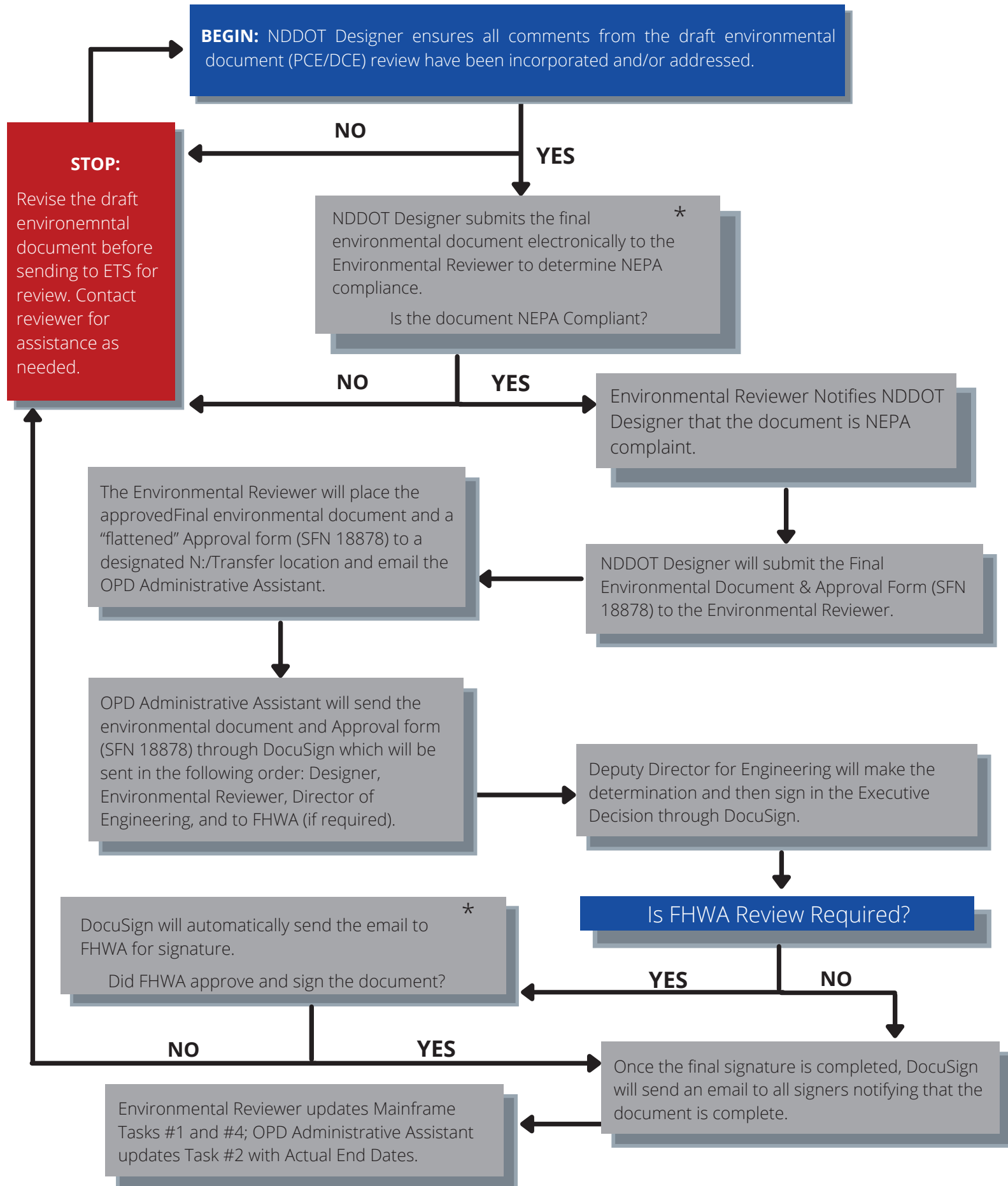
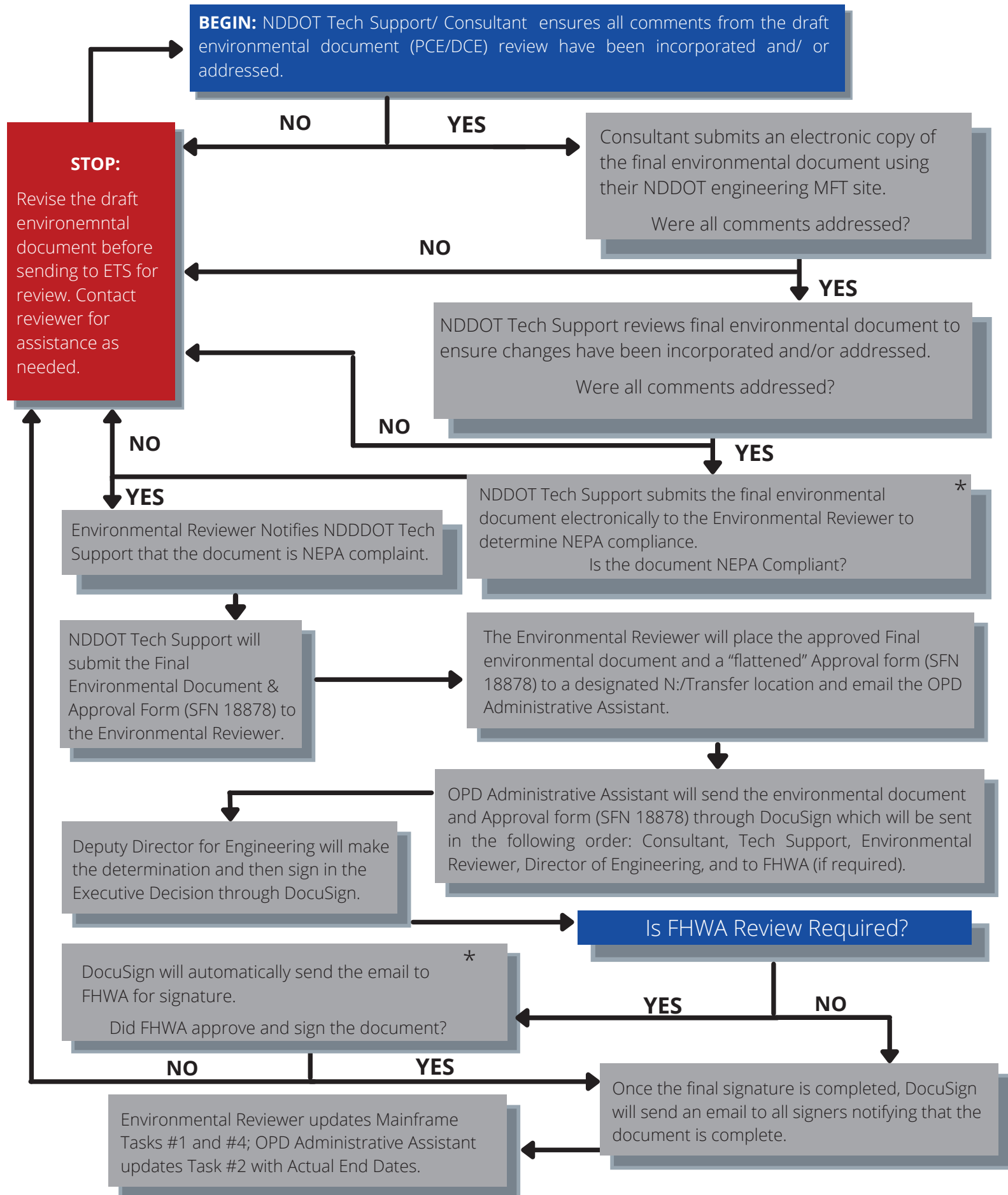


