkbox"/>		Project Coordination Plan - Appendix.docx	Final	111kb	4/24/2013	Julie Wilson	

Click on the **Pencil icon** to access the edit tools.



EDITING FILE DETAILS

The Project Manager, Administrator, and the user that uploaded the document have access to edit the details of a file. Clicking Edit Details under the edit tools brings up this screen:



To **replace a document**, click this icon and browse to the new file. This action will delete the file and replace it with the new one selected.

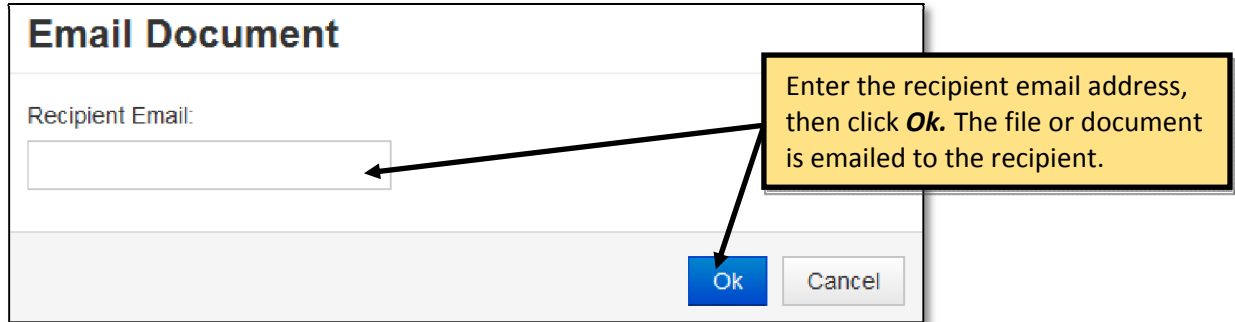
Check the box to include the file in the **Administrative Record**.

Edit the description, status and access level, then click **Save**.

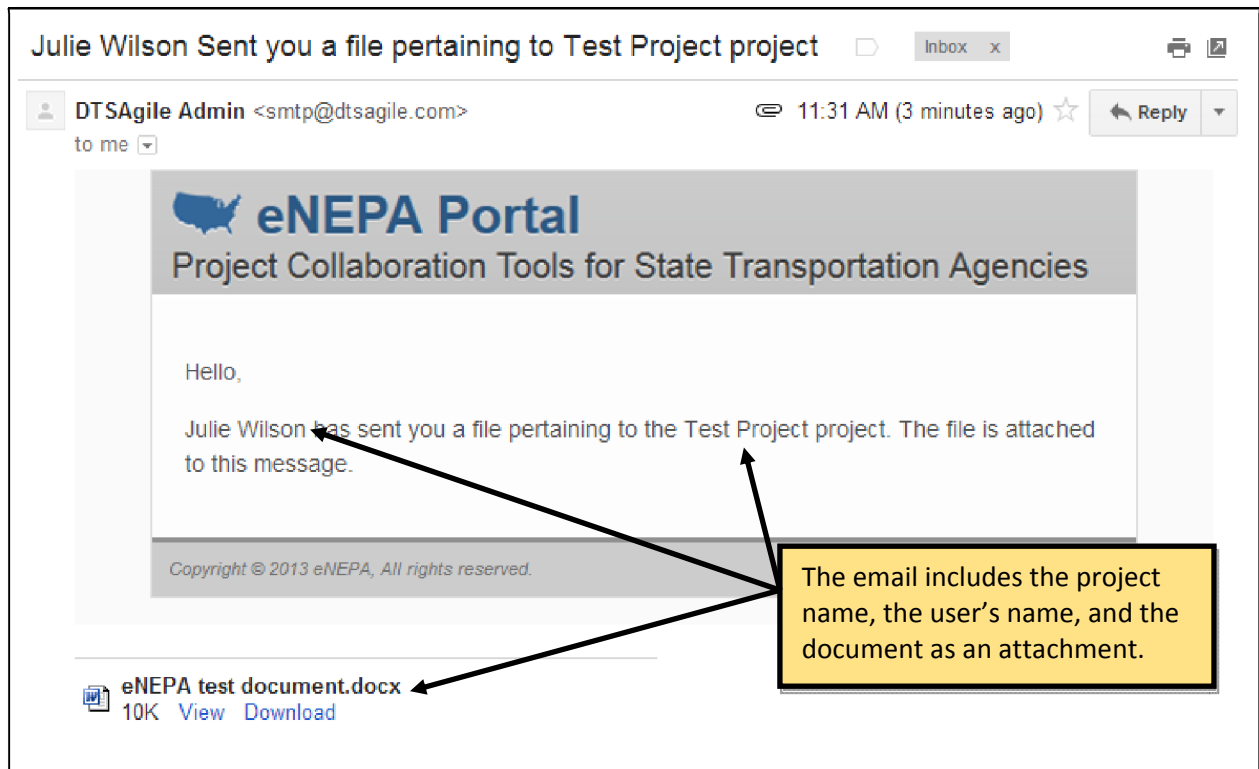
There are three document access options: All users, FHWA users for FHWA only access, and State DOT users for State DOT only access. Any internal State DOT specific QA/QC document can be set to State DOT only access level so that other agencies do not have access to it.

EMAILING A DOCUMENT

All eENPA users have access to email a document from the Document Manager. Clicking Email File under the edit tools brings up this screen:

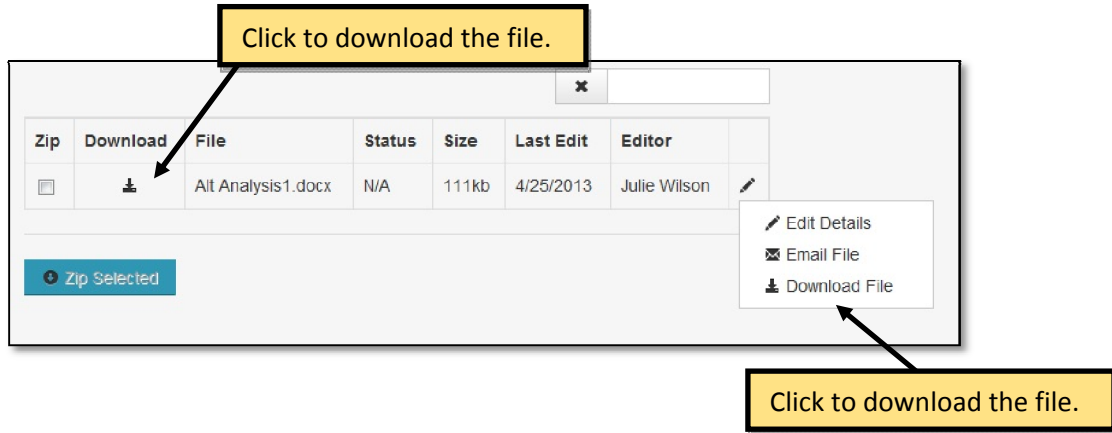


Documents are emailed through eNEPA, not from the user's email address. The recipient will receive an email from [smtp@dtsagile.com](mailto:smtp@dtsagile.com). The email will display the project name, user's name, and include the document as an attachment.

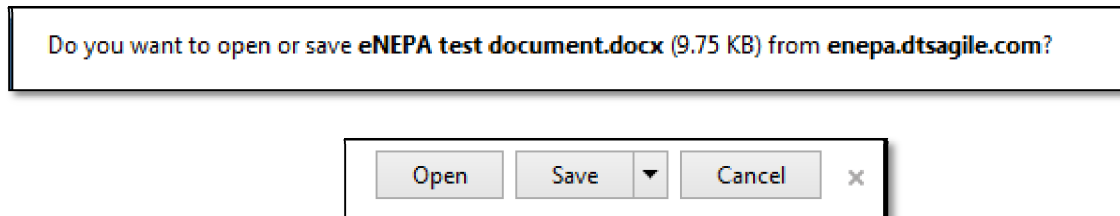


## DOWNLOADING A FILE

To download a file, you can click on the download icon or click on the Download File under the edit tools.

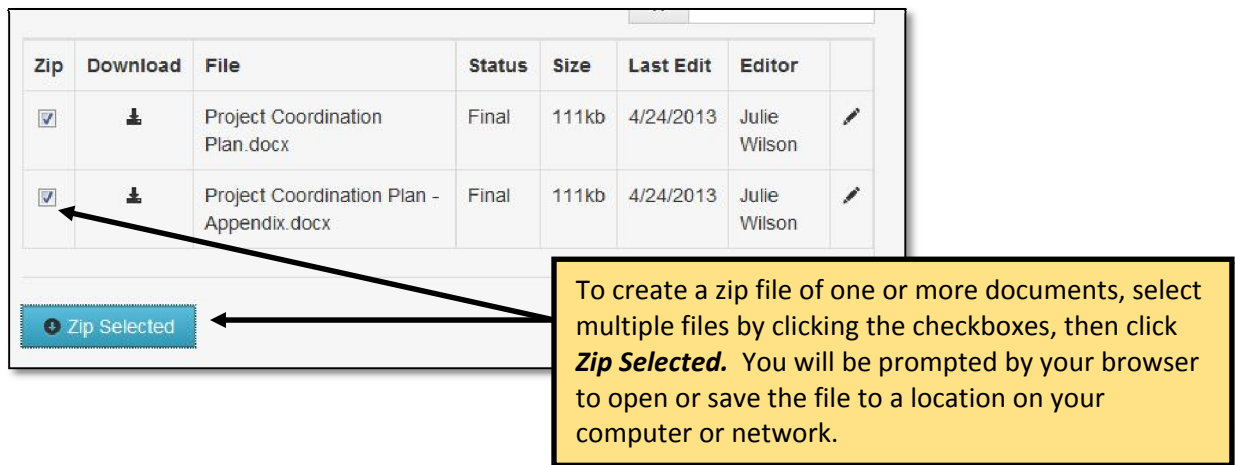


You will be prompted by your browser to open or save the file to a location of your computer or network.



## CREATING A ZIP FILE

Zip files can be created to package multiple documents together in a single file. For example, you may want to group a collection of related document together into one zip file. Zipping one or more files can also be used to reduce file size.





9.3 CONTACTS

The Project Contacts tab displays the list of eNEPA users designated as contacts for a project. The Project Manager can add or remove contacts to a project at any time.

When the Project Manager assigns contacts to a project, an email notification is sent to the checked users. Additionally, a contact is notified by email if removed as a contact.

**Add or Remove Project Contacts**

Details Documents **Contacts** Calendar Meetings Actions Reviews


Below is a list of all contacts in the eNEPA Portal system. Check contacts to add to this project. Checked contacts will receive an email invitation to the project. Remove contacts from the project by unchecking them. Checking or unchecking a contact saves the data automatically.

Search:

<input checked="" type="checkbox"/>	Name	Organization	State	Title	Email	Phone
<input checked="" type="checkbox"/>	Love, Sharon	FHWA Division	AL	Environmental Program Manager	sharon.love@dot.gov	360 753 9558
<input checked="" type="checkbox"/>	Railsback, Steve	DTS			srailsback@dtsagile.com	(970) 472-0807
<input checked="" type="checkbox"/>	Wilson, Julie	DTS			jwilson@dtsgis.com	(970) 472-0807
<input type="checkbox"/>	Amegashie, Carolyn	WisDOT	43		Carolyn.Amegashie@dot.wi.gov	608 266 2965
<input type="checkbox"/>	Bartholomew, Tim	UTA	UT		tbartholomew@rideuta.com	801 237 1953
<input type="checkbox"/>	Becker III, Jim	WisDOT	WI		james.becker@dot.wi.gov	608 261 0137
<input type="checkbox"/>	Beightel, Eric	US DOT	DC		Eric.Beightel@dot.gov	608 267 3615
<input type="checkbox"/>	Berna, Jeffrey	FHWA Division			Jeffrey.Berna@dot.gov	
<input type="checkbox"/>	Binckes, Bob	DTS	CO		bbinckes@dtsagile.com	(970) 472-0807
<input type="checkbox"/>	Bouwman, Dave	DTS	CO		dbouwman@dtsagile.com	(970) 472-0807

Showing 1 to 10 of 60 entries

← Previous 1 2 3 4 5 Next →

 **eNEPA Portal**  
Project Collaboration Tools for State Transportation Agencies

Hello Mark,

You have been added as contact to the James White Parkway project. You do not need to do anything at this time. If you feel that this was in error, please contact the Project Manager, Julie Wilson, [jwilson@dtsgis.com](mailto:jwilson@dtsgis.com).

Copyright © 2013 eNEPA, All rights reserved.



The Project Manager manages the list of contacts. All other eNEPA users will see the list of contacts in read-only format, as shown below.

### Project Contacts

Search:

Name	Organization	State	Title	Email	Phone
Berna, Jeffrey	FHWA Division			Jeffrey.Berna@dot.gov	
DTS Agile, Admin	DTS	CO		admin@dtsagile.com	(970) 472-0807
Frye, Mary	US DOT	DC		mary.frye@dot.gov	608 267 3615
Larson, Kreig	US DOT	DC		Kreig.Larson@dot.gov	608 267 3615
Ostrum, William	US DOT	DC		william.f.ostrum@dot.gov	608 267 3615
Reddy, Sangeeta	DTS	TX		sreddy@dtsgis.com	(970) 472-0807

Showing 1 to 6 of 6 entries

← Previous 1 Next →

## 9.4 CALENDAR

The Project Calendar displays all of the events associated with the project. Meetings, review deadlines, and National Register publication dates are displayed in the calendar.

The **Project Calendar** displays all project events, including review deadlines and meetings.

**Project Calendar**

Click on the download or calendar icon on right to export all or a single event to your calendar. You will receive an email with the attached .ics file to import.

Details Documents Contacts **Calendar** Meetings Actions Reviews

Search:

Date & Time	Title	
09/30/2013	▶ Record of Decision Review Due Date	📅
09/25/2013	▶ EIS NOA Publication Date	📅
09/23/2013	▶ Final FEIS / ROD Review Date	📅
09/21/2013 10:00 - 11:00 AM	▶ Agency Review of Draft FEIS/ROD Status Meeting	📅
09/21/2013	▶ Draft FEIS / ROD Review Date	📅
09/19/2013 2:45 - 3:45 PM	▶ Agency Review of Draft EIS	📅
09/19/2013	▶ EIS Draft Document Review Due Date	📅
09/16/2013 12:00 - 2:00 PM	▶ Public Scoping Meetings	📅
09/13/2013	▶ Preliminary Scoping Package Review Due Date	📅
09/11/2013	▶ Notice of Intent Publication Date	📅

Showing 1 to 10 of 16 entries

← Previous 1 2 Next →

The Calendar displays the **meeting date and time**, and the **meeting title**.

**Project Calendar**

Click on the download or calendar icon on right to export all or a single event to your calendar. You will receive an email with the attached .ics file to import.

Details Document Contacts **Calendar** Meetings Actions Reviews

Search:

Date & Time	Title	
09/30/2013	▶ Record of Decision Review Due Date	📅
09/25/2013	▶ EIS NOA Publication Date	📅
09/23/2013	▶ Final FEIS / ROD Review Date	📅
09/21/2013 10:00 - 11:00 AM	▶ Agency Review of Draft FEIS/ROD Status Meeting	📅
09/21/2013	▶ Draft FEIS / ROD Review Date The Draft FEIS / ROD needs to be reviewed by this date.	📅

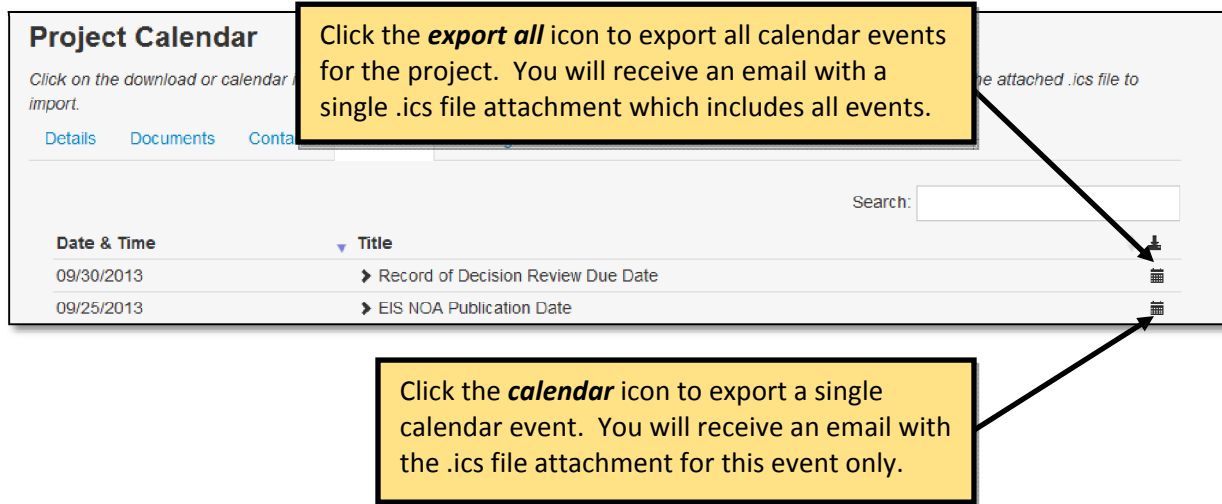
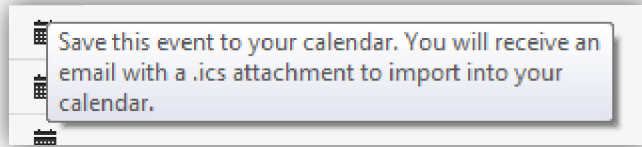
Click on > to display the project phase. Click again to hide the phase. For additional meeting details, click on the **Meetings** tab.

The Calendar has an **export tool** so you can add events to your work calendar.

