Review Procedures for Environmental Impact Statements, Complex Environmental Assessments and Individual 4(f) Analysis under the NEPA Assignment Program

An EIS, Complex EA or Individual 4(f) Analysis is prepared for a transportation project on or off the State Highway System. The document is ready for QC reviews.

Step 1: District Quality Control Review

Resource Specialist, Peer, Technical Editor, NEPA Quality Control, and Supervisor Reviews are conducted. Each Reviewer signs the QC Review Certification form when their review is complete.

Review period determined by District/Region

The District/Region notifies the Headquarters Environmental Coordinator (HQ EC) Legal Office 1 week in advance of submitting the review request.

Step 2: Division of Environmental Analysis and Legal Reviews

Submit to HO DEA:

- Memo from the District/Region requesting review of the administrative ED or 4(f)
- 3 paper copies of the administrative ED or 4(f)
- 3 electronic copies of the administrative ED or 4(f)
- · 1 paper copy of each technical study
- · 1 electronic copy of each technical study
- 1 copy of the completed ED Checklist
- · Completed and signed QC Review Certification form

Division of Environmental Analysis reviews will commence the first business day after receipt of the complete package during regular business hours.

- Memo from the District/Region requesting legal review in the case of a draft ED or 4(f), or legal sufficiency review, in the case of a final EIS or 4(f)
- 1 paper copy of the administrative ED or 4(f)
- 1 electronic copy of the administrative ED or 4(f)
- 1 electronic copy of each technical study
 1 copy of the completed ED Checklist
- · Completed and signed QC Review Certification form

Legal Division reviews will commence the first business day after receipt of the complete package during regular business hours.

HQ EC will review the entire ED and perform a NEPA Quality Assurance review. Concurrently, and independent of HQ-DEA, the Legal Division will perform its required review.

The DEA will transmit the comments to the District/Region with a copy to the Legal Office. The Legal Office will transmit its comments on the legal review or legal sufficiency comments to the District/Region with a copy to HQ EC.

Step 3: District/Region Final Revision and Review

The District/Region will revise the administrative ED or 4(f) in response to all comments that were received from DEA and when applicable, the Legal Office. The SEP will review the revised administrative ED or 4(f) and the revised QC Review Certification form.

Review period determined by District/Region

Step 4: HQ Pre-Approval Review

The HQ EC and the Legal Office will review the revised ED or 4(f) to ensure that all comments have been adequately addressed and that the ED is ready for signature.

- The District/Region will submit the following materials to HQ-DEA:

 Transmittal memo signed by the District/Region SEP stating that the document has been revised pursuant to HQ EC comments and requesting pre-approval review
- 1 copy of the revised ED or 4(f)
- 1 copy of revised ED or 4(f) with track changes (not read-only) showing additions and deletions
- 1 copy of comments with a response key
 1 copy of the completed ED Review Checklist, as revised
- 1 copy of the signed QC Review Certification form, as revised

- The Legal Division will receive the following:
 Transmittal memo signed by the District/Region SEP stating that the document has been revised pursuant to the legal review or legal sufficiency review and requesting pre-approval review or legal sufficiency finding
- 1 copy of the revised ED or 4(f)
- 1 copy of revised ED or 4(f) with track changes (not read-only) showing additions and deletions
 1 copy of previous legal comments with a response key
- 1 copy of the completed ED Review Checklist, as revised
- 1 copy of the signed QC Review Certification form, as revised

Upon completion of the HQ-DEA review and completing legal review or achieving legal sufficiency, the HQ EC will recommend in writing to the District/Region that the ED is ready for signature.

Step 5: District Approval

Following the recommendation of the HQ EC that the ED is ready for signature, the District/Region will sign the ED, and begin public circulation.

Submit: Completed draft or final ED

Complex EA or Finding of No Significant Impact (FONSI)

Both the SEP and the HQ EC will recommend to the District Director (DD) that the title page or FONSI is ready for signature. The DD signs the document or may designate signature authority to (1) the DDD for Environmental Planning or (2), the Environmental Office Chief (EÓC) managing the environmental assessment unit that prepared the document.

EIS/Record of Decision (ROD)

The DDD and the EC jointly recommend to the DD that the EIS title page or the ROD is ready for signature. The DD signs the EIS or ROD. This signature may not be delegated.

review period

22 business day

10 business day review period