NDDOT Designer: PCE/DCE Workflow Diagram



* Environmental Reviewer and FHWA may each take up to two weeks to review the document.

Consultant: PCE/DCE Workflow Diagram



* Environmental Reviewer and FHWA may each take up to two weeks to review the document.

Categorical Exclusion by Definition (CED)

1. Once the CED package is complete the NDDOT Designer/Tech Support will place the document in FileNet. The CED package should be in the following order: 1- SFN 18878, 2 - CED Checklist, 3 - Project Location Map, and then any supporting documentation required by the CED Checklist. The FileNet properties for the CED should be filled out as follows:

Division: NDDOT Designer/Tech Support #

Division #: NDDOT Designer/Tech Support #

Records Control Number: 801470

Document Type: Report

Subject/Title: CATEX By Definition (CED)

From: NDDOT Designer/Tech Support Section

Use Filewalker to place the document in FileNet with the above listed properties. A Filewalker folder has been set up with the folder name *18878 CED Packet*. Please copy and paste the document into the Filewalker folder. If the project has more than 1 PCN, only list one PCN and the other PCNs will be linked in FileNet. Name CED Packets using the following format (Date needs to be in mmddyyyy format): PCN_Date

example PCN 12345 was signed complete on SFN 18878 on 1/7/2018 = 12345_01072018

Districts: O:\00 DOT RC\Engineering\DISTRICTS\PROJECT REPORTS & TESTS\18878 CED Packet

2. NDDOT Designer/Tech Support places SFN 18878 within the R: /project/12345678.012/DIP or eplans/ final folder of the respective project number.
3. NDDOT District developed projects: The NDDOT District Designer sends an email to the NDDOT Design contact with a FileNet link to the CED package.