## eNEPA User Handbook

You can export eNEPA calendar events and add them to your work calendar. Upon clicking the export button, you will receive an email with an .ics attachment file. An .ics file is a calendar file that can be shared and imported into your work calendar. Below are instructions for how to add eNEPA calendar events to a Microsoft Outlook 2010 calendar. If you have an different version of Outlook or use an alternative calendar application, please consult the help menu or contact your administrator.

Hovering over the export icon will provide you with an instructional pop box.



**Project Calendar**  
Click on the download or calendar icon to export the attached .ics file to your calendar.

Details Documents Contact

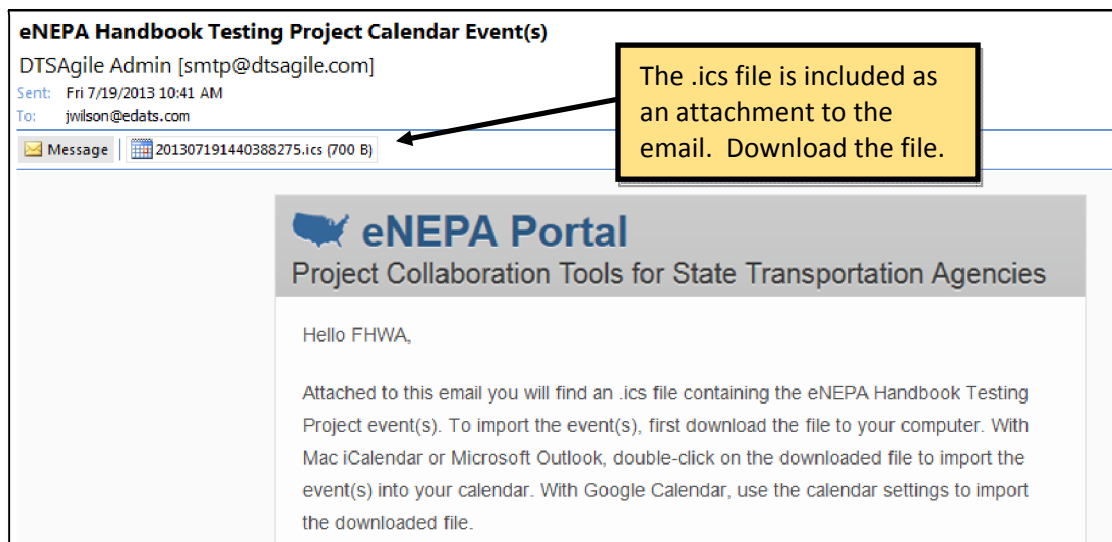
Search:

Date & Time	Title
09/30/2013	▶ Record of Decision Review Due Date
09/25/2013	▶ EIS NOA Publication Date

Click the **export all** icon to export all calendar events for the project. You will receive an email with a single .ics file attachment which includes all events.

Click the **calendar** icon to export a single calendar event. You will receive an email with the .ics file attachment for this event only.

After clicking the icon, open Microsoft Outlook. You should have received an email from eNEPA administrator. Open the email and download the file.



**eNEPA Handbook Testing Project Calendar Event(s)**  
DTS Agile Admin [smtp@dtsagile.com]  
Sent: Fri 7/19/2013 10:41 AM  
To: jwilson@edats.com

Message | 201307191440388275.ics (700 B)

The .ics file is included as an attachment to the email. Download the file.

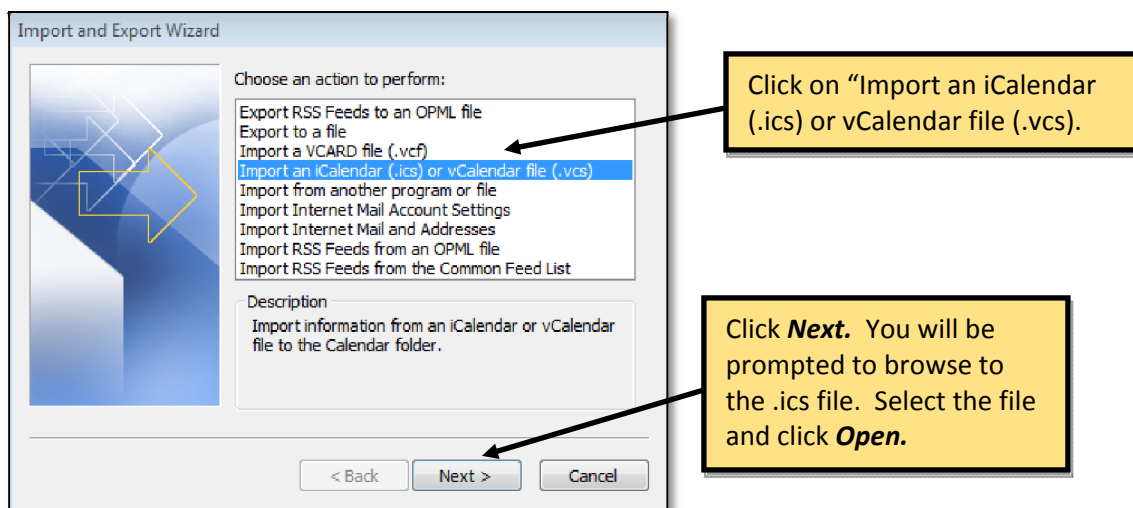
**eNEPA Portal**  
Project Collaboration Tools for State Transportation Agencies

Hello FHWA,

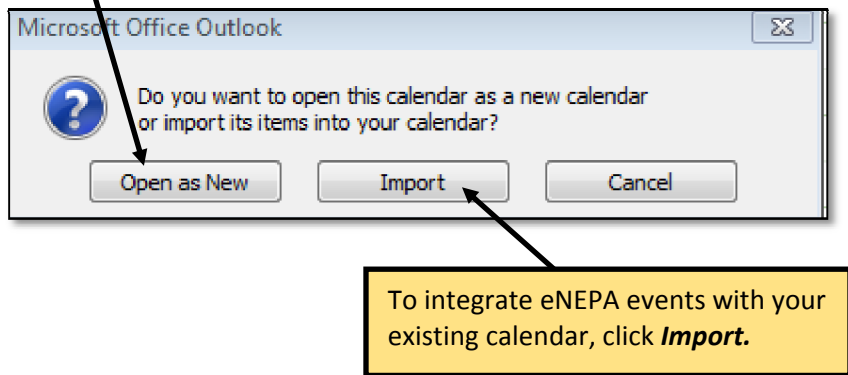
Attached to this email you will find an .ics file containing the eNEPA Handbook Testing Project event(s). To import the event(s), first download the file to your computer. With Mac iCalendar or Microsoft Outlook, double-click on the downloaded file to import the event(s) into your calendar. With Google Calendar, use the calendar settings to import the downloaded file.

There are two ways to add the events to your Microsoft Outlook calendar. You can create a separate calendar view for the eNEPA project or import the eNEPA events into your main calendar. Creating a separate calendar view for the eNEPA project enables you to turn the display of the events on and off as needed. Importing the eNEPA events into your main calendar integrates the events with all other calendar appointments. When assessing the choice, consider your level of involvement in the project and whether you would want to hide the display of the eNEPA calendar events.

Open your Outlook Calendar. Click on File Tab -> Open -> Import.

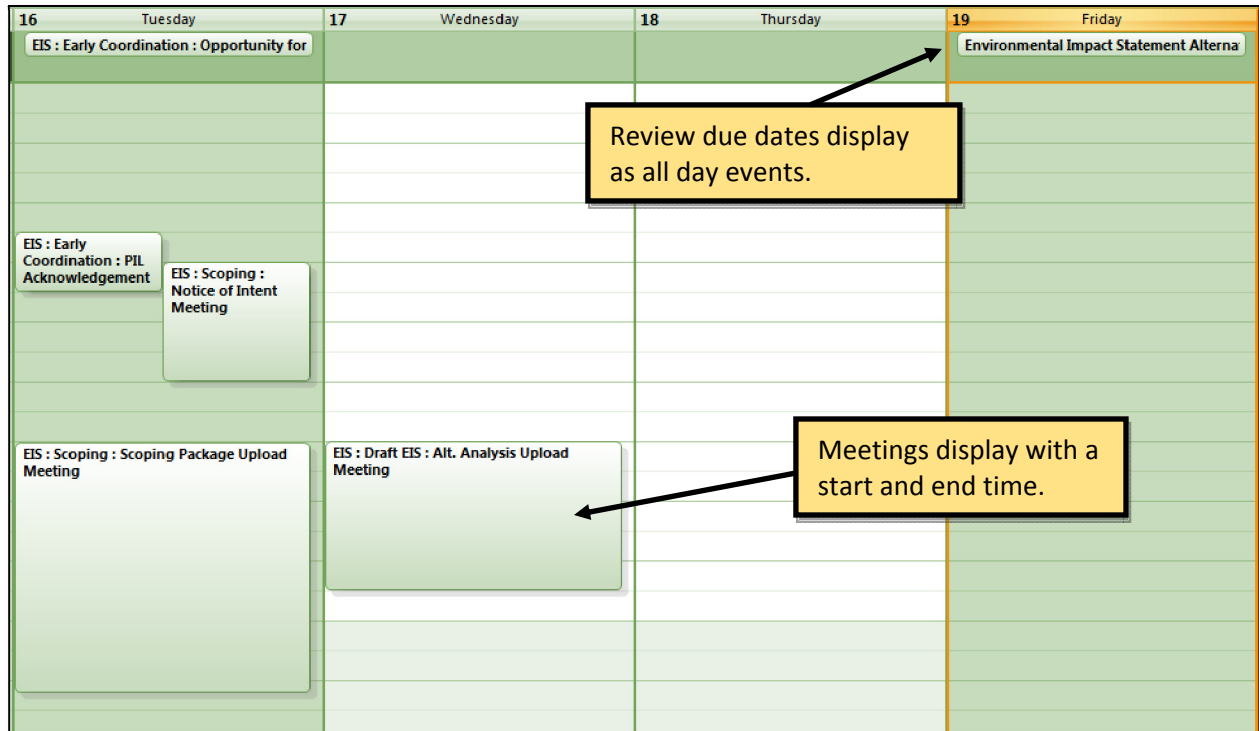


To create a separate eNEPA calendar, click **Open as New**.

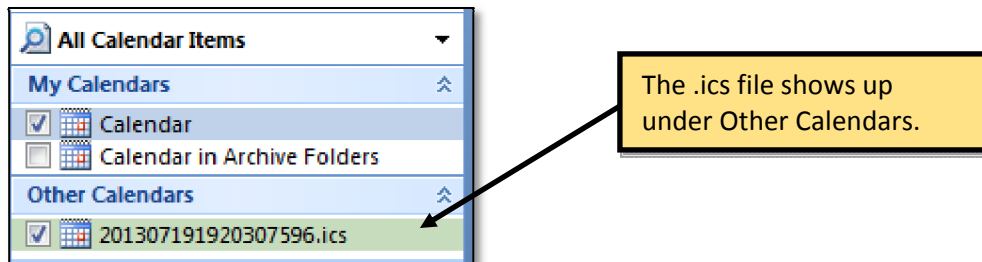


## eNEPA User Handbook

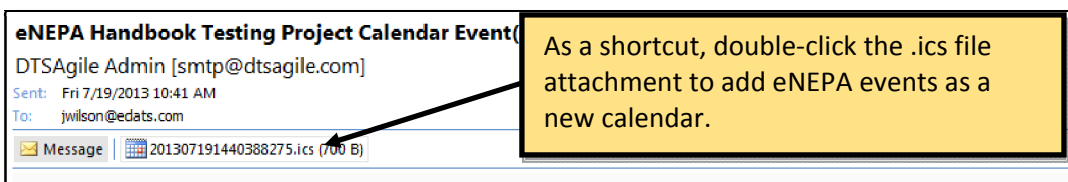
The events should now display in your Outlook calendar.



If you clicked the open as new button, the eNEPA calendar will display under the Other Calendars section. You can rename the calendar or turn the display on/off.



If you want to quickly add the eNEPA events to a new calendar, you can double click directly on the .ics attachment in the email.



## 9.5 MEETINGS

The Project Meetings tab is the location where all project meetings are created and managed. Project Contacts can create new meetings.

**Project Meetings**

Details Documents Contacts Calendar Meetings Actions Reviews

New Meeting

To add a meeting, click on **New Meeting**.

Search:

Meeting Topic	Meeting Type	Date	Attachment	Entered By
<a href="#">Project Coordination Plan Review</a>	Team Members Meeting	07/19/2013 01:30 PM to 02:30 PM		Wilson, Julie
<a href="#">Project Kickoff with FHWA</a>	Team Members Meeting	07/24/2013 02:00 PM to 03:00 PM		Wilson, Julie

Showing 1 to 2 of 2 entries

← Previous 1 Next →

**Create New Meeting**

Back to Meetings

Meeting Date \*  Meeting Time \*  Ending Time

Project Phase \*  Meeting Type \*

Topic \*

Notes \*

Characters left: 4000

\* Denotes required field.

**Meeting Files**

Optionally attach a supporting meeting document. You may upload a single file or compress (zip) multiple files into one

Save Meeting

Save Meeting

Browse and upload meeting documents.


When finished, click **Save Meeting**. The meeting is added to the Project Calendar as an event.

**Project Meetings**

[Details](#)
[Documents](#)
[Contacts](#)
[Calendar](#)
[Meetings](#)
[Actions](#)
[Reviews](#)

[New Meeting](#)

Meetings are listed in the table. Click on a specific **Meeting Topic** to see additional details. Meeting details then display as shown below.

Meeting Topic	Meeting Type	Date	Attachment	Entered By
<a href="#">Agency Review of Scoping Package</a>	Agency Meeting	08/30/2013 09:00 AM to 11:00 AM		Wilson, Julie
<a href="#">Project Kickoff with FHWA</a>	Team Members Meeting	07/24/2013 02:00 PM to 03:00 PM		Wilson, Julie
<a href="#">Project Coordination Plan Review</a>	Team Members Meeting	07/19/2013 01:30 PM to 02:30 PM		Wilson, Julie

Showing 1 to 3 of 3 entries

[← Previous](#)
1
[Next →](#)

**Meeting Details**

[Back to Meetings](#)

Meeting Date	08/30/2013 09:00 AM - 08/30/2013 11:00 AM
Topic	Agency Review of Scoping Package
Project Phase	EIS : Scoping : Scoping Package Upload
Meeting Type	Agency Meeting
Last Updated	Julie Wilson, 7/24/2013 3:30:47 PM
Notes	This meeting invitation is for all participating and cooperating agencies to meet and review the Scoping Package. Agencies are encouraged to review the documents prior to the meeting and have questions ready. There will be a brief introduction to the project, a presentation of the purpose and need, and then time for agencies to ask questions and raise concerns. The meeting will be held at the DOT headquarters, 7th floor conference room.

### Edit Meeting

Updated by: Julie Wilson, DTS, On: 7/24/2013

[Back to Meetings](#) [Delete](#)

Meeting Date \* 8/30/2013 Meeting Time \* 09:00 AM Ending Time 11:00 AM

Project Phase \* EIS : Scoping : Scoping Package Upload Meeting Type \* Agency Meeting

Topic \* Agency Review of Scoping Package

Notes \* This meeting invitation is for all participating and cooperating agencies to meet and review the documents prior to the meeting and have questions ready. There will be a 15 minute purpose and need, and then time for agencies to ask questions and raise concerns in the conference room.

Characters left: 3557

\* Denotes required field.

#### Meeting Files

[Download Meeting Document 07/24/2013 03:46 PM](#)

Optionally attach a supporting meeting document. You may upload a single file or compress (zip) multiple files into one

Note, uploading additional files will delete any previous ones.

[Browse...](#)

#### Save Meeting

[Save Meeting](#)

The meeting creator or the Project Manager can **edit** meeting details or **delete** the meeting.

Editing meeting details allows the meeting creator or Project Manager to edit meeting specific items including the date, time, phase, type, topic and notes.

Click on the document link to download.

You may browse and upload **meeting documents**. Multiple documents can be uploaded as a zip file.

When finished, click **Save Meeting**.



## 9.6 ACTIONS

The Project Actions tab is the location where eNEPA users complete specific tasks associated with a project. The actions are broken out into Transportation Planning actions, Environmental Assessment actions and Environmental Impact Statement actions. Each group of actions is discussed in detail in subsequent sections of the handbook.

Click on + to expand the section.

Phase	Action	Complete
Transportation Plan	<a href="#">LRTP and TIP Details</a>	No
	<a href="#">Planning Organization Details</a>	No
	<a href="#">Purpose and Need Details</a>	Yes

Each Action topic has **Phase**, **Action** and **Complete** columns. When an action (or task) is complete the **Complete** column shows “Yes”.

Click on the **Action** topic link to begin an action (or task) for this project. For example, clicking on the LRTP and TIP Details link brings up a screen where you can upload the TIP document. Note that some actions such as those associated with project creation and review do not have any value stored in the **Complete** column.

Success notifications are displayed when actions are successfully completed. An example is:

Success! Information was saved.

9.7 REVIEWS

The Reviews tab is a collaboration interface for the State DOT and agency reviewers. When a document is ready for review and uploaded by the Project Manager, a Review link is created and displayed on the Reviews tab. Each review can involve multiple reviewers. Each reviewer is notified via email that a document is ready for them to review. Reviewers can make comments or ask questions about the document in a forum. A forum is an online message board or discussion area where users can hold conversations in the form of posted messages. All posts must be published by the Project Manager prior to becoming visible to all eNEPA users.

The review summary shows the **Project Phase**, **Last Updated** and **Number of Posts** columns. Click on the project phase name in blue to access the review.

Project Phase	Last Updated	# Posts
<a href="#">EA : Scoping : Scoping Package Review</a>	5/21/2013	6
<a href="#">EA : Draft EA : Alt. Analysis Review</a>		0

The Review displays the **point of contact**, the **status** of the review and the **document** to be reviewed.

The Point of Contact for the review can set the **status** to “in progress” to allow reviewers to post comments, or to “closed” to mark the end of the document’s review period.

