

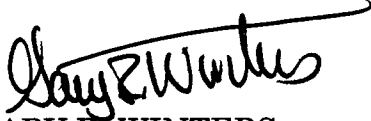
# Memorandum

*Flex your power!  
Be energy efficient!*

To: DEPUTY DISTRICT DIRECTORS  
FOR ENVIRONMENTAL

Date: January 13, 2003

File: EMO



From: GARY R. WINTERS  
Chief  
Division of Environmental Analysis, MS27

Subject: Written Certification of Environmental Document Quality Control Reviews

At a recent meeting, Federal Highway Administration (FHWA) officials expressed concern they were not consistently being provided with evidence of the five required quality control reviews (technical specialist, peer, technical editing, legal, and supervisor). The performance and certification of these reviews are critical elements of the Statewide Environmental Document Quality Assurance Program and District/Region Quality Control Plans. The program and individual plans commit to FHWA that evidence of the reviews will accompany document submittals. In order to assist the Districts/Regions in meeting this commitment, we have prepared an Environmental Document Quality Control Review Certification for statewide use. It is the Districts/Regions responsibility to complete the certification sheet and provide it to FHWA with document submittal.

This certification sheet is intended for use in documenting the performance of quality control reviews of all documents prepared in compliance with the California Environmental Quality Act and the National Environmental Policy Act. The following instructions should assist in the certification's completion:

- Technical review – This review has been broken into specialty areas; only areas discussed in the document need to be reviewed. Topics not included in the document should be labeled non-applicable (N/A).
- Peer review - If more than one reviewer is used to perform the peer review, their name and signature should be provided on a continuation page and attached to the sheet.
- Legal review – Only the reviewer's name and date of completion is required.

If you have any questions, please contact Henry Bass at (916) 653-7946, or Denise O'Connor at (916) 653-5157.

Enclosure

# ENVIRONMENTAL DOCUMENT QUALITY CONTROL REVIEW CERTIFICATION

Project Name: \_\_\_\_\_

Dist: \_\_\_\_\_ EA: \_\_\_\_\_ County/Route/KP/PM: \_\_\_\_\_

Document Type: \_\_\_\_\_ Name of Preparer: \_\_\_\_\_

<u>Type of Review</u>	<u>Reviewed by</u>	<u>Reviewer Signature</u>	<u>Date Completed</u>
Technical Specialists Review			
• Biology	_____	_____	_____
• Cultural	_____	_____	_____
• CIA	_____	_____	_____
• Visual	_____	_____	_____
• Hazardous Waste	_____	_____	_____
• Floodplain	_____	_____	_____
• Water Quality	_____	_____	_____
• Air Quality	_____	_____	_____
• Noise	_____	_____	_____
• Other	_____	_____	_____
Peer Review	_____	_____	_____
Technical Editing Review	_____	_____	_____
Legal Sufficiency Review	_____	<i>(No Signature Required)</i>	_____
Supervisor Review	_____	_____	_____

I hereby certify the required quality control reviews shown above have been satisfactorily completed in accordance with the \_\_\_\_\_ (District or Region) Quality Control Plan and that all substantive comments received have been addressed.

\_\_\_\_\_  
Chief, Environmental Management Branch

\_\_\_\_\_  
Date