NDDOT DESIGNER: Programmatic Categorical Exclusion (PCE)/Documented Categorical Exclusion (DCE) Workflow for OPD – (DocuSign)

1. NDDOT Designer ensures all comments from the draft environmental document (PCE/DCE) review have been incorporated and/or addressed.
 - a. If a Scoping Report is used for the front end of the environmental document and no further engineering is required, a PE stamp is not required.¹
2. NDDOT Designer submits the final environmental document electronically to the Environmental Reviewer to determine NEPA compliance.
3. Once the final environmental document is determined to be NEPA compliant, the Environmental Reviewer will notify the NDDOT Designer.
4. NDDOT Designer will submit the **Final** environmental document and Approval form (SFN 18878) to the Environmental Reviewer.
5. The Environmental Reviewer will place the **approved Final** environmental document and a “flattened” Approval form (SFN 18878) to a designated N:/Transfer location for the OPD Administrative Assistant.
6. Environmental Reviewer will send an email to the OPD Administrative Assistant and NDDOT Designer stating the environmental document is compliant and ready for signature with a link to the document location.
 - a. DCE/PCE –Task #1: Environmental Reviewer enters the date into Mainframe after signing the SFN 18878.
7. OPD Administrative Assistant will send the environmental document and Approval form (SFN 18878) through **DocuSign** which will be sent in the following order: **Designer, Environmental Reviewer, Director of Engineering, and to FHWA (if required)**.
 - a. All signers will sign electronically through **DocuSign**.
 - b. The signers will automatically be notified through email from DocuSign when the document is ready for signature.
8. Deputy Director for Engineering will make the determination and then sign in the Executive Decision through DocuSign.
 - a. DCE/PCE –Task #2/#3: OPD Administrative Assistant enters the date the DDE receives the document and the date DDE signed into Mainframe.
9. Once the final signature is completed, DocuSign will send an email to all signers notifying that the document is complete.
10. PCE and DCE environmental documents that **do not** require FHWA approval:
 - a. Environmental Reviewer enters Actual End, the date the Deputy Director made final decisions into Mainframe to show the DCE/PCE tasks have been completed.
11. DCE environmental documents that **do** require FHWA approval: DocuSign will automatically send the email to FHWA for signature, notification will be through email when FHWA approval has been received.
 - a. DCE –Task #4: Environmental Reviewer enters the date sent to FHWA in Mainframe.

¹ A Scoping Report may be used as the front end of the NEPA document if the Deputy Director has made a final decision on the alternative and options. The Scoping Report will need to contain all excluded categories descriptions and the environmental checklist will still need to be completed. A Scoping Report may not be used as the front end of the NEPA document if any additional items or impacts have been added to the project after the Scoping Report was completed.

12. NDDOT Designer places the FHWA approved SFN 18878 within the R:
/project/12345678.012/DIP or eplans/ final folder of the respective project number.
13. Environmental Reviewer enters the date FHWA approval was received in Mainframe.
 - a. CATEX - Categorical Exclusion Actual End
14. OPD Administrative Assistant sends out the FileNet link to the distribution list.
 - a. OPD Administrative Assistant sends the environmental document with the PE stamp and signature to records and the process is complete.

¹ A Scoping Report may be used as the front end of the NEPA document if the Deputy Director has made a final decision on the alternative and options. The Scoping Report will need to contain all excluded categories descriptions and the environmental checklist will still need to be completed. A Scoping Report may not be used as the front end of the NEPA document if any additional items or impacts have been added to the project after the Scoping Report was completed.