Document(s) [EIS Alternatives Analysis document 04/25/2013 10:03 AM](#)

Point of Contact Julie Wilson

Status In Progress

**> Unpublished post**  
    
 Submitted By Julie Wilson, at DTS, Modified on 4/30/2013 1:30 PM

**> fhwa post**  
  
 Submitted By Sharon Love, at FHWA Division, Modified on 4/25/2013 12:01 PM

**> post**  
    
 Submitted By Julie Wilson, at DTS, Modified on 4/25/2013 11:52 AM

Point of Contact Julie Wilson

Status In Progress

- In Progress
- Not Started
- In Progress**
- Closed

## eNEPA User Handbook

To add a post, first click on the blue **Add a Post** button on the right side of the Reviews screen.

**EIS : Draft EIS : Alt. Analysis Review**

Document(s) [EIS Alternatives Analysis document 04/25/2013 10:03 AM](#)

Point of Contact Julie Wilson

Status In Progress Update Status

To create a post, click **Add a Post**.

[Add a Post](#)

**Add a Post**

Title \*

Content \*

Upload Attachment Browse...

Is this a question that requires a response from the Project Manager?

Is question or comment internal to FHWA only?

[Save](#)

On the **Add a Post** screen, you (the reviewer) can add a title showing the subject of the post, and type questions or comments under Content.

Optionally, you could also attach a document to your post.

When finished, click **Save** to store it in the tool.

If you check the option requesting a response from the Project Manager, eNEPA automatically sends an email to him or her.

Is this a question that requires a response from the Project Manager?

Is question or comment internal to FHWA only?

If the reviewer checks the option indicating that the comment is for FHWA Internal Only then only FHWA users can view that post.

Note: You may not see all of the checkbox options shown above. These checkboxes appear according to your assigned user role.

## eNEPA User Handbook

When a reviewer makes a post, the Project Manager receives an email notification. The Project Manager has the responsibility of determining which posts to publish. A published post is visible to all eNEPA users. If a post is not published, it will remain visible to only the Project Manager and to the poster (the user who created the post).

**EIS : Draft EIS : Alt. Analysis Review**

Document(s) [EIS Alternatives Analysis document 04/25/2013 10:03 AM](#)

Point of Contact Julie Wilson

Status

**> Unpublished post**     
Submitted By Julie Wilson, at DTS, Modified on 4/25/2013 11:52 AM

**> fhwa post**   
Submitted By Sharon Love, at FHWA Division, Modified on 4/25/2013 12:01 PM

**> post**     
Submitted By Julie Wilson, at DTS, Modified on 4/25/2013 11:52 AM

Posts are grouped or threaded by topic. To access all comments on that topic, click on the arrow.

The Project Manager can publish a post to all eNEPA users by clicking the **Publish** button.

You can edit or delete a post you created by clicking the appropriate button.

**> Test for FHWA only**     
Submitted By Sangeeta Reddy, at DTS, Submitted on 5/21/2013 3:03 PM (0 Replies)  
FHWA Internal

All reviewers can reply to a post by clicking on **Reply**.

## 10. PROJECT ACTIONS - DETAILS

As noted earlier, Project Actions are broken out into Transportation Planning actions, Environmental Assessment actions and Environmental Impact Statement actions. Actions can be considered tasks that users perform. Guidance on performing each action is given in a separate section below.

### 10.1 TRANSPORTATION PLANNING

Transportation Planning actions are displayed at the top of the Actions tab list. There are three actions associated with Transportation Planning. Each is described in detail below.

Actions		
<a href="#">Details</a>	<a href="#">Documents</a>	<a href="#">Contacts</a>
<a href="#">Calendar</a>	<a href="#">Meetings</a>	<a href="#">Actions</a>
<a href="#">Reviews</a>		
● <b>Transportation Planning</b>		
Phase	Action	Complete
Transportation Plan	<a href="#">LRTP and TIP Details</a>	No
	<a href="#">Planning Organization Details</a>	No
	<a href="#">Purpose and Need Details</a>	No

#### TRANSPORTATION PLAN

##### Action: LRTP and TIP Details

The Project Manager enters information regarding any Long Range Transportation Plan and Transportation Improvement Program associated with the project.

The screenshot shows a web form titled "Transportation Planning / LRTP & TIP" with three numbered sections:

- 1 LRTP Information:** Includes a checked checkbox "Project is associated with an LRTP", an "LRTP Number" input field, and an "LRTP Year Range" input field. An annotation box points to these fields with the text: "Check the applicable boxes and enter **LRTP information** and **TIP Year Range**. Browse to the file location and upload relevant **documents**."
- 2 TIP Year Range:** Includes a checked checkbox "Project is associated with a TIP", a "TIP Number" input field, and a "TIP Year Range" input field. Below this is an "Upload the TIP Document" section with the text "Select the TIP Document to upload." and a "Browse..." button. An annotation box points to the "Browse..." button with the text: "When finished, click **Save**. When the action is saved, a success notification is displayed along the top of the screen."
- 3 Save Changes:** Includes the text "Save this information will save the LRTP & TIP Year Range, and (opt... complete." and a blue "Save" button.

Action: Planning Organization Details

The Project Manager chooses the type of planning organization and enters the organization's name. The Project Manager then chooses the appropriate project contacts using checkboxes.

**1 Planning Organization Information**

Please select the type of planning organization and specify its name.

Planning Organization Type \*  Planning Organization Name \*

**2 Planning Organization Contact**

To add an eNEPA user as a contact, select the user from the list.

Search:

Name	Organization	Title	Email	Phone
<input type="radio"/> Amegashie, Carolyn	WisDOT		Carolyn.Amegashie@dot.wi.gov	608 266 2965
<input type="radio"/> Bartholomew, Tim	UTA		tbartholomew@rideuta.com	801 237 1953
<input type="radio"/> Becker III, Jim	WisDOT		james.becker@dot.wi.gov	608 261 0137
<input checked="" type="radio"/> Beightel, Eric	US DOT		Eric.Beightel@dot.gov	608 267 3615
<input type="radio"/> Berna, Jeffrey	FHWA Divis		Jeffrey.Berna@dot.gov	
<input type="radio"/> Binckes, Bob	DTS		bbinckes@dtsagile.com	(970) 472-0807
<input type="radio"/> Bouwman, Dave	DTS		dbouwman@dtsagile.com	(970) 472-0807
<input type="radio"/> Chidister, Ian	FHWA Divis		Ian.Chidister@dot.gov	608 829 7503
<input type="radio"/> Christ, Emily	Arizona DOT		echrist@azdot.gov	602 712 7682
<input type="radio"/> DeLoretto, Mary	UTA		mdeloretto@rideuta.com	801 741 8808

Showing 1 to 10 of 58 entries

← Previous 1 2 3 4 5 Next →

**3 Save Changes**

Saving this information will save the organization information and mark this action complete.

**Callout 1:** Select the **Planning Organization Type**: MPO, COG or Local Agency. Enter the **Organization Name**.

**Callout 2:** Select the **Planning Organization Contact**. You are presented with a list of all eNEPA users and can type partial text in the Search box (in the upper right) to narrow down the contact list.

**Callout 3:** When finished, click **Save**.

**Action: Purpose and Need Details**

The Project Manager first uploads the preliminary Purpose and Need document for the project, then adds text to describe the project’s purpose and need.

**Transportation Planning / Purpose & Need**

**1 Preliminary Purpose and Need Document**

Please select the Preliminary Purpose and Need Document or Package (zip file) to be uploaded.

Browse...

**2 Purpose and Need**

Describe the project’s **Purpose and Need** text here.

Characters left: 4000

**3 Save Changes**

Saving this information will save the project information, upload the files, add them to the Document Manager and mark this action complete.

When finished, click **Save**.

Browse to the **Purpose and Need** document.

This is the final action in the Transportation Planning process. Once the decision is made to move forward with an Environmental Assessment or an Environmental Impact Statement, proceed to the applicable sections of the handbook for guidance on completing the additional actions now associated with an Environmental Assessment or an Environmental Impact Statement.



10.2 ENVIRONMENTAL ASSESSMENT

The Environmental Assessment (EA) list of actions is shown just below the Transportation Planning section under the Actions tab. The phases (steps) associated with the EA process are; early coordination, scoping, draft environmental assessment, comment period, revised environmental assessment, finding of no significant impacts. Each phase consists of multiple actions. The actions are described in detail in the following pages of the handbook.

Actions		
<a href="#">Details</a> <a href="#">Documents</a> <a href="#">Contacts</a> <a href="#">Calendar</a> <a href="#">Meetings</a> <b>Actions</b> <a href="#">Reviews</a>		
<span>⊕</span> <b>Transportation Planning</b>		
<span>⊖</span> <b>Environmental Assessment</b>		
Phase	Action	Complete
Early Coordination	Opportunity For Involvement	Yes
	Project Participation	
	Support Documents	
Scoping	Upload Preliminary Scoping Package	Yes
	Scoping Review	
	Scoping Concurrence	
	Upload Refined Scoping Documents	Yes
	Scoping Meetings	
Draft Environmental Assessment	Support Documents	
	Alternatives Analysis Upload	Yes
	Alternatives Analysis Review	
	Alternatives Analysis Concurrence	
	Manage Technical Study Reviewers	
	Upload Technical Studies	
	Draft EA Upload	Yes
	Draft EA Review	
Draft EA Approval	No	
	Support Documents	

Comment Period	Assign Agency Draft EA Review	No
	Draft EA Agency Review	
	Draft EA Agency Review Acceptance	
	Comment Period Meetings	
	Support Documents	
Revised Environmental Assessment	Revised EA Upload	No
	Revised EA Review	
	Revised EA Approval	
Finding of Significant Impacts	Finding of Significant Impacts	No
	Support Documents	
	FONSI Upload	No
	Agency Review	
	FONSI Approval Review	
Finding of No Significant Impacts	Support Documents	
	FONSI SOL Upload	No



EARLY COORDINATION

Action: Opportunity For Involvement

The Project Manager, Administrator or State DOT user invites an organization to participate in the project by selecting a project contact associated with that organization. To be invited to participate in the project, the organization must have a registered eNEPA user and the user must be added to the project as a contact. If no contact exists for an organization, the contact must first be added on the Project Contacts tab, which is discussed in Section 9.3. For each organization, select the contact then use the dropdown box to indicate whether the agency is invited to be “lead”, “cooperating”, “participating”, or “interested”. The interested role can be used in cases where a non-governmental organization, such as the Chamber of Commerce, desires to be involved in the project. Additional information for the definitions and responsibilities of lead, cooperating, and participating agencies can be found in FHWA’s Environmental Review Toolkit. The link to the toolkit can be accessed under Resources on the eNEPA home page.

**Opportunity for Involvement**

**1 Select Contacts**

Below is a list of all contacts added to this project. Check contacts to invite them to participate in this project's Environmental Assessment. Remove contacts by unchecking them. Checking or unchecking a contact saves the data automatically.

Search:

<input type="checkbox"/>	Name	Agency Role	Organization	Title	Date Added	Date Accepted
<input checked="" type="checkbox"/>	Love, Sharon	Participating	FHWA Division	Environmental Program Manager		
<input type="checkbox"/>	Vance, Melanie	Participating	WSDOT	Environmental Engineer		
<input type="checkbox"/>	Wilson, Julie	Participating	DTS			
<input type="checkbox"/>	Reddy, Sangeeta	Participating	DTS			

Showing 1 to 4 of 4 entries

← Previous 1 Next →

Invite a contact from an agency to participate by **checking the box** and setting the **Agency Role**.

The **Date Added** and **Date Accepted** columns auto-populate.

Next, the Project Manager determines the due date for responding to the Opportunity for Involvement.

**2 Specify Due Date for Response**

Response Date \*

07/10/2013

**3 Save Changes**

Saving this information will email the invitations to the contacts, add the Response Due Date to the project calendar as an event and mark this action complete.

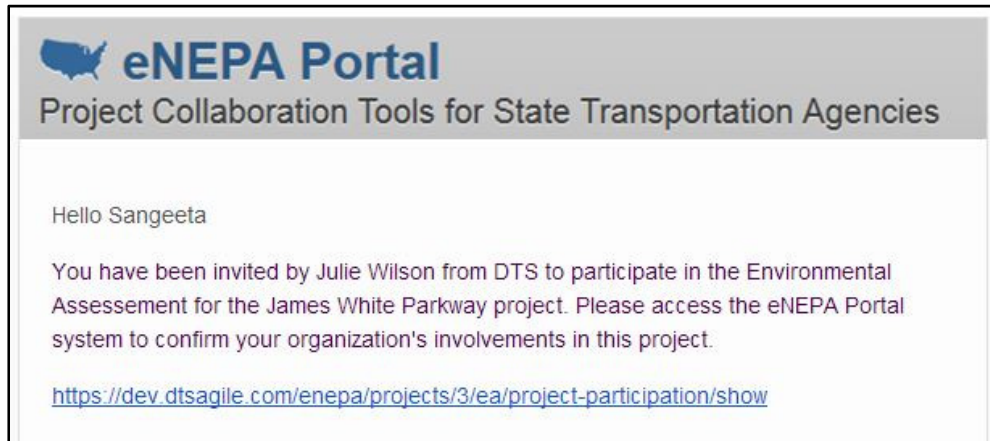
Set a **due date** for the response.

When finished, click **Save**. The invited eNEPA users receive an email notification and a calendar event is created.

## eNEPA User Handbook

### Action: Project Participation

Each invited participant receives an email notification with a link to this action. When you click the link in the email, you are prompted to log in to eNEPA. Upon log in, you are routed to the project participation action. For each subsequent email the tool sends, follow the same process to quickly access the project screen referenced. You may also access the action by searching for the project and clicking on the Actions tab. See Section 7 and Section 9 of the handbook for additional details.



The invited eNEPA user uses a dropdown box to confirm or change their level of participation and may also enter comments that are sent by email to the Project Manager.

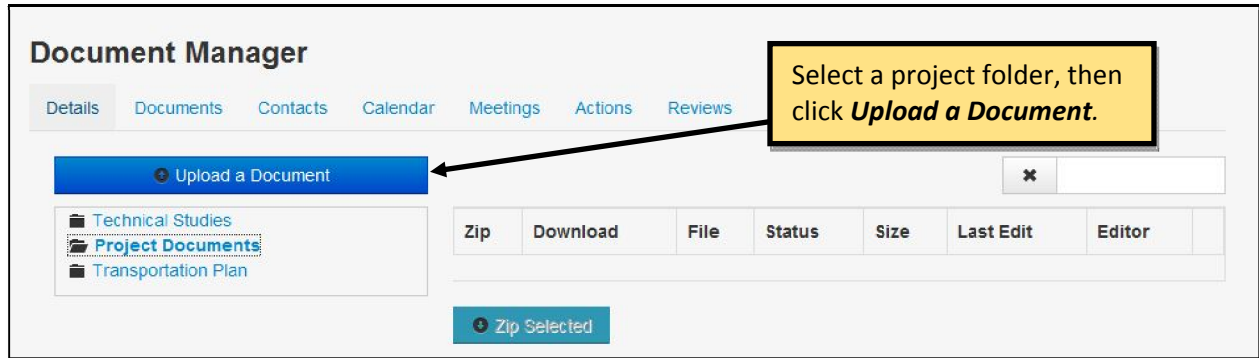
The screenshot displays the "Project Participation" web interface. It is divided into two main sections:

- 1 Participation Response:** This section contains the text "You have been sent a project participation request for: [Test Project](#)". Below this, it asks the user to "Please decide if your agency will participate in this project." There is a dropdown menu currently set to "Participating". A yellow callout box with an arrow pointing to the dropdown menu contains the text: "Review the **agency participation role**. Update agency status as needed: 'Lead', 'Cooperating', 'Participating' or 'Interested'." Below the dropdown is a text area for "Comments" with a yellow callout box containing the text: "Enter **comments**." At the bottom right of the text area, it says "Characters left: 1000".
- 2 Store Participation Decision:** This section contains the text "Saving this information will notify the Project Manager of your response." Below this is a blue "Save" button. A yellow callout box with an arrow pointing to the "Save" button contains the text: "When finished, click **Save**. The Project Manager will receive an email notification."

## eNEPA User Handbook

### Action: Support Documents

The Support Documents action links you to the Documents tab where additional project documents can be uploaded. The Support Documents action is repeated for each phase and is explained in detail in Section 9.2 of the handbook. (This action is not shown again in the Environmental Assessment portion of the handbook.)



SCOPING

Action: Upload Preliminary Scoping Package

The Project Manager, Administrator or FHWA user uploads the Purpose and Need document and the Range of Preliminary Alternatives document by browsing to the file locations. Reviewers for the Scoping Package Review Team are selected from the project contacts list. Finally, the due date for the scoping package review is entered.

**1 Upload Purpose and Need Document**

Please select the Purpose and Need Document to upload.

Browse...

**2 Upload Range of Preliminary Alternatives Document**

Please select the Range of Preliminary Alternatives Document to upload.

Browse...

**3 Select Scoping Package Review Team**

Please select Scoping Package Review Team members to participate in the project.

Search:

Name	Organization	Date Concurred	Concurrence Status
<input type="checkbox"/> Wilson, Julie	DTS		
<input type="checkbox"/> Reddy, Sangeeta	FHWA	Program Manager	

Showing 1 to 2 of 2 entries

← Previous 1 Next →

**4 Select Review Due Date**

Please select the date by which the Scoping Package needs to be reviewed. This will be added to the project as an event when this form is saved.

Review Due Date

**5 Save Changes**

Saving this information will upload the files, and add them to the Document Manager, zip them into the Scoping Package, and email the Document Review Invitations to the Scoping Review Team, and add the Review Due Date to the project calendar as an event, and mark this action complete.

**Callout 1:** Browse to the Purpose and Need and Range of Preliminary Alternatives documents.

**Callout 2:** Select the reviewers. Reviewers must be users in eNEPA and have been added to the project as a project contact.

**Callout 3:** Enter the review due date.

**Callout 4:** When finished, click Save. The reviewers receive an email notification, and a calendar event is created.

## eNEPA User Handbook

### Action: Scoping Review

The Review action links to the Reviews tab where you can participate in the review forum for a particular document. This is repeated for each document that is reviewed and is explained in detail in Section 9.7 of the handbook.

The screenshot shows the 'Reviews' tab in the eNEPA system. The top navigation bar includes 'Details', 'Documents', 'Contacts', 'Calendar', 'Meetings', 'Actions', and 'Reviews'. Below the navigation bar, a text box explains that the review manager creates reviews dynamically as the project moves through stages. A table lists the review items:

Project Phase	Last Updated	# Posts
<a href="#">EA : Scoping : Scoping Package Review</a>	5/21/2013	6

Callouts provide instructions: 'Select the item to be reviewed.' points to the link in the table; 'Click on the **document** to download and review.' points to the document links in the detailed view below. The detailed view for 'EA : Scoping : Scoping Package Review' shows two documents: 'Environmental Assessment Preliminary Purpose and Need Document 07/24/2013 08:04 AM' and 'Environmental Assessment Range of Preliminary Alternatives Document 07/24/2013 04:55 PM'. The 'Point of Contact' is Julie Wilson. The 'Status' is set to 'In Progress' with an 'Update Status' button. An 'Add a Post' button is located at the bottom right. Callouts explain: 'Posts can be added as long as the **Status** is "In Progress".' and 'To add a comment or question or to upload a document with feedback, click on **Add a Post**.'

**Action: Scoping Concurrence**

Each reviewer receives an email notification with a link to this action. The reviewer begins by reviewing the scoping package, then either accepts the due date or requests a different date.

**Scoping Package Review**

**1** Review Scoping Package

Please use the [Document Review Manager](#) to ask questions or add comments to the Scoping Document Package.

[Download Scoping Package](#)

**2** Accept Due Date or Propose New Due Date

I accept the Scoping Package Review Date of 5/31/2013

I propose a new Scoping Package Review Date

Proposed Alternative Review Date

Once the reviewer has reviewed the scoping package, the Project Manager receives a “concur” or “do not concur” response from the reviewer.

**3** Concurrence

Do you concur with the document?

Pending

Comments

Provide comments.

Name	Organization	Title	Date Added	Date Reviewed	Date Concurred	Concurrence Status
Love, Sharon	FHWA Division	Environmental Program Manager	5/9/2013			Pending
Reddy, Sangeeta	DTS		5/9/2013			Pending
Vance, Melanie	WSDOT	Environmental Engineer	5/9/2013			Pending

Showing 1 to 3 of 3 entries

**4** Save Changes

Save this information to record your answers. You can return to this form until you have selected marked complete.

Save

When finished, click **Save**.

As reviews are completed, eNEPA updates the summary table with the status of all reviewers.

Name	Organization	Title	Date Added	Date Reviewed	Date Concurred	Concurrence Status
Love, Sharon	FHWA Division	Environmental Program Manager	5/9/2013	5/31/2013	5/9/2013	I Concur
Reddy, Sangeeta	DTS		5/9/2013	5/31/2013	5/9/2013	I Concur

**Action: Upload Refined Scoping Documents**

Following the scoping review and scoping concurrence, the Project Manager or Administrator uploads refined versions of the Purpose and Need document and the Range of Preliminary Alternatives document by browsing to the file locations.

**Refined Scoping Package Upload**

**1 Upload Refined Purpose and Need Document**

Please select the Refined Purpose and Need Document to upload.

Browse...

Browse to the **Refined Purpose and Need** document.

**2 Upload Refined Range of Preliminary Alternatives Document**

Please select the Refined Range of Preliminary Alternatives Document to upload.

Browse...

Browse to the **Refined Range of Preliminary Alternatives** document.

**3 Save Changes**

Saving this information will upload the files, and add them to the Document Manager, and mark this action complete.

When finished, click **Save**.

**Action: Scoping Meetings**

When clicking on the Scoping Meetings action link, you are directed to the Project Meetings tab where you can add or edit meetings associated with this phase of the project. The Project Meetings tab is explained in detail in Section 9.5 of the handbook.



DRAFT ENVIRONMENTAL ASSESSMENT

Action: Alternative Analysis Upload

The Project Manager or Administrator browses to the file location of the Alternative Analysis document and uploads it.

**EA Draft Alternative Analysis Upload**

**1 Upload Alternatives Analysis Document**

Please select the Alternatives Analysis Document. Use the document manager to upload other supporting documents

Browse to the **Alternative Analysis** document.

Reviewers for the Alternative Analysis document are selected from project contacts list. Finally, the due date for the review is selected.

**2 Select Review Team**

Select the **reviewers** by checking the box next to each. Reviewers must be users in eNEPA and have been added to the project as a project contact.

Name	Organization	Title	Added	Reviewed	Concurred	Concurrence Status
<input type="checkbox"/> Reddy, Sangeeta	DTS					
<input type="checkbox"/> Vance, Melanie	WSDOT	Environmental Engineer				
<input type="checkbox"/> Love, Sharon	FHWA Division	Environmental Program Manager				

Showing 1 to 3 of 3 entries

← Previous 1 Next →

**3 Review Due Date**

Please select the date by which the Alternatives Analysis needs to be reviewed. This date will be added to the project calendar as an event when the form is saved.

Review Due Date \*

Enter the **review due date**.

**4 Save Changes**

Saving this information will upload the files, and add them to the Document Manager, and email the selected review team members.

When finished, click **Save**. The reviewers receive an email notification, and a calendar event is created.



### Action: Alternative Analysis Review

The Review action links you to the Reviews tab where selected users can participate in the review forum for a particular document. This is repeated for each document that is reviewed and is explained in detail in Section 9.7 of the handbook.

### Action: Alternative Analysis Concurrence

Each selected reviewer receives an email notification with a link to this action. Begin by reviewing the draft Alternative Analysis document, and then either accept the due date or request a different date.

**Draft Alternatives Analysis Review**

**1 Review Alternatives Analysis Document**

Please use the [Document Review Manager](#) to ask questions or add comments to the Alternatives Analysis Document.

[Download the Alternatives Analysis Document 05/10/2013 12:27 PM](#)

**2 Accept Due Date or Propose New Date**

I accept the due date of 5/16/2013

I propose a new date

Alternative Review Date

Once you have reviewed the draft Alternative Analysis document, determine whether you concur with the document findings.

**3 Concurrence**

Do you concur with the Alternatives Analysis Document? If no, please provide reason in comments.

Pending

Comments

Provide comments.

Name	Organization	Title	Date Added	Date Reviewed	Date Concurred	Concurrence Status
Love, Sharon	FHWA Division		5/10/2013			Pending
Reddy, Sangeeta	DTS		5/10/2013			Pending

Showing 1 to 2 of 2 entries

← Previous 1 Next →

**4 Save Changes**

Saving this information will record your answers. You can return to this form until you have marked complete.

Save

When finished, click **Save**.

## eNEPA User Handbook

### Action: Manage Technical Study Reviewers

For each technical study area, the Project Manager or Administrator selects a reviewer to take part in the review. Only selected reviewers can participate in the selected document review.

To select a particular reviewer, it may be easiest to use the search function to narrow the results down to the single name of a reviewer to be selected. Then, one or more checkboxes in that row can be chosen for that reviewer. Simply click the save button and the information is saved to eNEPA. This process can then be repeated for the next reviewer.

The screenshot shows the 'Select Technical Study Reviewers' interface. A yellow callout box at the top right contains the text: 'Check the boxes to assign a contact to a particular technical study document type. Only users checked are able to participate in the technical study review.' Two arrows point from this box to the checkboxes in the '4F', '6F', and 'Noise' columns for the reviewer 'Wilson, Julie'. A second yellow callout box at the bottom left contains the text: 'When finished, click Save.' An arrow points from this box to the 'Save' button.

**Select Technical Study Reviewers**

1 Select Technical Study Reviewers

Add or remove Technical Study reviewers by (un)checking the corresponding document next to their name. The information will be saved instantly and an email notice will be sent to the reviewer.

Search:

Name	Title	Organization	4F	6F	Archaeological	Historical	Socioeconomic	Noise	Biological	Air Quality	Water Quality
Wilson, Julie	SME	DTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reddy, Sangeeta	Program Manager	FHWA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

← Previous 1 Next →

**Save**

When finished, click **Save**.

### Action: Upload Technical Studies

When a technical study has been completed, the Project Manager uploads it using this action. In Step 1, the dropdown menu includes 18 options – a draft option and a final option for each of these nine technical study areas:

- Section 4(f)
- Section 6(f)
- Archaeological
- Historical
- Socioeconomic
- Noise
- Biological
- Air Quality
- Water Quality

## eNEPA User Handbook

First the Project Manager uses the dropdown box to choose the appropriate technical study and the status (draft or final). Then, the Project Manager browses to the file location and uploads it to eNEPA. The Project Manager selects the technical study reviewers. Then, in Step 3, the Project Manager determines the due date for the review of that particular study.

### Upload Technical Study

- 1 Upload Technical Study Document**

Select the Technical Study document type and choose the file to upload. You may upload the document more than once. The previous Technical Study document will be replaced and deleted.

Select Document Type \*

Choose...

Select Document to Upload \*

**Select the Technical Study type.**

**Browse to the technical study document.**
- 2 Select Technical Study Reviewers**

Use the [Select Technical Study Reviewers](#) action to assign reviewers.
- 3 Select Review Due Date**

Select the date by which the Technical Study document needs to be reviewed. This will be added to the project calendar.

Select Review Due Date \*

09/09/2013

**Enter the review due date.**
- 4 Save Changes**

Saving changes will upload the Technical Study document, add the review date to the project calendar, and send email notices to the Technical Study review team. You may access the document and monitor the progress of the review in the Review Manager.

**When finished, click *Save*. The reviewers receive an email notification, and a calendar event is created.**

## eNEPA User Handbook

### Action: Draft EA Upload

This action is the FHWA review of the draft EA document. Following the FHWA review and approval, agencies will perform a review of the draft EA. The Project Manager, Administrator or State DOT user begins this action by uploading the draft EA for FHWA review. Next, an FHWA reviewer is selected from a listing of FHWA contacts. Finally, a review date is determined for the review of the draft EA.

**Upload Draft EA**

**1 Upload Draft EA Document**

Please select the Draft EA. Use the document manager to upload other supporting documents

**2 Select FHWA Reviewer**

Select the **FHWA reviewer**.

Search:

Name	Organization	Title	Date Added	Date Reviewed	Approved
Love, Sharon	FHWA Division	Environmental Program Manager			

Showing 1 to 1 of 1 entries

← Previous 1 Next →

**3 Review Due Date**

Please select the date by which the Draft EA needs to be reviewed. This date will be added to the project calendar as an event when the form is saved.

Review Due Date \*

**4 Save Changes**

Saving this information will upload the file, and add it to the Document Manager, email the Document Review Invitation to the FHWA Reviewer, and add the Review Due Date to the project calendar, and mark this action complete.

When finished, click **Save**. The reviewers receive an email notification, and a calendar event is created.

### Action: Draft EA Review

The Review action links you to the Reviews tab where selected users can participate in the review forum for a particular document. This is repeated for each document that is reviewed and is explained in detail in Section 9.7 of the handbook.

Action: Review Draft EA

The FHWA reviewer receives an email notification with a link to this action. Once the FHWA reviewer has downloaded and reviewed the draft EA document, the reviewer may use the Review Manager to submit comments and coordinates changes with the DOT. If the reviewer approves of the draft EA document, the reviewer then provides a signature on a signature page included as part of the EA. The signature page can be printed, signed, scanned and uploaded to eNEPA.

**Review Draft EA**

**1 Review Draft EA**

[Download the Draft EA Document 05/09/2013 11:34 AM](#)

**2 Draft EA Approval**

Please download the Draft EA document and review

Draft EA Approved

Draft EA NOT Approved (please provide reason in comments)

Comments

Provide comments.

Characters left: 4000

**3 Signed Draft EA**

Please print, sign, scan, and upload the Approved Draft EA document.

Browse...

**4 Save Changes**

Saving this information will record the approval decision, any comments, the date / time, and a send the notification to the State PM.

Save

Click on the **document** to download and review.

The approval status defaults to not approved. Once your review is complete, specify **approved or not approved**.

Sign the **Draft EA** and then browse and upload the scanned file.

When finished, click **Save**.

COMMENT PERIOD

Action: Assign Agency Draft EA Review

The Project Manager, Administrator or DOT user selects agency reviewers from the contact list and assigns a review due date.

**Draft EA Agency Assign**

**1** Download EA Draft Document

Please download the EA Draft Document.  
[Download the EA Draft Document 05/10/2013 12:41 PM](#)

Click the link to download the Draft EA document.

**2** Accept Due Date or Propose New Due Date

Select the reviewers by checking the box.

Name	Organization	Title	Date Added	Date Reviewed	Review Complete	Alt. Review Date
<input type="checkbox"/> Love, Sharon	FHWA Division					
<input type="checkbox"/> Vance, Melanie	WSDOT					
<input type="checkbox"/> Reddy, Sangeeta	DTS					

Showing 1 to 3 of 3 entries

← Previous 1 Next →

**3** Select Review Date

Please select the date by which the Draft EA needs to be reviewed. This will be added to the project calendar as an event when this form is saved and notices will be emailed to the review team.

5/10/2013

Enter the review due date.

**4** Save Changes

Saving this information will add the review date to the project calendar and send an email to each reviewer.

Save

When finished, click **Save**. The reviewers receive an email notification, and a calendar event is created.

Action: Draft EA Agency Review

The Review action links you to the Reviews tab where selected users can participate in the review forum for a particular document. This is repeated for each document that is reviewed and is explained in detail in Section 9.7 of the handbook.

**Action: Draft EA Agency Review Acceptance**

Each agency reviewer receives an email notification with a link to this action. After viewing the FHWA approved draft EA, the agency reviewer can accept the due date or request a new one. After full review of the draft EA, the reviewer checks the box in Step 3 to indicate that the review is complete.

**Draft EA Agency Review**

**1** Download Signed EA Draft Document

Please download the EA Draft Document.  
[Download the Signed EA Draft Document 05/10/2013 12:41 PM](#)

**2** Accept or Propose New Due Date

accept the due date of 5/24/2013  
 I propose a new due date

Callout boxes:  
- "Click on the **document** to download and review." points to the download link.  
- "Either accept the **due date** or request a new due date." points to the radio buttons.

**3** Review Complete

I have completed a review of the Signed Draft EA Document

**4** Save Changes

Saving this information will record your answers and email the owner of the Signed Draft EA Document. You can return to this form until you have marked your review complete.

Callout boxes:  
- "Check the box to indicate that the **review is complete**." points to the checkbox in step 3.  
- "When finished, click **Save**." points to the Save button in step 4.

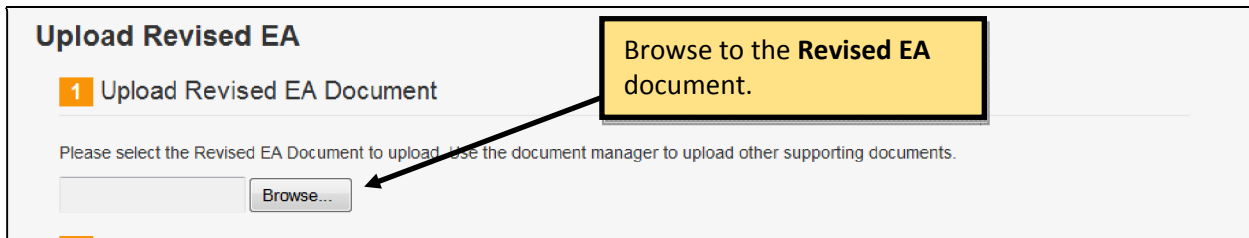
**Action: Draft Comment Period Meetings**

The Draft Comment Period Meetings action link directs you to the Project Meetings tab where you can add or edit meetings associated with this phase of the project. The Project Meetings tab is explained in detail in Section 9.5 of the handbook.

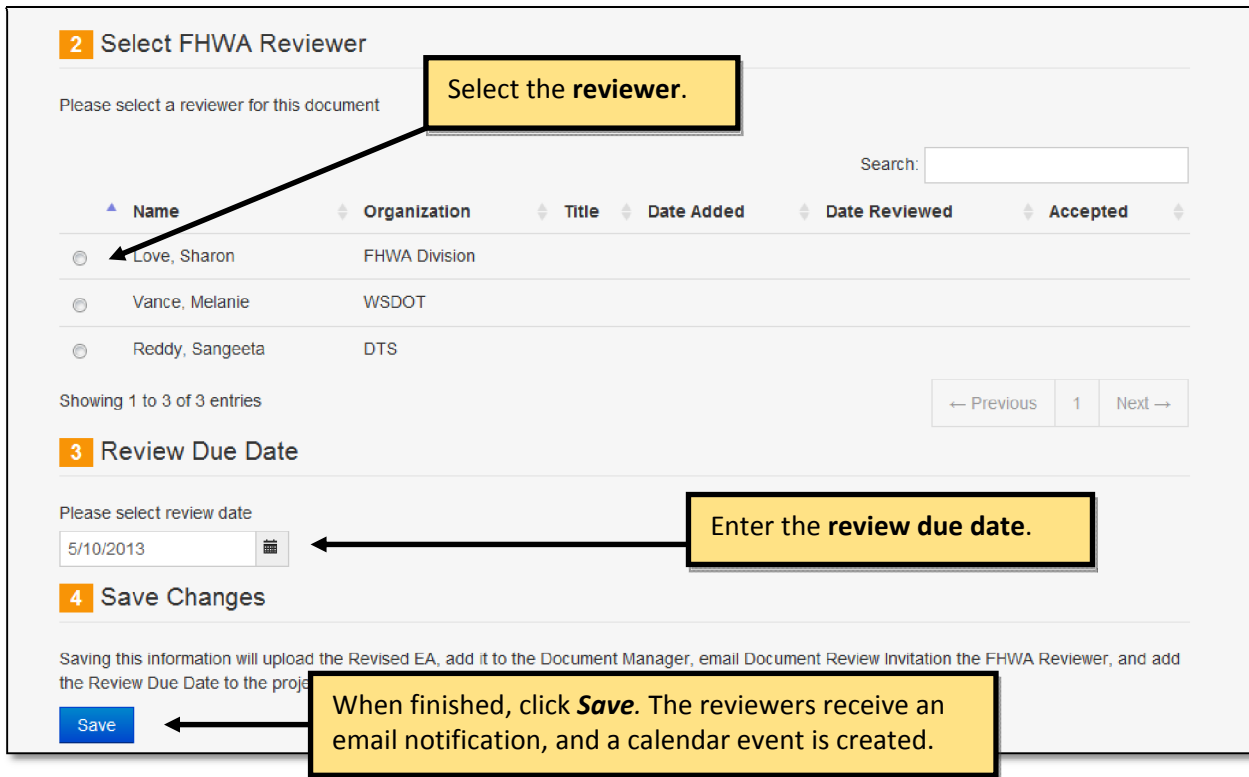
REVISED ENVIRONMENTAL ASSESSMENT

Action: Revised EA Upload

The Project Manager, Administrator or FHWA user participating in the project first uploads the revised EA document by browsing to the file location.