CONSULTANT: Programmatic Categorical Exclusion (PCE)/Documented Categorical Exclusion (DCE) Workflow for OPD – (DocuSign)

1. NDDOT Tech Support/ Consultant ensures all comments from the draft environmental document(PCE/DCE) review have been incorporated and/or addressed (NDDOT Tech support skip to step #3).
 - a. If a Scoping Report is used for the front end of the environmental document and no further engineering is required, a PE stamp is not required.¹
2. Consultant submits an electronic copy of the final environmental document using their NDDOT engineering mft site. If the consultant does not have an NDDOT engineering mft site, please contact the NDDOT Tech Support for further guidance.
3. NDDOT Tech Support reviews final environmental document to ensure changes have been incorporated and/or addressed.
4. NDDOT Tech Support submits the final environmental document electronically to the Environmental Reviewer to determine NEPA compliance.
5. Once the final environmental document is determined to be NEPA compliant, the Environmental Reviewer will notify the NDDOT Tech Support.
6. NDDOT Tech Support will submit the **Final** environmental document and Approval form (SFN 18878) to the Environmental Reviewer.
7. The Environmental Reviewer will place the **approved Final** environmental document and Approval form (SFN 18878) to a designated N:/Transfer location for the OPD Administrative Assistant.
8. Environmental Reviewer will send an email to the OPD Administrative Assistant and NDDOT Tech Support stating the environmental document is compliant and ready for signature with a link to the document location.
 - a. DCE/PCE –Task #1: Environmental Reviewer enters the date into Mainframe after signing the SFN 18878.
9. OPD Administrative Assistant will send the environmental documents and Approval form (SFN 18878) through **DocuSign** which will be sent in the following order: **Consultant, NDDOT Tech Support, Environmental Reviewer, Director of Engineering, and to FHWA** (if required).
 - a. All signers will sign electronically through **DocuSign**.
 - b. The signers will automatically be notified through email from DocuSign when the document is ready for signature.
10. Deputy Director for Engineering will make the determination and then sign in the Executive Decision through DocuSign.
 - a. DCE/PCE –Task #2/#3: OPD Administrative Assistant enters the date the DDE receives the document and the date DDE signed into Mainframe.
11. Once the final signature is completed, DocuSign will send an email to all signers notifying that the document is complete.
12. PCE and DCE environmental documents that **do not** require FHWA approval:
 - a. Environmental Reviewer enters Actual End, the date the Deputy Director made final decisions into Mainframe to show the DCE/PCE tasks have been completed.

¹ A Scoping Report may be used as the front end of the NEPA document if the Deputy Director has made a final decision on the alternative and options. The Scoping Report will need to contain all excluded categories descriptions and the environmental checklist will still need to be completed. A Scoping Report may not be used as the front end of the NEPA document if any additional items or impacts have been added to the project after the Scoping Report was completed.

13. DCE environmental documents that **do** require FHWA approval: DocuSign will automatically send the email to FHWA for signature, notification will be through email when FHWA approval has been received.
 - a. DCE –Task #4: Environmental Reviewer enters the date sent to FHWA in Mainframe.
14. NDDOT Tech Support places the FHWA approved SFN 18878 within the R:
/project/12345678.012/DIP or eplans/ final folder of the respective project number.
15. Environmental Reviewer enters the date FHWA approval was received in Mainframe.
 - a. CATEX - Categorical Exclusion Actual End.
16. OPD Administrative Assistant sends out the FileNet link to the distribution list.
 - a. OPD Administrative Assistant sends the environmental document with the PE stamp and signature to records and the process is complete.

¹ A Scoping Report may be used as the front end of the NEPA document if the Deputy Director has made a final decision on the alternative and options. The Scoping Report will need to contain all excluded categories descriptions and the environmental checklist will still need to be completed. A Scoping Report may not be used as the front end of the NEPA document if any additional items or impacts have been added to the project after the Scoping Report was completed.

PCE/DCE Reevaluations or Addendums for NDDOT Designers and Consultants

1. If there is a change in scope, new work activities not previously discussed, or a substantial change in any impact categories, an Addendum would need to be prepared.
2. A new SFN 18878 will be required and the same steps above for CED, PCE, and DCE that **did not** require FHWA approval.
3. If a DCE **had received FHWA** approval and would require an Addendum or Reevaluation contact the Environmental Reviewer.
 - a. The Environmental Reviewer will send the Addendum/Reevaluation to FHWA as a courtesy if there are no additional exceeded thresholds.
 - b. If an additional threshold is exceeded, the Environmental Reviewer will place the Addendum/Reevaluation with a new SFN 18878 in the N:/Transfer location for the OPD Administrative Assistant to transfer into **DocuSign** for FHWA for review and signature.
 - c. If the original SFN 18878 was signed through Adobe, then the new SFN 18878 may be signed in Adobe as well.

¹ A Scoping Report may be used as the front end of the NEPA document if the Deputy Director has made a final decision on the alternative and options. The Scoping Report will need to contain all excluded categories descriptions and the environmental checklist will still need to be completed. A Scoping Report may not be used as the front end of the NEPA document if any additional items or impacts have been added to the project after the Scoping Report was completed.