Next, select the FHWA reviewer for the revised document in Step 2. Finally, add the due date for the FHWA reviewer to complete the review of the revised EA.



Action: Revised EA Review

The Review action links you to the Reviews tab where you can participate in the review forum for a particular document. This is repeated for each document that is reviewed and is explained in detail in Section 9.7 of the handbook.



Action: Revised EA Approval

The FHWA reviewer receives an email notification with a link to this action. Once the FHWA reviewer has downloaded and reviewed the revised EA document, the reviewer may submit comments and approve or disapprove of the document. If the reviewer approves of the revised EA document, the reviewer then provides a signature on a signature page included as part of the EA. The signature page can be printed, signed, scanned and uploaded to eNEPA.

**Revised EA**

**1 Review Revised EA Document**

Please use the Document Review Manager to ask questions and or add comments to the Revised EA Document

[Download Revised EA 05/10/2013 12:56 PM](#)

**2 Revised EA Approval**

Revised EA Approved

Revised EA NOT Approved (Please provide reason in comments)

Revised EA Approval Comments

Provide comments.

**3 Signed Revised EA Document**

Please print, sign, scan, and upload the Approved Revised EA document.

**4 Save Changes**

Save this information will record the Approval decision, any comments and the date / time, and send a notification to the State PM / CO

Click on the **document** to download and review.

The approval status defaults to not approved. Once your review is complete, specify whether the document is **approved or not**.

Sign the **Revised EA** and then browse and upload the file.

When finished, click **Save**.

**Action: Finding of Significant Impacts**

Once the lead agency makes the finding of significant impacts determination, the Project Manager, Administrator or State DOT user records the decision within eNEPA, by choosing the appropriate answer from the dropdown box. If “no” is selected and the save button is clicked in Step 2, the Environmental Assessment process continues with the Finding of No Significant Impacts (FONSI) document.

**Finding of Significant Impacts**

**1** Were Significant Impacts Found

Were Significant Impacts Found? \*

No

No significant impacts were found. After saving this information you may proceed with uploading the FONSI document.

Select whether **Significant Impacts were found**. This field defaults to “No”.

If instead “yes” is selected and the save button is clicked in Step 2, the project transitions from an Environmental Assessment process to an Environmental Impact Statement process. eNEPA then transfers almost all project documentation to the new EIS project which it creates for the former EA project.

**Finding of Significant Impacts**

**1** Were Significant Impacts Found

Were Significant Impacts Found? \*

Yes

**Significant impacts were found.** Saving the form will create a new Environmental Impact Statement. Please select which items from the Environmental Assessment that you would like to copy. Project details, contacts and participants will be copied automatically. Documents, document reviews, reviewers, concurrences, calendar dates, participants and contacts attached to select items will be copied; however, email notifications will not be sent.

- Transportation Plan
- Scoping Package
- Refined Scoping Package
- Alternatives Analysis
- Draft Environmental Assessment
- Technical Studies

**2** Save Changes

Saving this information will elevate this Environmental Assessment (EA) to an Environmental Impact Statement (EIS). The new EIS project can be accessed through the Project Search page.

Save

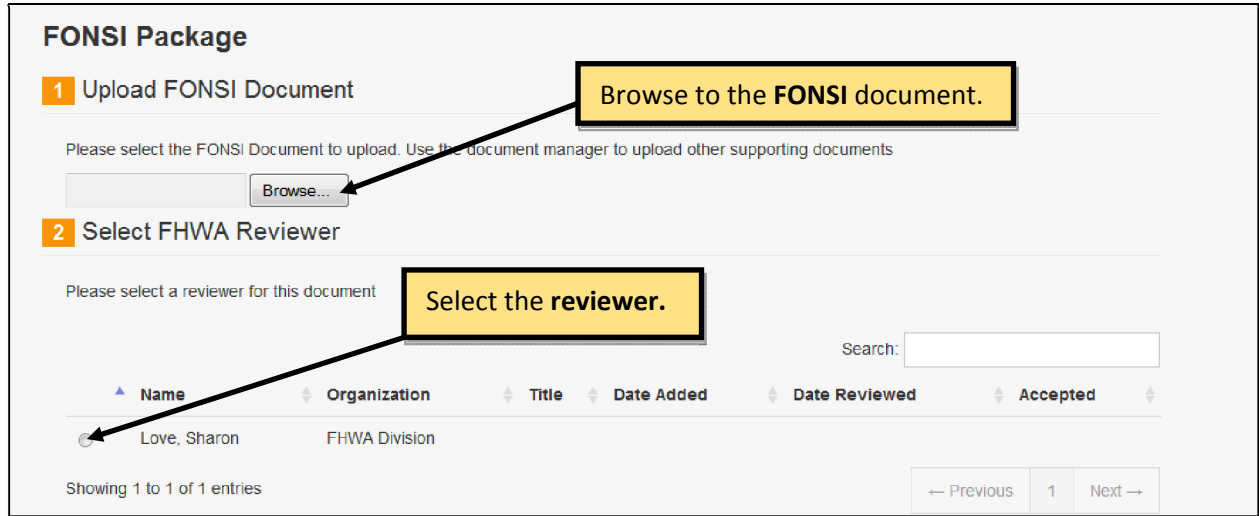
If “Yes” is selected, an eNEPA Environmental Impact Statement is created. Select the **phases** to be copied over to the EIS project.

When finished, click **Save**.

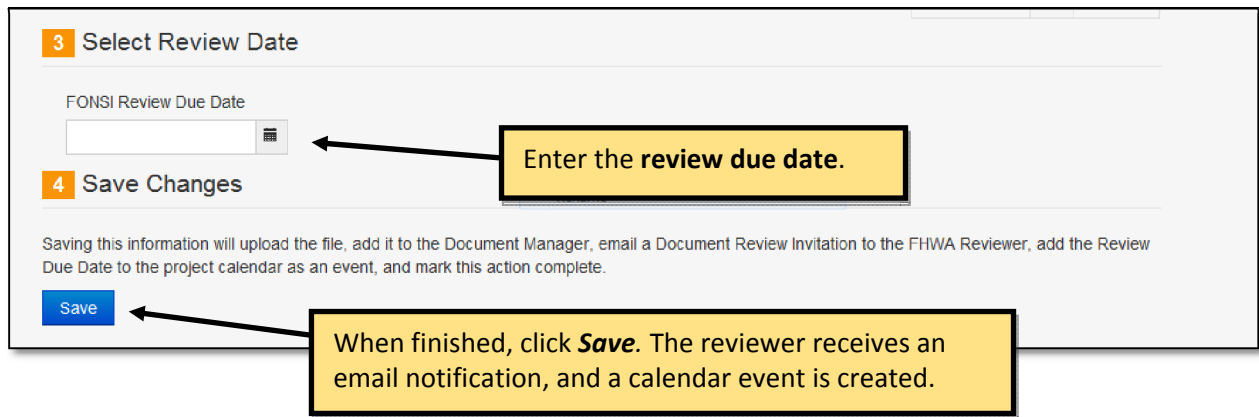
FINDING OF NO SIGNIFICANT IMPACTS

Action: FONSI Upload

The Project Manager, Administrator or State DOT user begins by uploading the FONSI document. Next, select the FHWA reviewer for the FONSI in Step 2.



In Step 3, the Project Manager, Administrator or State DOT user selects a due date for the FHWA reviewer to complete the review of the FONSI.



Action: Agency Review

The Review action links to the Reviews tab where you can participate in the review forum for a particular document. This is repeated for each document that is reviewed and is explained in detail in Section 9.7 of the handbook.

Action: FONSI Approval Review

A reviewer receives an email notification with a link to this action. Once the FHWA reviewer has downloaded and reviewed the FONSI document, the reviewer may use the Review Manager to submit comments and coordinates changes with the DOT. If the FONSI document is approved, the reviewer then signs, scans and uploads the signature page.

**Review FONSI**

**1 Review FONSI**

Please use the Document Review Manager to ask questions or add comments to the FONSI Document

[Download FONSI document 05/10/2013 01:07 PM](#)

**2 FONSI Approval**

FONSI Approved

FONSI NOT Approved (Please provide reason in comments)

FONSI Approved Comments

Provide comments.

**3 Signed FONSI Document**

Please print, sign, and scan the Approved FONSI document, and [Rename](#)

**4 Save Changes**

Saving this information will record the Approval decision, any comments and the date / time, and send a notification to the State PM.

Click on the **document** to download and review.

The approval status defaults to not approved. Once the review is complete, specify whether the document is **approved or not**.

Sign the **FONSI signature page** and then browse and upload the file.

When finished, click **Save**.

Action: FONSI SOL Upload

The Project Manager, Administrator or State DOT user begins by uploading the Statute of Limitations (SOL) document for the project by browsing to the file location. Next, the user selects a publication date for the SOL document.

**FONSI SOL**

**1 Upload Statute of Limitations Document**

Please select the the Statute of Limitations document to be uploaded.

**Browse to the SOL document.**

**2 Select Publication Date**

Please select the official SOL publication date

**Select the date the SOL is published in the National Register.**

**3 Save Changes**

Saving this information will upload the file, add it to the Document Manager, and add the Publication Date to the project calendar, and mark this action complete.

**When finished, click Save.**

This is the final action in the EA process. Clicking on the save button in Step 3 leads to the conclusion of the project within eNEPA.

10.3 ENVIRONMENTAL IMPACT STATEMENT

The Environmental Impact Statement (EIS) list of actions is shown just below the Transportation Planning section under the Actions tab. The phases (steps) associated with the EIS process are; early coordination, scoping, draft environmental impact statement, comment period, final environmental impact statement / record of decision. Each phase consists of multiple actions. The actions are described in detail in the following pages of the handbook.

Actions		
<a href="#">Details</a> <a href="#">Documents</a> <a href="#">Contacts</a> <a href="#">Calendar</a> <a href="#">Meetings</a> <b>Actions</b> <a href="#">Reviews</a>		
<ul style="list-style-type: none"> <li> <span style="color: blue;">+</span> <b>Transportation Planning</b> </li> <li> <span style="color: blue;">-</span> <b>Environmental Impact Statement</b> </li> </ul>		
Phase	Action	Complete
Early Coordination	Upload Project Initiation Letter	No
	Project Initiation Letter Acknowledgement	
	Opportunity For Involvement	No
	Involvement Response	
	Upload Project Coordination Plan	No
Scoping	Support Documents	
	Upload Notice of Intent	No
	Upload Preliminary Scoping Package	No
	Scoping Package Review	
	Scoping Package Concurrence	
Draft Environmental Impact Statement	Upload Refined Scoping Package	No
	Support Documents	
	Upload Alternatives Analysis	No
	Alternatives Analysis Review	
	Alternatives Analysis Concurrence	
	Manage Technical Study Reviewers	
	Upload Technical Studies	
	Upload Draft EIS	No
Draft EIS Review		
Comment Period	Draft EIS Approval	No
	Draft EIS Legal Review	No
	Draft EIS FHWA Approval	No
	Support Documents	
	Upload Draft EIS NOA	No
	Draft EIS Review (Review Manager)	
	Draft EIS Review	No
Comment Period Meetings		
Support Documents		

FEIS / ROD	Draft FEIS / ROD Upload	No
	Draft FEIS / ROD Assign Legal	No
	Draft FEIS / ROD Legal Review	No
	Draft FEIS / ROD Review	No
	FEIS / ROD Upload	No
	FEIS / ROD Assign	
	FEIS / ROD Legal Review	No
	FEIS / ROD Review	No
	FEIS / ROD NOA Publication	No
	Comment Period Meetings	
	Upload Record of Decision (If Applicable)	No
	Review Record of Decision (If Applicable)	No
	Upload Statute of Limitations	No
	Support Documents	

EARLY COORDINATION

Action: Upload Project Initiation Letter

The Project Manager, Administrator or State DOT user begins by uploading the project initiation letter to eNEPA.

**Project Initiation Letter Upload**

**1** Upload Project Initiation Letter

Please select the Project Initiation Letter to upload

**Browse to the project initiation letter.**

**2** Select FHWA Contact at your Division Office

Search:

Name	Organization	Title	Date Added	Date Accepted	Acceptance
<input type="checkbox"/> Love, Sharon	FHWA Division				

Select Action:

Showing 1 to 1 of 1 entries

← Previous 1 Next →

**3** Save Changes

Saving this information will upload the file, and add it to the Document Manager, email the selected FHWA contact(s) a link to the project initiation letter acknowledgement form. You will be notified when they have formally acknowledged receipt of this information.

**When finished, click *Save*. The FHWA contact(s) receives an email notification.**

**Action: Project Initiation Letter Acknowledgement**

Each FHWA contact invited to participate in the project in the Upload Project Initiation Letter action receives notification of this action. After downloading a copy of the project initiation letter, each FHWA contact checks the project initiation letter acknowledgement checkbox in Step 1 to indicate receipt of the letter.

**Project Initiation Letter Confirmation**

**1 Acknowledge Project Initiation Letter**

[Download Project Initiation Letter](#)

Please formally acknowledge that you have received this letter by checking the box below and saving the form.

I formally acknowledge receipt of this project initiation letter.

**2 Save Changes**

[Save](#)

Click on the **document** to download and review.

Check the box to indicate the **review is complete**.

When finished, click **Save**. The acknowledgement is stored in eNEPA and the user who uploaded the Project Initiation Letter will receive an email notification.

Users who are not selected to receive the project initiation letter can check the status by clicking on the Upload Project Initiation Letter action under the Actions tab. Users can download the project initiation letter and view the FHWA contact and the dates notified and acknowledged, as shown below.

**Project Initiation Letter & FHWA Division Contacts**

Project Initiation Letter [Download Project Initiation Letter 05/10/2013 08:37 AM](#)

Search:

Name	Division	Date Notified	Date Acknowledged
Sharon Love	FHWA Division	5/10/2013	5/10/2013

Showing 1 to 1 of 1 entries

← Previous 1 Next →



**Action: Opportunity For Involvement**

The Project Manager, Administrator or State DOT user invites an organization to participate in the project by selecting a project contact associated with that organization. To be invited to participate in the project, the organization must have a registered eNEPA user and the user must be added to the project as a contact. If no contact exists for an organization, the contact must first be added on the Project Contacts tab, which is discussed in Section 9.3. For each organization, select the contact then use the dropdown box to indicate whether the agency is invited to be “lead”, “cooperating”, “participating”, or “interested”. The interested role can be used in cases where a non-governmental organization, such as the Chamber of Commerce, desires to be involved in the project. Additional information for the definitions and responsibilities of lead, cooperating, and participating agencies can be found in FHWA’s Environmental Review Toolkit. The link to the toolkit can be accessed under Resources on the eNEPA home page.

**Opportunity for Involvement**

1 Select Contacts

Search:

<input type="checkbox"/>	Name	Agency Role	Organization	Title	Date Added	Date Accepted
<input checked="" type="checkbox"/>	Love, Sharon	Lead	FHWA Division		05/10/2013	
<input checked="" type="checkbox"/>	Vance, Melanie	Cooperating	WSDOT		05/10/2013	
<input type="checkbox"/>	Wilson, Julie	Participating <input type="button" value="v"/>	DTS			
<input checked="" type="checkbox"/>	Reddy, Sangeeta	Participating	DTS		05/10/2013	

Select Action:

Showing 1 to 4 of 4 entries

Next →

**Agency Role**

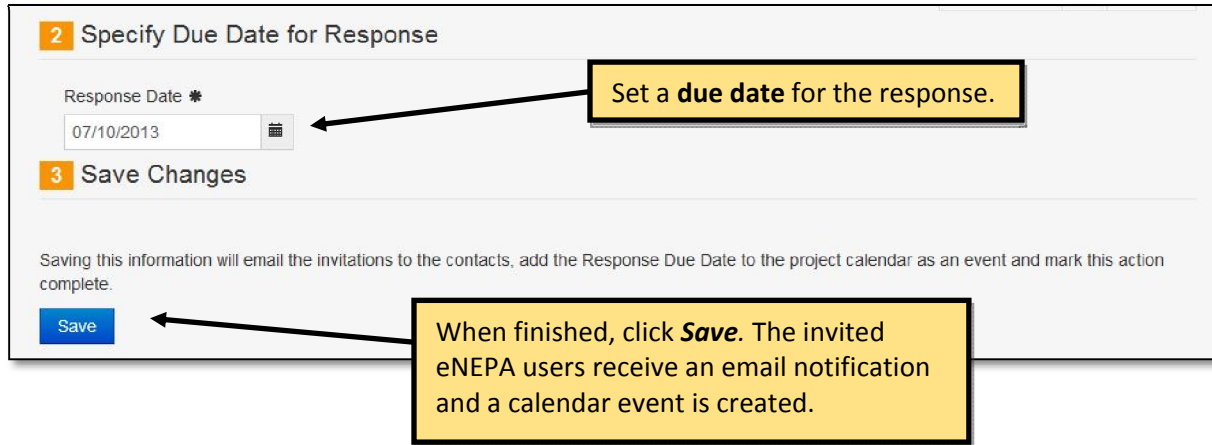
- Participating
- Participating
- Cooperating
- Lead
- Interested

Invite an agency user to participate by checking the box and setting the **Agency Role**. If a user is not displayed in the list here, click on the Contacts tab to add the user to the project first – note that the contact must be a user in eNEPA to be added this way.

The **Date Added** and **Date Accepted** columns auto-populate (when the user is invited and when the user accepts, respectively).

## eNEPA User Handbook

Next, the Project Manager determines the due date for the response to the Opportunity for Involvement.



**2** Specify Due Date for Response

Response Date \*

07/10/2013

**3** Save Changes

Saving this information will email the invitations to the contacts, add the Response Due Date to the project calendar as an event and mark this action complete.

Save

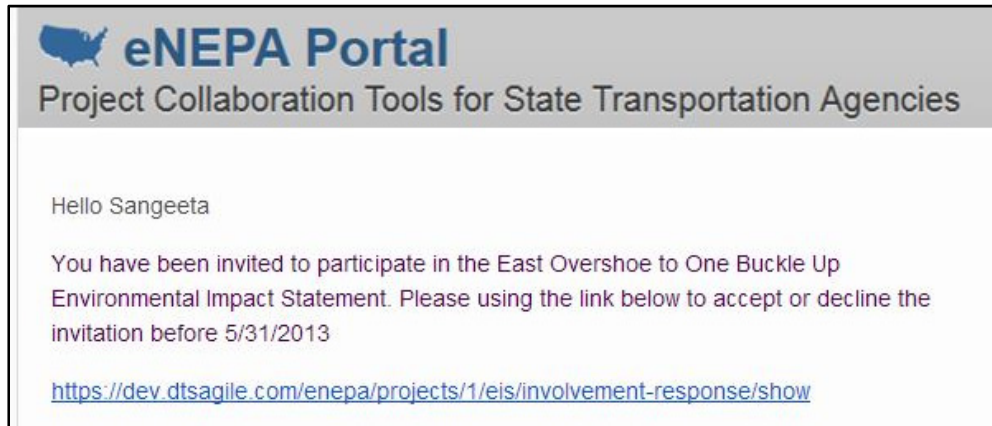
Set a **due date** for the response.

When finished, click **Save**. The invited eNEPA users receive an email notification and a calendar event is created.

## eNEPA User Handbook

### Action: Involvement Response

Each invited participant receives an email notification with a link to this action. When you click the link in the email, you are prompted to log in to eNEPA. Upon log in, you are routed to the project participation action. For each subsequent email the tool sends, follow the same process to quickly access the project screen referenced. You may also access the action by searching for the project and clicking on the Actions tab. See Section 7 and Section 9 of the handbook for additional details.



Use the dropdown box to confirm or change your agency's level of participation. Any comments you enter are emailed to the Project Manager.

The screenshot shows the "Project Participation" form. It has two main sections: "1 Project Participation Request" and "2 Store Participation Decision".

**1 Project Participation Request**

You have been sent a project involvement request for the project, [eNEPA Handbook Testing Project](#)

Please decide if your agency will participate in this project.

Select your organization's participation \*

Participating

Comments

**Enter comments.**

Characters left: 1000

**2 Store Participation Decision**

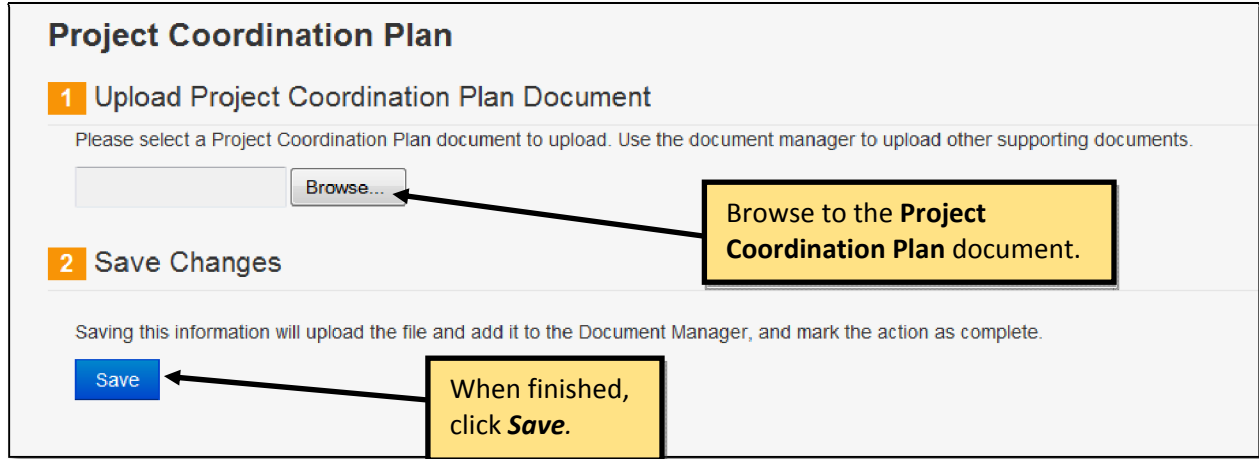
Saving this information will notify the Project Manager of your response

**Annotations:**

- A yellow box with an arrow pointing to the dropdown menu says: "Review the **agency participation role**. Update as needed: "Lead", "Cooperating", "Participating" or "Interested"."
- A yellow box with an arrow pointing to the "Save" button says: "When finished, click **Save**. The Project Manager receives an email notification."

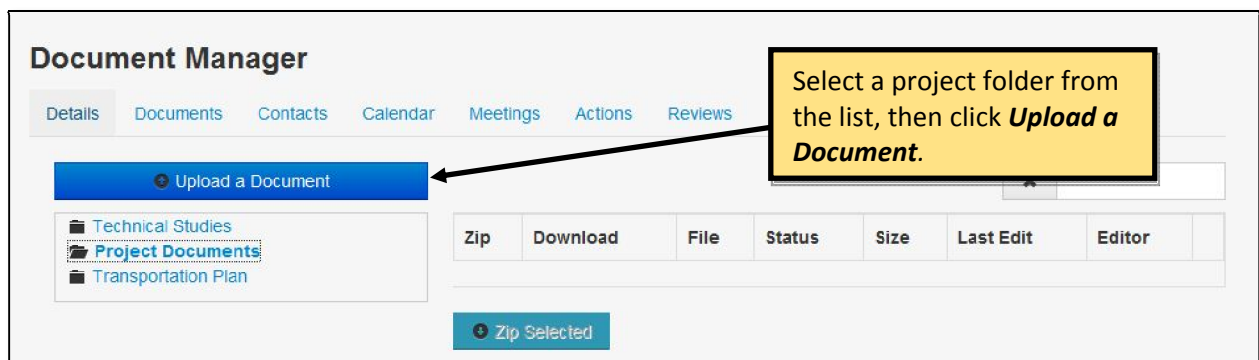
**Action: Upload Project Coordination Plan**

The Project Manager or Administrator uploads the Project Coordination Plan by browsing to the file location.



**Action: Support Documents**

The Support Documents action links you to the Documents tab where you can upload additional project documents. The Support Documents action is repeated for each phase and is explained in detail in Section 9.2 of the handbook. (This action is not shown again in the Environmental Impact Statement portion of the handbook.)



SCOPING

**Action: Upload Notice of Intent**

The Project Manager, Administrator or State DOT user uploads the Notice of Intent (NOI) document by browsing to the file location, and then adds the date that the NOI was published in the Federal Register.

**Notice of Intent**

**1 Upload Notice of Intent Document**

Please select the Notice of Intent document. Use the document manager to upload other supporting documents

**2 Publication Date**

Please select the date on which the Notice of Intent was published. This will be added to the project calendar as an event when this form is saved.s

**3 Save Changes**

**Browse to the Notice of Intent document.**

**Enter the NOI Publication Date.**

**When finished, click *Save*. A calendar event is created.**

Action: Upload Preliminary Scoping Package

The Project Manager, Administrator or State DOT user uploads the preliminary Purpose and Need document and the Range of Preliminary Alternatives document by browsing to the file location. Reviewers for the Scoping Package Review Team are selected from the project contacts list. Finally, the user determines the due date for the scoping package review.

**Preliminary Scoping Package**

**1 Upload Preliminary Purpose and Need Document**

Please select the Preliminary Purpose and Need document. Use the document manager to upload other supporting documents

Browse...

**2 Upload Range of Preliminary Alternatives Document**

Please select the Range Preliminary Alternatives document. Use the document manager to upload other supporting documents

Browse...

**3 Select Scoping Package Review Team**

Search:

Name	Organization	Title	Date Added	Date Reviewed	Date Concurred	Concurrence Status
<input type="checkbox"/> Reddy, Sangeeta	DTS	Program Manager				
<input type="checkbox"/> Frye, Mary	FHWA HQ	Environmental Protection Specialist				

Select Action:

Showing 1 to 2 of 2 entries Next →

**4 Review Due Date**

Please select the date by which the Preliminary Scoping Package needs to be reviewed. This date will be added to the project calendar as an event when the form is saved.

Review Due Date \*

**5 Save Changes**

Saving this information will upload the files, and add them to the Document Manager, zip them into a Preliminary Scoping Package, and email the selected scoping team members.

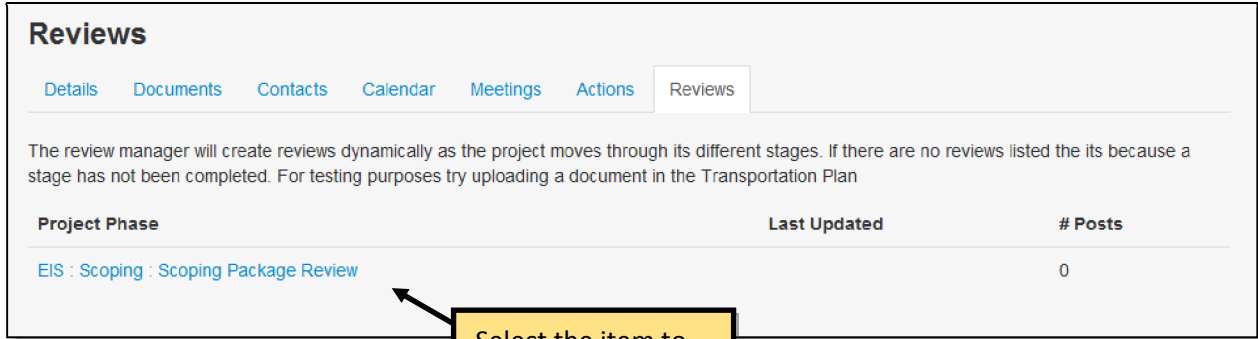
**Annotations:**

- Browse to the preliminary Purpose and Need and Range of Preliminary Alternatives documents.
- Select the reviewers. Reviewers must be users in eNEPA and added as a project contact.
- Enter the review due date.
- When finished, click Save. The reviewers receive an email notification, and a calendar event is created.

## eNEPA User Handbook

### Action: Scoping Package Review

The Review action links to the Reviews tab where you can participate in the review forum for a particular document. This is repeated for each document that is reviewed and is explained in detail in Section 9.7 of the handbook.



**Reviews**

[Details](#) [Documents](#) [Contacts](#) [Calendar](#) [Meetings](#) [Actions](#) **Reviews**

The review manager will create reviews dynamically as the project moves through its different stages. If there are no reviews listed the its because a stage has not been completed. For testing purposes try uploading a document in the Transportation Plan

Project Phase	Last Updated	# Posts
<a href="#">EIS : Scoping : Scoping Package Review</a>		0

Select the item to be reviewed.

Action: Scoping Package Concurrence

The reviewer begins by downloading the scoping package, then either accepts the due date or requests a different date.

**Scoping Package Review**

**1** Download Scoping Package

Please use the Document Review Manager to ask questions or add comments to this Scoping Document package.

[Download Scoping Package \(zip file\)](#)

**2** Accept or Propose New Due Date

I accept the due date of 6/14/2013

I propose a new due date

Alternative Response Date

Click on the **document** to download and review.

Either accept the **due date** or request a new due date.

Once the reviewer has reviewed the scoping package, the Project Manager receives a “concur” or “do not concur” response from the reviewer.

**3** Concurrence

Pending

Search:

Comments

**Provide comments.**

Name	Organization	Title	Date Added	Date Reviewed	Date Concurred	Concurrence Status
Love, Sharon	FHWA Division		5/10/2013			Pending

Showing 1 to 1 of 1 entries

← Previous 1 Next →

**4** Save

Saving this information will record your answers. You can return to this form until you have selected a concurrence option, after that, this action will be marked complete.

The concurrence status defaults to “pending”. Once the review is complete, choose “concur” or “do not concur”. If you do not concur, provide comments in the comments box.

When finished, click **Save**.

As reviews are completed, eNEPA updates the summary table with the **status** of all reviewers.



**Action: Upload Refined Scoping Package**

The Project Manager, Administrator or State DOT user uploads the revised Scoping Package that contains the refined Purpose and Need document and the refined Range of Alternatives document by browsing to the file locations.

**Upload Refined Scoping Package**

**1 Upload Refined Purpose and Need Document**

Please select the Refined Purpose and Need document. Use the document manager to upload other supporting documents.

Browse...

**2 Upload Refined Range of Alternatives Document**

Please select the Refined Range of Alternatives document. Use the document manager to upload other supporting documents.

Browse...

**3 Save Changes**

Saving this information will upload the files, and add them to the Document Manager, zip them into a Refined Scoping Package, and email to selected scoping team members.

**Callout 1:** Browse to the refined **Purpose and Need** document.

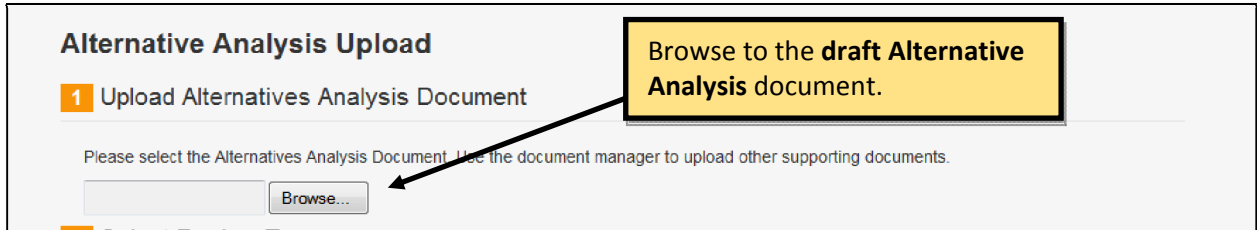
**Callout 2:** Browse to the refined **Range of Alternatives** document.

**Callout 3:** When finished, click **Save**.

DRAFT ENVIRONMENTAL IMPACT STATEMENT

Action: Upload Alternative Analysis

The Project Manager, Administrator or State DOT user browses to the file location of the Alternative Analysis document, uploads it and selects the review due date.



**Alternative Analysis Upload**

**1** Upload Alternatives Analysis Document

Please select the Alternatives Analysis Document. Use the document manager to upload other supporting documents.

Browse to the **draft Alternative Analysis** document.

Reviewers for the Alternative Analysis document are also selected from the project contacts list.



**2** Select Review Team

Search:

<input type="checkbox"/>	Name	Organization	Title	Date Added	Date Reviewed	Date Concurred	Concurrence Status
<input type="checkbox"/>	Love, Sharon	FHWA Division					
<input type="checkbox"/>	Vance, Melanie	WSDOT					
<input type="checkbox"/>	Reddy, Sangeeta	DTS					

Showing 1 to 3 of 3 entries ← Previous 1 Next →

**3** Review Due Date

Please select the date by which the Alternatives Analysis needs to be reviewed. This date will be added to the project calendar as an event when the form is saved.

Review Due Date \*

Enter the **review due date**.

**4** Save Changes

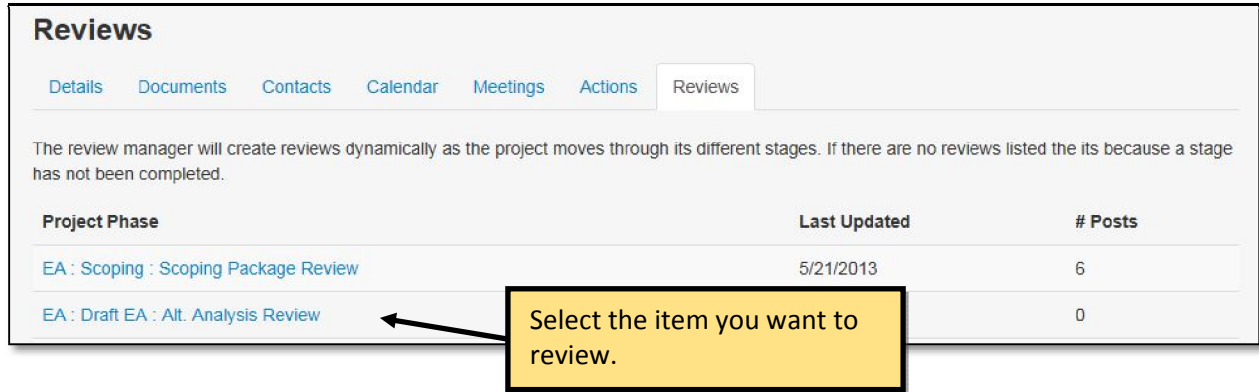
Saving this information will upload the files, and add them to the Document Manager, and email the selected review team members.

When finished, click **Save**. The reviewers receive an email notification, and a calendar event is created.

## eNEPA User Handbook

### Action: Alternative Analysis Review

The Review action links you to the Reviews tab where selected users can participate in the review forum for the Alternatives development document. This is repeated for each document that is reviewed and is explained in detail in Section 9.7 of the handbook.



**Reviews**

[Details](#) [Documents](#) [Contacts](#) [Calendar](#) [Meetings](#) [Actions](#) **Reviews**

The review manager will create reviews dynamically as the project moves through its different stages. If there are no reviews listed the its because a stage has not been completed.

Project Phase	Last Updated	# Posts
<a href="#">EA : Scoping : Scoping Package Review</a>	5/21/2013	6
<a href="#">EA : Draft EA : Alt. Analysis Review</a>		0

Select the item you want to review.

Action: Alternative Analysis Concurrence

The reviewer begins by downloading the alternatives analysis document, and then either accepts the due date or requests a different date.

**Alternatives Analysis Review**

**1 Review Alternatives Analysis Document**

Please use the [Document Review Manager](#) to ask questions or add comments to the Alternatives Analysis Document.  
[Download the Alternatives Analysis Document 05/10/2013 09:01 AM](#)

**2 Accept Due Date or Propose New Due Date**

I accept the due date of 6/21/2013  
 I propose a new due date

Alternative Review Due Date  
6/21/2013

Click on the **document** to download and review.

Either accept the **due date** or request a new due date.

Once you have finished reviewing the document, specify whether you “concur” or “do not concur” and provide comments. The Project Manager will be notified of your response.

**3 Concurrence**

Pending

Search:

Comments

Provide comments.

Name	Organization	Title	Date Added	Date Reviewed	Date Concurred	Concurrence Status
Love, Sharon	FHWA Division		5/10/2013			Pending
Reddy, Sangeeta	DTS		5/10/2013			Pending
Vance, Melanie	WSDOT		5/10/2013			Pending

Showing 1 to 3 of 3 entries

← Previous 1 Next →

**4 Save Changes**

Saving this information will upload the files, and add them to the Document Manager, zip them into a selected scoping team members.

Save

When finished, click **Save**.

As reviews are completed, eNEPA updates the summary table with the **status** of all reviews.

The concurrence status defaults to “pending”. Once the review is complete, choose “concur” or “do not concur”. If you do not concur, provide comments in the comments box.

## eNEPA User Handbook

### Action: Manage Technical Study Reviewers

For each technical study area, the Project Manager or Administrator selects a reviewer to take part in the review. Only selected reviewers can participate in the selected document review.

To select a particular reviewer, it may be easiest to use the search function to narrow the results down to the single name of a reviewer to be selected. Then, one or more checkboxes in that row can be chosen for that reviewer. Simply click the save button and the information is saved to eNEPA. This process can then be repeated for the next reviewer.

The screenshot shows the 'Select Technical Study Reviewers' interface. A yellow callout box at the top right contains the text: 'Check the boxes to **assign a contact** to a particular technical study document type. Only users checked are able to participate in the technical study review.' Two arrows point from this box to the 'Archaeological' and 'Socioeconomic' checkboxes in the first row of the table. At the bottom left, a blue 'Save' button is highlighted with a yellow callout box that says: 'When finished, click **Save**.' An arrow points from this box to the 'Save' button. The interface includes a search bar, a table of reviewers, and pagination controls.

Name	Title	Organization	4F	6F	Archaeological	Historical	Socioeconomic	Noise	Biological	Air Quality	Water Quality
Wilson, Julie	SME	DTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reddy, Sangeeta	Program Manager	FHWA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

← Previous 1 Next →

Save

**Action: Upload Technical Studies**

When a technical study has been completed, the Project Manager uploads it using this action. In Step 1, the dropdown menu includes 18 options – a draft option and a final option for each of these nine technical study areas:

- Section 4(f)
- Section 6(f)
- Archaeological
- Historical
- Socioeconomic
- Noise
- Biological
- Air Quality
- Water Quality

First the Project Manager uses the dropdown box to choose the appropriate technical study and the status (draft or final). Then, the Project Manager browses to the file location and uploads it to eNEPA. The Project Manager selects technical study reviewers. Then, in Step 2, the Project Manager determines the due date for the review of that particular study.

**Upload Technical Study**

**1 Upload Technical Study Document**

Select the Technical Study document type and choose the file to upload. You may upload the document more than once. The previous Technical Study document will be replaced and deleted.

Select Document Type \*

Choose... [v]

Select Document to Upload \*

Browse...

**2 Select Technical Study Reviewers**

Use the [Select Technical Study Reviewers](#) action to assign reviewers.

**3 Select Review Due Date**

Select the date by which the Technical Study document needs to be reviewed. This will be added to the project calendar.

Select Review Due Date \*

09/09/2013 [calendar icon]

**4 Save Changes**

Saving changes will upload the Technical Study document, add the review date to the project calendar, and send email notices to the Technical Study review team. You may access the document and monitor the progress of the review in the Review Manager.

Save

**Callout boxes:**

- Select the Technical Study type.** (points to the 'Choose...' dropdown)
- Browse to the technical study document.** (points to the 'Browse...' button)
- Enter the review due date.** (points to the date input field)
- When finished, click Save. Reviewers receive an email notification that a technical study is ready for review, and a calendar event is created.** (points to the 'Save' button)

## eNEPA User Handbook

### Action: Upload Draft EIS

This action is the FHWA review of the draft EIS document. The Project Manager, Administrator or State DOT user begins this action by uploading the Draft EIS (DEIS) by browsing to the file location. Next, an FHWA reviewer is selected from a listing of individuals who have been assigned that role. Finally, the user selects a due date for the review.

**Draft EIS Upload**

**1 Upload Draft EIS / Package**

Please select the Draft EIS Document or Package (zip file) Document and to be uploaded

**2 Select FHWA Reviewer**

Select the **FHWA** reviewer.

Search:

Name	Organization	Title	Date Added	Date Reviewed	Approved
<input type="radio"/> Love, Sharon	FHWA Division				

Showing 1 to 1 of 1 entries

← Previous 1 Next →

**3 Review Date Date**

Please select the date by which the Draft EIS needs to be reviewed. This will be added to the project calendar as an event when this form is saved and notices will be emailed to the review team.

**3 Save Changes**

Saving this information will upload the file, and add it to the Document Manager, email the Document Review Invitations to the FHWA Reviewer, and add the Review Due Date to the project calendar as an event, and mark this action complete.

When finished, click **Save**. The reviewer receives an email notification, and a calendar event is created.

### Action: Draft EIS Review

The Review action links to the Reviews tab where you can participate in the review forum for a particular document. This is repeated for each document that is reviewed and is explained in detail in the Section 9.7 section of the handbook.

**Reviews**

Details Documents Contacts Calendar Meetings Actions **Reviews**

The review manager will create reviews dynamically as the project moves through its different stages. If there are no reviews listed the its because a stage has not been completed.

Project Phase	Last Updated	# Posts
<a href="#">EA : Scoping : Scoping Package Review</a>	5/21/2013	6
<a href="#">EA : Draft EA : Alt. Analysis Review</a>		0

Select the item to be reviewed.

Action: Draft EIS Approval

After reviewing DEIS documents, the FHWA reviewer accepts the due date for review of the DEIS package (or requests a revised date), then selects the FHWA legal reviewer for the project.

**Assign Legal Reviewer to Draft EIS**

**1 Review Draft EIS**

Please use the [Document Review Manager](#) to ask questions or add comments to the Draft EIS Document.

[Download Draft EIS Document 05/10/2013 09:23 AM](#)

**2 Accept Due Date or Propose a new Due Date**

I accept the due date of 6/21/2013

I proposed a new due date

**3 Select Legal Reviewer**

Search:

Name	Organization	Title	Date Added	Date Reviewed
<input checked="" type="radio"/> Love, Sharon	FHWA Division			

Showing 1 to 1 of 1 entries

← Previous 1 Next →

**4 Save Changes**

Saving this information will record the Approval decisions, any comments and the date / time, and send a notification to the PM / CO.

**Callout 1:** Download the DEIS document.

**Callout 2:** Accept the review due date or request a different date.

**Callout 3:** Select the FHWA legal reviewer.

**Callout 4:** When finished, click **Save**. The legal reviewer receives an email notification that a document is ready for review, and a calendar event is created.



Action: Draft EIS Legal Review

The FHWA legal reviewer receives an email notification with a link to the action. The legal reviewer downloads and reviews the DEIS and upload comments.

**Upload Draft EIS with Legal Comments**

**1 Review Draft EIS**

Please use the [Document Review Manager](#) to ask questions or add comments to the Draft EIS Document.

Download Draft EIS Document 07/10/2013 03:16 PM

**2 Upload Draft EIS with Legal Comments**

Please download the Draft EIS Document, make comments / changes to the document, and upload the updated document. This document will only be visible to FHWA users who have access to this project.

Browse...

**3 Save Changes**

Saving this information will record the date this review was completed, upload the document, and send a notification to the FHWA Project lead.

Save

Click on the **document** to download.

Browse to the **DEIS document with legal comments.**

When finished, click **Save**.

## eNEPA User Handbook

### Action: Draft EIS FHWA Approval

The FHWA reviewer receives an email notification that the legal review has been completed. The FHWA reviewer downloads and reviews the legal comments, then uses the Review Manager to communicate changes to the Project Manager.

**Review Draft EIS with Legal Comments**

**1** Review Draft EIS with Legal Comments

Review the Draft EIS with Legal Comments. Use the [Document Review Manager](#) to add comments or ask questions in response to the legal review and to coordinate any changes with the DOT. Proceed with Step 2 once all comments have been addressed and the revised draft EIS has been posted.

[Download Draft EIS Document with Legal Comments 07/11/2013 10:49 AM;](#)

Click the link to access the **Review Manager**.

Click on the **document** to download and review legal comments.

Below is an example of the how to use the Review Manager to coordinate changes. See Section 9.7 for additional details on the Review Manager.

**EIS : Draft EIS : Review**

Document(s) [EIS Draft Document 07/10/2013 03:16 PM](#)

Point of Contact Julie Wilson

Status

[Add a Post](#)

**FHWA Comments**

Submitted By FHWA User, at FHWA, Submitted on 7/12/2013 6:55 AM (0 Replies)

I am attaching FHWA's comments from the Draft EIS review. Please make the changes and resubmit the revised document.

[Download Attachment 07/12/2013 08:55 AM](#)

FHWA adds a post with comments and/or a document with comments.

**FHWA Comments**

Submitted By FHWA User, at FHWA, Submitted on 7/12/2013 6:55 AM (1 Reply)

I am attaching FHWA's comments from the Draft EIS review. Please make the changes and resubmit the revised document.

[Download Attachment 07/12/2013 08:55 AM](#)

Response By Julie Wilson, at DTS, Submitted On 7/12/2013 6:56 AM

Thank you for your quick review. We will make those changes.

The Project Manager replies to the FHWA post. The response is shown underneath the comment.

Additional questions and/or comments are exchanged between the Project Manager and FHWA reviewer as needed.

**Comment 53** Reply

Submitted By Julie Wilson, at DTS, Submitted on 7/12/2013 6:58 AM (1 Reply)

Could you clarify comment 53? Would you like for the Air Quality summary to be moved to page 42?

---

Response By FHWA User, at FHWA, Submitted On 7/12/2013 7:01 AM

Yes, please move the Air Quality section and add a table to help with readability.

The Project Manager uploads the revised document and submits to FHWA through the Review Manager.

### EIS : Draft EIS : Review

Document(s) [EIS Draft Document 07/10/2013 03:16 PM](#)

Point of Contact Julie Wilson

Status

**Approval** Reply

Submitted By FHWA User, at FHWA, Submitted on 7/12/2013 7:08 AM (1 Reply)

I have submitted the document for approval by the Division Manager. We will be uploading the signed DEIS within the next few days.

---

Response By Julie Wilson, at DTS, Submitted On 7/12/2013 7:09 AM

Thank you. We look forward to the formal approval.

**DEIS Version 2** Reply

Submitted By Julie Wilson, at DTS, Submitted on 7/12/2013 7:04 AM (1 Reply)

We have addressed the FHWA comments and are resubmitting the DEIS for review and approval. Please find the DEIS version 2 attached.

[Download Attachment 07/12/2013 09:04 AM](#)

---

Response By FHWA User, at FHWA, Submitted On 7/12/2013 7:05 AM

I have received your submission.

Once all comments are addressed, the Project Manager uploads the revised DEIS.

## eNEPA User Handbook

When the FHWA reviewer is satisfied that all comments have been addressed, the FHWA reviewer proceeds with Step 2.

The screenshot displays the 'Draft EIS Approval' section of the eNEPA system. It features a form with several key elements and instructional callouts:

- Step 2: Draft EIS Approval**: The top section of the form, containing radio buttons for 'Draft EIS Approved' and 'Draft EIS Not Approved (please provide reason in comments)'. A callout box explains that the status defaults to 'not approved' and users must specify approval or not after review.
- Comments**: A large text area for providing feedback, with a callout box instructing users to 'Provide comments.'
- Step 3: Signed Draft EIS Document**: A section with a 'Browse...' button for uploading a signed document. A callout box instructs users to 'Sign the DEIS and then browse and upload the file.'
- Step 4: Save Changes**: A section with a 'Save' button. A callout box instructs users to 'When finished, click Save.'
- Footer Note**: A line of text stating, 'Saving this information will record the Approval Decision, any comments and the date / time, and send a notification to the State PM / CO.'

COMMENT PERIOD

Action: Upload Draft EIS NOA

The Project Manager, Administrator or State DOT user first uploads the DEIS Notice of Availability (NOA) by browsing to the file location. The user selects an FHWA reviewer from a listing of contacts who have been assigned that role, and then enters the publication date for the NOA in the National Register. Finally, the user determines a review due date for the Draft EIS NOA.

**Draft EIS NOA Upload**

**1** Upload Draft EIS Notice of Availability (NOA) Document

Please select the Draft EIS NOA Document or Package (zip file) Document and to be uploaded

**2** Select FHWA Reviewer

Select the **reviewers** by checking the box next to each.

Search:

<input type="checkbox"/>	Name	Organization	Title	Date Added	Date Reviewed	Accepted
<input type="checkbox"/>	Love, Sharon	FHWA Division				
<input type="checkbox"/>	Vance, Melanie	WSDOT				
<input type="checkbox"/>	Reddy, Sangeeta	DTS				

Showing 1 to 3 of 3 entries

**3** Select Publication Date

Please select the official NOA publication

**4** Select Draft EIS NOA Review Date

Please select the date which the Draft EIS NOA needs to be reviewed. This will be adding to the project calendar as an event when this form was saved and notices will be emailed to the review team.

**5** Save Changes

Saving this information will upload the file, and add it to the Document Manager, store the NOA Publication Date in the Federal Registry, email Document Review Invitations to the Review Team, and add the Review Due Date to the project calendar as an event, and mark this action complete.

When finished, click **Save**. The reviewer receives an email notification and two calendar events are created.

## eNEPA User Handbook

### Action: Draft EIS Review

The Review action links you to the Reviews tab where selected users can participate in the review forum for a particular document. This is repeated for each document that is reviewed and is explained in detail in Section 9.7 of the handbook.

The reviewer receives an email notification with a link to this action. The reviewer download and reviews the DEIS document, reviews the due date, and indicates when the review is complete.

**Draft EIS Review**

**1 Review Draft EIS Document**

Please use the [Document Review Manager](#) to ask questions or add comments to the Draft EIS Document.

[Download Draft EIS Document 05/10/2013 09:29 AM](#)

**2 Accept Due Date or Propose a New Due Date**

I Accept the due date of 6/28/2013

I propose a new due date

Alternative Review Due Date

**3 Review Complete**

I have completed a review of the Draft EIS Document

**4 Save Changes**

Saving this information will record your answers. You can return to this form until you have checked that your review is completed.

**Callout boxes:**

- Click on the **document** to download and review.
- Either accept the **due date** or select a new due date.
- Check the **box** to indicate the review is complete.
- When finished, click **Save**.

## eNEPA User Handbook

### Action: Comment Period Meetings

Clicking on the Comment Period Meetings action link directs you to the Project Meetings tab where you can add or edit meetings associated with this phase of the project. The Project Meetings tab is explained in detail in Section 9.5 of the handbook.

### Project Meetings

[Details](#) [Documents](#) [Contacts](#) [Calendar](#) **Meetings** [Actions](#) [Reviews](#)

[New Meeting](#)

Search:

Meeting Topic	Meeting Type	Date	Attachment	Entered By
<a href="#">Draft EIS Public Hearing</a>	Public Hearing	06/14/2013 02:30 PM		Wilson, Julie

Showing 1 to 1 of 1 entries

[← Previous](#) | 1 | [Next →](#)

FINAL ENVIRONMENTAL IMPACT STATEMENT / RECORD OF DECISION

Action: Draft FEIS / ROD Upload

The Project Manager, Administrator or participating eNEPA user uploads the Draft EIS Comment Responses document. Next, upload the combined draft Final EIS (FEIS) / Record of Decision (ROD). If the project is being developed with a separate ROD document, proceed by uploading the draft FEIS. The user then selects one or more FHWA reviewers from a list of individuals who have been assigned that role. Finally, the user determines a due date for the completion of the FEIS / ROD package review.

**Draft FEIS / ROD Upload**

**1 Upload Draft EIS Comment Responses Document**

Please select the Draft EIS Comment Response Document to be uploaded

Browse...

**Browse to the Draft EIS Comments.**

**2 Upload Combined Draft FEIS / ROD Document**

Please select the Combined Draft FEIS / ROD Document to be uploaded. \* If the project will have a separate ROD document, upload the Draft FEIS. After FEIS approval, proceed by using the Record of Decision actions on the actions tab.

Browse...

**Browse to the Draft FEIS/ROD.**

**3 Select FHWA Reviewer**

Select the reviewer.

Search:

Name	Organization	Title	Date Added	Date Reviewed	Accepted
<input type="radio"/> Reddy, Sangeeta	FHWA	Program Manager			

Showing 1 to 1 of 1 entries

← Previous 1 Next →

**4 Review Date Date**

Please select the date by which the FEIS / ROD Package needs to be reviewed. This will be added to the project calendar as an event when this form is saved and notices will be emailed to the review team.

**Enter the review due date.**

**5 Save Changes**

Saving this information will upload the file, and add it to the Document Manager, zip them into a Draft FEIS / ROD Package, email the Document Review Invitation to the FHWA Reviewer, and add the Review Due Date to the project calendar as an event, and mark this action complete.

**When finished, click Save. The reviewers receive an email notification, and a calendar event is created.**



Action: Draft FEIS / ROD Assign Legal

After reviewing draft FEIS / ROD documents, the FHWA reviewer accepts the due date for review of the draft FEIS / ROD package (or requests a revised date), then selects the FHWA legal reviewer for the project.

**Assign Legal Reviewer to Combined Draft FEIS / ROD**

**1 Review Combined Draft FEIS / ROD**

Please use the [Document Review Manager](#) to ask questions or add comments to the Combined Draft FEIS / ROD Document.

Draft EIS Comment Responses Document	<a href="#">Download Draft EIS Comment Responses Document 09/09/2013 03:12 PM</a>
Combined Draft FEIS / ROD Document	<a href="#">Download Combined Draft FEIS / ROD Document 09/09/2013 03:13 PM</a>
Combined Draft FEIS / ROD Comments Document	Document not uploaded

**2 Accept Due Date or Propose a New Date**

I accept the Due Date of 9/11/2013  
 I propose a new date date  
09/11/2013

**3 Select FHWA Legal Reviewer**

Select the reviewer.

Name	Organization	Title	Date Added	Date Reviewed	Accepted
<input type="radio"/> Reddy, Sangeeta	FHWA	Program Manager			

Showing 1 to 1 of 1 entries

**4 Save Changes**

Saving this information will upload the file, and add it to the Document Manager, zip them into a Combined Draft FEIS / ROD Package, email the Document Review Invitation to the FHWA Reviewer, and add the Review Due Date to the project calendar as an event, and mark this action complete.

Save

When finished, click **Save**. The legal reviewer receives an email notification that a document is ready for review.

Action: Draft FEIS / ROD Legal Review

The FHWA legal reviewer receives an email notification with a link to this action. After reviewing relevant documents, the FHWA legal reviewer uploads the draft FEIS / ROD comments document.

**Legal Review of Draft FEIS / ROD**

**1 Review Draft FEIS/ ROD**

Please use the [Document Review Manager](#) to ask questions or add comments to the Combined Draft FEIS / ROD Document.

Draft EIS Comment Responses Document	<a href="#">Draft EIS Comment Responses Document 09/09/2013 02:12 PM</a>
Combined Draft FEIS / ROD Document	<a href="#">Combined Draft FEIS / ROD Document 09/09/2013 02:13 PM</a>
Combined Draft FEIS / ROD Comments Document	Document not uploaded

**2 Upload Draft FEIS / ROD Comments Document**

Please download the Draft FEIS / ROD Legal Comments package, make comments / changes to the document(s), and upload the updated package. This package will only be visible to FHWA users who have access to this project.

**3 Save Changes**

Saving this information will record the date this review was completed, upload the package, and send a notification to the FHWA project lead.

**Callout 1:** Click on the **document** to download. (Points to the 'Draft EIS Comment Responses Document' link)

**Callout 2:** Browse to the **draft FEIS/ROD package with legal comments.** (Points to the 'Browse...' button)

**Callout 3:** When finished, click **Save**. (Points to the 'Save' button)

Action: Draft FEIS / ROD Review

The Project Manager reviews the draft FEIS / ROD legal comments document and then checks the box to verify the review is complete.

**Review Draft FEIS / ROD with Legal Comments**

**1 Review Draft FEIS / ROD with Legal Comments**

Please use the [Document Review Manager](#) to ask questions or add comments to the Draft FEIS / ROD. Coordinate with the DOT to revise the document as needed.

Draft EIS Comment Responses Document	<a href="#">Download Draft EIS Comment Responses Document 09/09/2013 02:12 PM</a>
Combined Draft FEIS / ROD Document	<a href="#">Download Combined Draft FEIS / ROD Document 09/09/2013 02:13 PM</a>
Combined Draft FEIS / ROD Comments Document	<a href="#">Download Combined Draft FEIS / ROD Comments Document 09/09/2013 02:20 PM</a>

**2 Draft FEIS / ROD Review**

Please download the Draft FEIS / ROD Package and Review

I have reviewed the Draft FEIS / ROD

**3 Save Changes**

Saving this information will record the Draft FEIS / ROD has been reviewed by FHWA.

[Save](#)

**Callout 1:** Click on the **document** to download.

**Callout 2:** Check the **box** indicating the review of the draft FEIS/ROD is complete.

**Callout 3:** When finished, click **Save**.

Action: FEIS / ROD Upload

The Project Manager, Administrator or participating eNEPA user uploads the FEIS / ROD. If the project is being developed with a separate ROD document, upload the FEIS at this time. Next, select the FHWA reviewer in Step 2.

**Combined FEIS / ROD Upload**

**1 Upload Combined FEIS / ROD Document**

Please select the Combined FEIS / ROD Document to be uploaded. \* If the project will have a separate ROD document, upload the FEIS. After FEIS approval, proceed by using the Record of Decision actions on the actions tab.

Browse...

**2 Select FHWA Reviewer**

Select the reviewer.

Search:

Name	Organization	Title	Date Added	Date Reviewed	Accepted
<input type="radio"/> Reddy, Sangeeta	FHWA	Program Manager			

Showing 1 to 1 of 1 entries

← Previous 1 Next →

In Step 3, select the due date that the review is to be completed.

**3 Review Date Date**

Please select the date by which the Combined FEIS / ROD Package needs to be reviewed.

**4 Save Changes**

Saving this information will upload the file, and add it to the Document Manager, email the Document Review Invitation to the FHWA Reviewer, and add the Review Due Date to the project calendar.

When finished, click **Save**. The reviewer receives an email notification that a document is ready for review and a calendar event is created.

Action: FEIS / ROD Assign

After reviewing the FEIS / ROD documents, the FHWA reviewer accepts the due date for the review of the FEIS / ROD package (or requests a revised date), then selects the FHWA legal reviewer for the project.

### Assign Legal Reviewer to FEIS / ROD

**1 Review FEIS / ROD**

Please use the [Document Review Manager](#) to ask questions or add comments to the Final FEIS / ROD Document.

FEIS / ROD Document	<a href="#">FEIS / ROD Document 09/09/2013 03:43 PM</a>
FEIS / ROD Legal Comments Document	<a href="#">FEIS / ROD Comments Document 09/09/2013 03:55 PM</a>
FEIS / ROD Signed Document	Document not uploaded

**2 Accept Due Date or Propose a New Date**

I accept the Due Date of 9/23/2013  
 I propose a new date date

**3 Select FHWA Legal Reviewer**

Select the legal reviewer.

Search:

Name	Organization	Title	Date Added	Date Reviewed	Accepted
<input checked="" type="radio"/> Reddy, Sangeeta	FHWA	Program Manager	9/9/2013		

Showing 1 to 1 of 1 entries

← Previous 1 Next →

**4 Save Changes**

Saving this information will upload the file, and add it to the Document Manager, zip them into a Final FEIS / ROD Package, email the Document Review Invitation to the FHWA Reviewer, and add the Review Due Date to the project calendar as an event, and mark this action complete.

When finished, click **Save**. The legal reviewer receives an email notification that a document is ready for review.

Action: FEIS / ROD Legal Review

The FHWA / ROD legal reviewer receives an email notification with a link to this action. After reviewing relevant documents, the FHWA legal reviewer uploads the FEIS / ROD with Legal Comments document.

**Legal Review of FEIS / ROD**

**1 Review FEIS / ROD**

Please use the [Document Review Manager](#) to ask questions or add comments to the FEIS / ROD Document.

FEIS / ROD Document	<a href="#">FEIS / ROD Document 09/09/2013 02:43 PM</a>
FEIS / ROD Legal Comments Document	Document not uploaded
FEIS / ROD Signed Document	Document not uploaded

**2 Upload FEIS / ROD Legal Comments**

Please download the FEIS / ROD package, make comments / changes to the document(s), and upload the updated package. This package will only be visible to FHWA users who have access to this project.

**3 Save Changes**

Saving this information will record the date this review was completed, upload the package, and send a notification to the FHWA project lead.

**Callout 1:** Click on the **document** to download.

**Callout 2:** Browse to the **FEIS / ROD with Legal Comments** document.

**Callout 3:** When finished, click **Save**.

## eNEPA User Handbook

### Action: FEIS / ROD Review

A FHWA reviewer receives an email notification that the legal review has been completed. The FHWA reviewer downloads and reviews the legal comments, then uses the Review Manager to communicate changes to the Project Manager.

**Review FEIS / ROD with Legal Comments**

**1 Review FEIS / ROD with Legal Comments**

Review the FEIS / ROD Legal Comments document. Please use the [Document Review Manager](#) to ask questions or add comments in response to the legal review and to coordinate any changes with the DOT. Proceed with Step 2 once all comments have been addressed and the revised FEIS / ROD has been posted.

FEIS / ROD Document	<a href="#">FEIS / ROD Document 09/09/2013 02:43 PM</a>
FEIS / ROD Legal Comments Document	<a href="#">FEIS / ROD Comments Document 09/09/2013</a>
FEIS / ROD Signed Document	Document not uploaded

Annotations:

- Click the link to access the Review Manager.
- Click on the **document** to download and review legal comments.

Below is an example of the how to use the Review Manager to coordinate changes. See Section 9.7 for additional details on the Review Manager.

**FHWA Comments**

Submitted By *FHWA User*, at *FHWA*, Submitted on 7/12/2013 9:41 AM (1 Reply)

Attached are FHWA comments. Please updated the document and resubmit.

[Download Attachment 07/12/2013 11:41 AM](#)

Response By *Julie Wilson*, at *DTS*, Submitted On 7/12/2013 9:42 AM

I received the comments and will resubmit within 1 week.

Annotations:

- FHWA adds a post with comments and/or a document with comments.
- The Project Manager replies to the FHWA post. The response is shown underneath the comment.

**Comment 53**

Submitted By *Julie Wilson*, at *DTS*, Submitted on 7/12/2013 6:58 AM (1 Reply)

Could you clarify comment 53? Would you like for the Air Quality summary to be moved to page 42?

Response By *FHWA User*, at *FHWA*, Submitted On 7/12/2013 7:01 AM

Yes, please move the Air Quality section and add a table to help with readability.

Annotation:

- Additional questions and/or comments are exchanged between the Project Manager and FHWA reviewer as needed.

## eNEPA User Handbook

The Project Manager uploads the revised document and submits to FHWA through the Review Manager.

Document(s) [Environmental Impact Statement Final Document 07/10/2013 04:04 PM](#)

Point of Contact Julie Wilson

Status In Progress Add a Post

**Resubmitting FEIS**

Submitted By Julie Wilson, at DTS, Submitted on 7/12/2013 9:44 AM (0 Replies)

Please find the revised FEIS document attached for your approval.

[Download Attachment 07/12/2013 11:44 AM](#)

Once all comments are addressed, the Project Manager uploads the revised FEIS/ROD.

When the FHWA reviewer is satisfied that all comments have been addressed, the FHWA reviewer proceeds with Step 2. If the project is being developed with a separate ROD document, approve the FEIS at this time. The ROD document will be reviewed and approved separately.

**2 FEIS / ROD Approval**

Please download the combined FEIS/ROD Package and review. If the project is being developed with separate FEIS and ROD documents, complete the review of the FEIS package at this time. The ROD will be uploaded and reviewed in the tool at a later date.

FEIS / ROD Approved

FEIS NOT Approved (please provide reason in text area below)

Provide **comments**.

**3 Signed FEIS / ROD Document**

Please print, sign, and scan the Approved FEIS / ROD Document. Upload it using this

Sign and scan the **signature page** and then browse and upload the file.

**4 Save Changes**

Saving this information will record the Approval decision, any comments and the date / time, and send a notification to the State PM / CO.

When finished, click **Save**.



## eNEPA User Handbook

### Action: FEIS / ROD NOA Publication

The Project Manager, Administrator or State DOT user begins by uploading the Notice of Availability (NOA) for the FEIS / ROD and indicates the publication date in the National Register.

**FEIS / ROD NOA Upload**

**1 Upload Notice of Availability for FEIS / ROD Document**

Please select the FEIS / ROD NOA Document to be uploaded

Browse...

**Browse to the NOA document.**

**2 Publication Date**

Please select on which the Notice of Availability was published. This will be added to the project calendar as an event when the form is saved

9/9/2013

**Enter the **date** the NOA was published in the National Register.**

**3 Save Changes**

Saving this information will upload the file and add it to the Document Manager, and the NOA publication date to the project calendar as an event, notify all contacts of the NOA publication date, and mark this action complete.

**When finished, click *Save*. A calendar event is created.**

### Action: Comment Period Meetings

After clicking on the Comment Period Meetings action link, you are directed to the Project Meetings tab where you can add or edit meetings associated with this phase of the project. The Project Meetings tab is explained in detail in Section 9.5 of the handbook.

**Action: Upload Record of Decision (If Applicable)**

This action should only be used if the project is being developed with separate FEIS and ROD documents. If a combined FEIS / ROD document has already been approved, this action is not applicable. The Project Manager, Administrator or State DOT user first uploads the ROD document, and then selects the FHWA reviewer for the document and a date by which the document review is to be completed.

The screenshot shows a web form titled "Record of Decision (If Applicable)". It is divided into three numbered steps:

- 1 Upload Record of Decision Document**: Includes a text box with a "Browse..." button. An annotation box says "Browse to the ROD document." with an arrow pointing to the button.
- 2 Select FHWA Reviewer**: Includes a search box and a table of reviewers. An annotation box says "Select the reviewer." with an arrow pointing to a radio button next to "Reddy, Sangeeta".

Name	Organization	Title	Date Added	Date Reviewed	Accepted
<input type="radio"/> Reddy, Sangeeta	FHWA	Program Manager			
- 3 Review Date Date**: Includes a date picker. An annotation box says "Enter the review due date." with an arrow pointing to the date field.

At the bottom, there is a "Save" button. An annotation box says "When finished, click *Save*. The reviewer receives an email notification, and a calendar event is created." with an arrow pointing to the button.

**Action: Review Record of Decision (If Applicable)**

This action should only be used if the project is being developed with separate FEIS and ROD documents. If a combined FEIS / ROD document has already been approved, this action is not applicable. The Review action links you to the Reviews tab where you can participate in the review forum for a particular document. This is repeated for each document that is reviewed and is explained in detail in Section 9.7 of the handbook.

A FHWA reviewer receives an email notification with a link to this action. Following the review, FHWA approves or disapproves the ROD and submits comments. If the ROD is approved, the reviewer then signs, scans and uploads the signature page to eNEPA.

**Review Record of Decision (If Applicable)**

**1** Review Record of Decision

This project is being developed with separate FEIS and ROD documents. This is a review of the Record of Decision Document. Please use the [Document Review Manager](#) to ask questions or add comments to the Record of Decision Document.

[Download Record of Decision Document 09/09/2013 03:14 PM](#)

**2** Record of Decision Approval

Please download the document Package and review

Record of Decision Document Approved

Record of Decision Document NOT Approved (please provide reason in comments)

ROD Approval Comments

Provide comments.

**3** Signed Record of Decision

Please print, sign, and scan the Record of Decision Document as a PDF. Upload it using this tool

Browse...

**3** Save Changes

Saving this information will record the Approval decision, any comments and the date / time, and send a notification to the State PM / CO.

Download the ROD document.

The approval status defaults to not approved. Once the review is complete, specify whether the document is approved or not.

Sign the ROD signature page and then browse and upload the file.

When finished, click **Save**.

Action: Upload Statute of Limitations

The Project Manager, Administrator or State DOT user begins by uploading the Statute of Limitations (SOL) document for the project by browsing to the file location. The user then selects a publication date for the SOL document.

**Project Details**

<b>Name:</b> East Overshoe to One Buckle Up	<b>Project No:</b> FHWA VT4589	<b>Status:</b> Active
<b>Document Type:</b> Environmental Impact Statement	<b>Start Date:</b> 4/16/2013	<b>End Date:</b> Not specified
<b>Project Manager:</b> Wilson, Julie		

**Statute of Limitations Document**

**1 Upload Statute of Limitations Document**

Please select Statute of Limitations Document to be uploaded.

**Browse to the SOL document.**

**2 Publication Date**

Please select the publication date for this document.

**Input the SOL publication date.**

**3 Save Changes**

Saving this information will upload the file, and add it to the Document Manager, add the Publication Date to the project calendar and mark this action complete

**When finished, click *Save*. A calendar event is created.**

This is the final action in the EIS process. Clicking on the save button in Step 3 leads to the conclusion of the project within eNEPA.

## 11. HELP

The help section of the website includes a link to this user handbook. Clicking the link launches the handbook in Microsoft Word format.

### 11.1 ACRONYMS

Acronym	Description
DEIS	Draft Environmental Impact Statement
DOT	Department of Transportation
EA	Environmental Assessment
EIS	Environmental Impact Statement
FEIS	Final Environmental Impact Statement
FHWA	Federal Highway Administration
FONSI	Finding of No Significant Impacts
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
NEPA	National Environmental Policy Act
NOA	Notice of Availability
NOI	Notice of Intent
ROD	Record of Decision
RPO	Rural Planning Organization
SOL	Statute of Limitations
TIP	Transportation Improvement Program
TP	Transportation Planning